

# **BELOIT PUBLIC LIBRARY**

**Personnel**

**Manual**

**for**

**Non-Represented**

**Employees**

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## **INTRODUCTION**

In accordance with WI State Statute 43.58 and Section 1.85 of the Code of General Ordinances of the City of Beloit, the Library Board has established the following policies in order to provide an equitable program of personnel administration, the purpose of which is to insure a quality workforce. Any former rules, regulations, policies, manuals, provisions, or practices relating to the policies set forth herein, whether formal or informal, are hereby rescinded.

By State Statute, the Library Board establishes wages, hours, and conditions of work for all library employees. This manual pertains to all employees whose positions are designated in the Library Board's compensation plan as "non-represented." "Non-represented" as used herein shall be deemed to include non-represented as that term is used in WI State Statute 111.70, and as governed by the Federal Fair Labor Standards Act.

The contents of this manual are presented as matters of information; they are not conditions of employment. The Library Board reserves the right to modify, revoke, suspend or terminate any or all of the plans, policies and procedures described herein, in whole or in part, at any time, with or without notice. This manual is not intended to create, nor is it to be construed to constitute, a contract between the Library and any one or all of its employees. Employees of the Library are employees-at-will.

Specific situations unanswered by these general guidelines should be directed to the Library Director.

## **SECTION 1                    PURPOSE AND RESPONSIBILITY**

### **1.01    Purpose of Manual**

The purpose of this manual is to provide a set of Personnel guidelines, including various rules and regulations which provide guidelines for the fair and equitable personnel administration of non-represented employees.

### **1.02    Responsibility for Implementation**

The Library Director is charged with overall responsibility for personnel administration within the Library. All Department Heads may establish and maintain a current set of rules and regulations applicable to that department but which are not in conflict with the provisions of this manual or any Library policies.

### **1.03    Distribution of Personnel Manual**

Current copies of personnel policies will be maintained on the Library's network for review and use by all non-represented employees. New employees will receive notification of the location and content of the policies. The Administrative Office may occasionally distribute hard copies of a policy upon request; however, employees are cautioned that hard copy documents may become dated and under all circumstances, the electronic file shared on the network represents the complete, accurate, and up-to-date personnel rules and regulations for non-represented employees.

Policies covered in this manual will be explained to all new non-represented employees at the time of employment and reviewed as required during the probationary period, or at the employee's request.

## **SECTION 2    VALUES AND CORPORATE CULTURE**

### **2.01    Core Values**

In carrying out our mission and duties, we work by the following core values that guide our behavior toward one another:

1. **Respect/Dignity**  
We recognize and respect the worth of each individual in the organization. We demonstrate trust and do not retaliate.
2. **Honesty/Integrity**  
We are dedicated to high ethical and moral standards and uncompromising honesty in our dealings with the public and each other.
3. **Teamwork**  
We are a team of diverse employees, collectively making sound decisions. We listen to each other, share information, and enjoy what we do. We work toward win-win solutions by

focusing on interests, not positions. We communicate by being constructive and direct.

4. Creativity  
We find innovative solutions and create an environment where new ideas are valued.
5. Commitment  
We respect our fellow employees and their diversity of opinions, talents, and needs. We do what we say we are going to do.

We believe in the importance of empowerment and participation by employees in the problem solving process. We recognize that we are knowledgeable, professional, productive, and resourceful in the performance of our work. We provide consistent quality services that are cost-effective. We promote trust and strive to maintain a positive working environment.

## **2.02 Customer Service**

The staff at Beloit Public Library believes that library customers are entitled to prompt reliable service. Every attempt is made to be responsive to customer needs in a pleasant and helpful manner. Customers can expect fair treatment and know that all staff members consider their use of the library confidential. The staff withholds judgment and respects customer requests. Customers should leave the library with the image of a courteous and friendly public institution. The staff believes that library customers need a safe and pleasant atmosphere in order to fully enjoy the library.

## **2.03 Management Rights**

The right, function, and authority to manage all operations are vested in the Library Board and include, but are not limited, to the following:

1. To manage and otherwise supervise all employees.
2. To hire, promote, transfer, assign, retain and terminate employees.
3. To suspend, demote, dismiss or take other disciplinary action against employees when required in the best interest of the Library.
4. To relieve employees of duties because of lack of work or for other lawful reasons.
5. To maintain efficiency and economy of the Library operations entrusted to the administration.
6. To determine the methods, means, and personnel by which such operations are to be conducted.
7. To exercise discretion in the operation of the Library, budget, organization, assignment of personnel and the technology of work performance.
8. To promulgate lawful work rules.
9. To subcontract work.

## **2.04 Fair Employment and Affirmative Action**

The Library shall not discriminate against any employee (or applicant) on the basis of age, race, religion, color, sex, national origin, ancestry, disability, , sexual orientation, marital status or any

other characteristic protected by state or federal law in any personnel action. For more information, consult City Ordinances, applicable State and Federal law, and applicable Library policies.

### **SECTION 3 APPOINTMENTS**

#### **3.01 Appointing Authority**

In accordance with Section 43.58 (4) of Wisconsin Statutes, the Library Board appoints the Library Director who in turn is responsible for the appointment of all other library employees.

WI SS 43.58 (4) reads in part:

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.

#### **3.02 Recruitment and Selection**

The Library Director is responsible for overseeing the recruitment and selection of all employees of the Library. All appointments shall be on the basis of merit and shall be made only when a vacancy exists in an authorized position or under extraordinary or emergency conditions. Temporary appointments may be made as stipulated in this manual for purposes of filling vacancies until a permanent appointment can be made or to assist existing staff during peak or unusually heavy work flow periods. The position qualifications for all vacancies are enumerated in the Job Classification Plan. More information on the topic of selection is included in the Library Board's Recruitment and Selection Personnel Policy. Within the context of the Library's merit employment practices, every effort will be made to recruit qualified candidates from among residents of the City and the City's Affirmative Action Plan will be given consideration in the appointment process.

#### **3.03 Types of Employment**

Regular appointments:

Regular appointments to full and part-time budgeted positions shall be made only when a vacancy within a regular classification exists and such appointment shall be subject to the normal probationary period as described in Section 3.07. An employee hired under any type of grant program funded by any other agency or unit of government shall be considered "at will."

Casual appointments:

Casual appointments shall work fewer hours than the WRS minimum eligibility level in any one calendar year. Previous employment under "Casual" appointment will not be counted as a part of the probationary test period if a regular appointment is made.

#### **3.04 Qualifications - Standards for Employment**

Qualifications and standards for employment (or promotion) will be made on merit, based on knowledge and ability, training and experience in relation to the actual job requirements needed for satisfactory performance of job duties. Standards for employment (and promotion) will be updated

from time to time to assure the selection of the best qualified candidates to perform the work in an effort to consistently improve the professionalism and effectiveness of the Library's service. Specific job requirements appear in individual job descriptions and are included in the Job Classification Plan. Adherence to the normal selection procedures will assure the hiring of the most qualified applicants to fill the available openings. Appointments shall be made on an impartial basis without regard to favoritism or political/personal influence within the Library.

Refer to the Library Board's Recruitment and Selection Personnel Policy for additional provisions.

### **3.05 Residency**

The Library Board encourages city of Beloit residency for all of its employees. It is highly desirable for the Library Director to be a resident of the city.

### **3.06 Term of Appointment**

All employees appointed to regular Library positions shall serve during good behavior and satisfactory service. The Library Director may remove any employee.

### **3.07 Probationary Period**

All positions appointed under this manual shall successfully complete a probationary period of (at least) 6 months from the date of appointment, during which the employee's performance shall be closely observed in order to assist the employee in adjusting to the new position and learning all the duties and responsibilities required to successfully fulfill the responsibilities of that appointment. Probationary employees shall also be carefully evaluated to determine whether or not their job performance or aptitude meet the required standards.

The probationary period shall be regarded as actual time worked on the job and shall not include any lost time from work due to illness, accident, lay-off, suspension, jury duty, education or military leave. Any absence from work will be accumulated and the probationary period extended accordingly. The probationary period may be extended upon written notification to the affected employee. The probationary period for any employee shall not end until the employee has received written notification.

### **3.08 Removal during Probation**

At any time during a probationary period, the Library Director may remove an employee if, in his/her opinion the probationary employee's performance indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily, or the habits and dependability of the employee do not merit continuation in the position. Any employee who is found to have been appointed through misrepresentation, fraud or error may be removed immediately by the appointing authority.

### **3.09 Performance Evaluation during Probation**

The employee's supervisor shall evaluate the performance of probationary employees in 90-day review cycles. The performance evaluation will be put in writing, signed by the supervisor and the employee, and approved by the Library Director. Employees who successfully complete probation shall subsequently be evaluated on an annual basis.

## **SECTION 4 PROMOTIONS AND TRANSFERS**

### **4.01 POLICY ON PROMOTION AND TRANSFER**

The Library encourages promotions and transfers provided the employee meets the selection standard. For additional information, see the Recruitment and Selection Policy and the Pay Plan.

## **SECTION 5 SEPARATION FROM SERVICE**

### **5.01 Types of Separation**

There are several different ways an employee can be separated from the Library's service. The remainder of this policy will list and briefly define, where necessary, the different types of separations from service and any related Library policies which may affect that separation:

1. Dismissal. An involuntary permanent separation from employment for disciplinary reasons.
2. Resignation. A voluntary separation from employment.
3. Elimination of Position. Involuntary separation from employment in good standing through no fault of the employee, necessitated by lack of work, lack of funds, changes in organization, completion of temporary employment, or similar circumstances without adverse impact on the employee's eligibility for further Library employment. Consideration shall be given to knowledge, skills, and abilities when eliminating a position held by more than one incumbent.
4. Retirement. Voluntary separation by an employee who has qualified under the terms and conditions of the pension plan and who will be immediately receiving retirement benefits.
5. Death.
6. Termination without Prejudice. Termination of a probationary employee who has failed to adequately complete the initial probationary period.
7. Separation for Medical Reasons. Any employee shall be ruled to be incapable of further employment with the Library after an examination by a practicing physician selected by the Library, provided such examination is allowed by law. In general practice, employees who have exhausted all available leave, including all State and Federal FMLA will be eligible to participate in an analysis of any appropriate ADA accommodation leave. The selected physician shall examine the capability of the employee to perform the essential job duties of the position. The Library may request additional information from the employee and/or Department Head as may be required to render a decision on medical separation, which final decision shall be made by the Library Director, taking into account all applicable Federal and State legal requirements governing medical separations.

## **5.02 Dismissal – General**

The termination of an employee shall be termed a “dismissal” when, in the opinion of the Library Director, the employee is disqualified from continuing to render satisfactory services for any of the following reasons:

1. Continued or gross neglect of duty.
2. Absence without leave or failure to give proper notice of absence.
3. Incompetence, failure or unwillingness to render satisfactory service, as shown by service ratings below the satisfactory standard as established by these rules.
4. Insubordination or serious breach of discipline.
5. Violation of the Drug and Alcohol Policy.
6. Conduct unbecoming an employee of the Library, such as to bring the Library into disrepute or creating a persistent nuisance for the Library.
7. Negligent or willful damage to public property or waste of public supplies or equipment.
8. Use of bribery or political pressure to secure appointment or advantage.
9. Material falsification of application or making any false statement, certificate, mark, rating, report, in regard to any test, certification, appointment, or any attempt to commit any fraud that violates the merit principles of personnel administration.
10. Giving or receiving any consideration, monetary or otherwise, to or from any person, organization for or in connection with any test, appointment, proposed appointment, or proposed promotion.
11. Breaches of written Library or Departmental rules and regulations.

A terminated employee who has satisfied the probationary period requirements shall have the right to appeal the decision of the Library Director by using the procedure outlined in the Grievance Policy.

## **5.03 Resignation**

An employee may leave the service voluntarily, by resignation, by stating the reasons therefore in writing to the Library Director. To be eligible for benefits as a result of resignation, an employee must give fourteen (14) calendar days prior notice unless otherwise waived by the Library Director. If deemed to be in the best interests of the Library, the Library Director may direct the resigning employee to leave the position before the expiration of the fourteen (14) calendar day notice period. Should an employee be so ordered, the balance of the resignation of the fourteen (14) day notification period shall be compensated and considered severance pay. If the required written resignation notice is not given, nor waived as provided herein, the employee shall not be considered to have resigned in good standing.

## **5.04 Termination of Employment through Elimination of Position**

When a position is eliminated pursuant to Section 5.01(3), the incumbent will be provided with severance compensation at the rate of two work weeks (10 work days at the regularly scheduled number of daily work hours) pay for each year of service up to a maximum of ten years of service

with the Library (100 work days of compensation). All employees separating due to elimination of position shall receive a minimum of 30 work days of severance compensation. The Library will continue to pay the current percentage of the health insurance premium for the duration of the period of severance pay, provided the eligible employee makes written election to COBRA coverage. The provisions of this paragraph do not apply to temporary or casual employees or employees who were hired and whose term of employment was anticipated to extend only for the duration of a specific grant or funding program or otherwise limited period of time.

Employees subject to this provision shall have two-thirds (2/3) of his/her accumulated and unused sick leave, up to a maximum of 640 hours (80 days), converted in the form of a cash payment to be deposited in a Retirement Health Savings Plan account in the employee's name upon termination. The employee will have direct control over this account and will be able to make various investment choices, designate a beneficiary, and manage the account as they see fit within the parameters of the Retirement Health Savings Plan program.

Employees whose positions have been eliminated under this provision may apply for any vacancy existing within the Library service, either prior to or following the elimination of their position.

#### **5.05 Retirement**

Employees may make application when they become eligible for retirement under the provisions of the Wisconsin Retirement System. When accepting retirement benefits, employees shall not be eligible for reinstatement or re-employment with the Library, except in part-time or casual positions after a minimum break of at least thirty (30) days from Library employment.

#### **5.06 Compensation at Time of Separation**

Upon separation, an affected employee shall be paid for any compensation due the employee at the current rate of pay, as well as accumulated unused vacation leave less any amount which is due the Library. The employee shall be responsible for returning all Library equipment and property in the employee's possession.

### **SECTION 6 CLASSIFICATION AND COMPENSATION**

#### **6.01 Job Classification**

The Job Classification Plan is based on position classification principles. These principles require grouping together those positions which are basically similar with respect to nature of work, have approximately the same level of difficulty and responsibility and require similar education and experience backgrounds. The position with its list of duties and responsibilities, as distinguished from the performance of the incumbent, is the objective of the classification process. The Classification Plan is used:

1. To provide the structural basis of the pay plan so as to assure that equal pay is provided for equal work.

2. To establish education and work experience qualifications and standards for recruiting, testing, and other selection purposes.
3. To provide administrators and supervisors with a means of analyzing work distribution, areas of responsibility, lines of authority, and other relevant relationships between individual positions and groups of positions.
4. To assist the Library Director in determining personnel costs and in projecting such costs for annual budget requirements.
5. To provide a basis for developing standards of work performance.
6. To establish lines of promotional and career opportunities and to indicate employee training needs and development potentials.

A classification plan is not intended to reflect an individual's competence, efficiency, capability, length of service, or experience. The Classification Plan deals with positions, not with individuals.

A classification plan is not static and is not intended to fix positions permanently into classes. Instead, the plan must be administered continually to adapt it to changing conditions. No employee is guaranteed a certain classification and jobs may be reclassified upward or downward in accordance with numbers 1-6 above at any time.

## **6.02 The Pay Plan**

Refer to the personnel policy "Pay Plan for Non-Represented Employees."

## **6.03 Payroll Compensation**

### General Policy

The Library provides payroll compensation exclusively by electronic deposit directly into a financial institution account selected by the employee. It shall be the responsibility of all new employees to provide the necessary information for the appropriate account at a financial institution for purposes of depositing their compensation.

### Special Payroll Checks

Under no circumstances will the City consider the issuance of any special payroll checks, since all salary compensation is now deposited into an employee's designated account on the regular scheduled payday. Should there be an error or omission that occurs on a payroll leaving a sum due, that payroll information will be corrected based upon the submittal of documentation from the employee and the Department Director. Any required adjustments to compensation will then be made to the next regular payroll.

## **6.04 Hours of Work**

The normal work week shall be 7 days and an average weekly work schedule of 40 hours for full-time employees. This definition of the work week and work schedule shall not be construed as guarantee of hours of work per day or per week, or guarantee of days of work per week, nor is there a guarantee of the permanence of any schedule.

All employees shall be subject to emergency call-ins at any time. A minimum of two (2) hours pay shall be paid to all non-exempt employees so called.

## **6.05 Overtime Compensation**

Employees covered by this manual may be eligible for overtime compensation, if required under the Federal or State Fair Labor Standards Act and/or the Wisconsin Wage and Hour Act, WI SS 103. Positions classified as “exempt” under both State and Federal Acts are paid sufficient compensation to cover all work required to carry out the responsibilities of that position. Exempt employees are expected to fulfill the duties and responsibilities of their classification without additional hourly compensation.

Employees who are not considered “exempt” under the State Act or Federal Fair Labor Standards Act, are eligible for overtime compensation in accordance with Federal Fair Labor Standards Act and/or the Wisconsin Wage and Hour Act at the rate of 1.5 times their normal hourly rate of pay for all hours worked in excess of forty (40) hours per week. All overtime must have prior approval by the employee’s supervisor.

Employee may elect compensatory (comp) time in lieu of cash overtime at the rate of 1.5 hours for each overtime hour worked under the following conditions:

1. The election of comp time as well as the request for use of comp time must be tracked on library forms.
2. Comp time is to be taken at the mutual convenience of the employee and his/her department supervisor.
3. The maximum amount of comp time that may be accumulated in an employee’s comp time bank at any one time is twenty (20) hours.
4. Comp time must be taken in whole or half hour increments only.
5. Any comp time not scheduled or not able to be scheduled for use by December 1 will be paid out on the next pay period provided adequate time is available for payroll processing, in any case, no later than the last pay period of the calendar year.

## **SECTION 7 FRINGE BENEFITS**

### **7.01 Eligibility For Benefits**

Full-Time Employees:

A full-time employee is defined as a person employed by the Library on a regular, constant,

continuous basis, working at least forty (40) hours per week, and whose classification is listed in the annual budget as a “full-time” position.

#### Eligible Part-Time Employees:

An eligible part-time employee is defined as a person employed by the Library on a regular, constant, continuous basis, working at least an average of twenty (20) hours per week. Eligible part-time employees qualify for partial benefits, including holiday pay, vacation time, and sick time, pro-rated based on the average hours of work per week.

### **7.02 Travel Expense Reimbursement**

An employee, who in the course of his/her duties, is required to attend conferences, seminars, or conduct business for the employer, in or out of the city, shall receive the applicable reimbursement for travel, lodging, and meals, as provided in the policy established by the Library Board. See the Board’s Travel Expenses personnel policy.

### **7.03 Professional Organizations/Certifications**

#### Membership/Certification Approval

The Library encourages employees to join and participate in professional associations and to obtain and maintain appropriate certifications which are relevant to and supportive of their position with the Library. Membership/certification approval shall be based on the following considerations:

1. The nature of the organization – its purpose, its intent and scope of activities and their relevancy to the member’s duties on behalf of the Library.
2. The nature of the work performed by the employee requesting membership/certification.
3. The improvement and upgrading of job related skills and abilities as a direct result of participation by the employee, resulting in benefits to the Library service.

#### Membership/Certification Fees

Fees for initiation and participation in professional, job related organizations/certifications will be paid by the Library for regular full-time employees provided that:

1. A request is made in writing with a copy of the invoice for membership fees and dues payable.
2. The request is approved by the Library Director.
3. The budget is adequate to cover such expenses.

### **7.04 Pension Program**

The Library participates in the Wisconsin Retirement System (WRS), which is administered by the State of Wisconsin, Department of Employee Trust Funds. Retirement benefits and eligibility are thoroughly discussed on the ETF website (<http://etf.wi.gov>). Employees are encouraged to contact ETF at 608-266-3285 for questions on their own accounts.

Further, the Library through the City maintains several Section 457 and Roth deferred income programs which are available for employee use on a discretionary and voluntary basis. Contributions to a 457 program are income tax deferred and withheld on a pre-tax basis (except for the ROTH plan) from the employee's regular bi-weekly compensation. These contributions are still subject to Social Security and Medicare tax withholding.

## **7.05 Vacation**

Vacation pay shall be based on the regular straight time hourly rate of pay. Regular part-time library employees who work an average of twenty (20) or more hours per week shall accrue vacation on a pro-rated basis.

Director and Department Managers:

1. Employees shall accrue twenty-twelfths (20/12) of one day of vacation for each month worked from the date of employment until the 31st of December of the same year. Employees will be eligible for this vacation after January 1st and during the year following the date of employment. Probationary employees are not eligible for vacation benefits until regular status is established.
2. Employees will receive four (4) weeks regular vacation each calendar year beginning the second calendar year of employment through the twentieth (20) calendar year of employment.
3. Employees will receive four (4) weeks and two (2) days vacation each year in which they complete twenty-one (21) years continuous service through the twenty-second (22) calendar year of employment.
4. Employees will receive five (5) weeks vacation each year in which they complete twenty-three (23) years of continuous service.
5. Employees will receive five (5) weeks and three (3) days of vacation each year in which they complete 28 years of continuous service.

Full-time and Eligible Part-Time employees

1. Full-time employees shall accrue fifteen-twelfths (15/12) of one day of vacation for each month worked from the date of employment until the 31st of December of the same year. Employees will be eligible for this vacation after January 1st and during the year following the date of employment. Probationary employees are not eligible for vacation benefits until regular status is established.
2. Employees will receive three (3) weeks regular vacation each calendar year beginning the second calendar year of employment through their ninth (9) calendar year of employment.
3. Employees will receive four (4) weeks vacation each calendar year in which they complete ten (10) years of continuous service through the twenty second (22) calendar year of employment.
4. Employees will receive five (5) weeks vacation each calendar year in which they complete twenty three (23) years of continuous service.

5. Employees will receive five (5) weeks and three (3) days of vacation each year in which they complete 28 years of continuous service.

#### Credit for Prior Service

In order to recruit experienced library managers, the Library Director may, from time to time, authorize vacation accrual in excess of the structured schedule when the selected candidate has prior relevant experience, provided the negotiated vacation accrual in excess of the amounts provided for in this regulation shall not exceed 20 days in a single calendar year.

#### Vacation and Promotion

Employees who are promoted from within the Library will receive credit for years of service with the Library when determining their vacation allowance.

#### Scheduling of Vacation

Vacation based on accrual for the preceding calendar year will be posted and available for scheduling on January 1 of each calendar year.

Vacations are to be arranged at the mutual convenience of the employee and the department supervisor allowing for sufficient coverage for Departmental services. Department managers may implement their own scheduling procedures to ensure the availability of sufficient manpower.

#### Carry-over of Vacation

Vacation time will normally not be carried over into the next calendar year and must be scheduled and used during the calendar year when posted. If work conditions and other circumstances preclude the scheduling of approved leave during that calendar year, employees may carry over up to eight (8) vacation days into the following year. Carry-over beyond eight (8) days must be approved by the department supervisor and Library Director.

#### Vacation and Separation

Vacation accruals will cease with the final date of employment. All separating employees shall be eligible to receive compensation for unused vacation leave accrued for the prior year and posted on January 1 of the current calendar year, plus a pro-rated accrual for the number of months in the current calendar year during which the individual was employed by the Library.

#### Minimum period of Vacation

Employees eligible for vacation as outlined above will be able to use earned vacation hours in increments of one (1) hour or more.

## Notice Required for Payout of Vacation

An employee voluntarily terminating employment with the Library shall be required to give fourteen (14) calendar days prior written notification of intentions to separate in order to be entitled to receive payment for earned but unused vacation leave. The Library Director may waive the fourteen (14) calendar days notification requirement under extraordinary circumstances or, if in the Library Director's opinion, the voluntary separation of the employee on a shorter term basis would be in the best interest of the Library.

## Employees Who Become Ill While on Vacation

Any employee who is on vacation and who is injured or becomes seriously ill to the extent that the employee is hospitalized or otherwise incapacitated, may apply such time to sick leave if approved by the department supervisor. As soon as this injury or illness occurs, the employee must notify his/her supervisor. The employee may be required to provide a certification by a physician. The unused vacation will be rescheduled with the approval of the department supervisor. If the employee's scheduled vacation is due to end at the end of December, and he/she becomes sick, his/her unused vacation shall be rescheduled during the first quarter in the following calendar year, with the approval of the Library Director.

## Employees Called into Work while on Vacation

An employee who is on vacation and is called into work or signs up to work on any vacation day shall not receive vacation pay, but will be allowed to reschedule his/her vacation.

## **7.06 Holidays**

The Beloit Public Library observes the following holidays with time off paid at the employee's regular rate of compensation:

New Year's Day  
Memorial Day  
July Fourth  
Labor Day  
Thanksgiving Day  
The Day following Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

## Miscellaneous Holiday Provisions

If the Library remains open on any of the above holidays or if the holiday falls on a Saturday or Sunday, the Library Board shall determine the day the library shall be closed in lieu of the actual holiday and the library employee affected shall be granted a compensatory day off pro-rated as is appropriate, with pay. Such compensatory time off to be selected by the library employee, subject to the approval of the department supervisor.

Eligible part-time employees who work an average of twenty (20) or more hours per week are entitled to holiday pay on a pro-rated basis according to hours worked.

## Floating Holidays

All personnel shall receive normal compensation for four (4) floating holidays to be scheduled each calendar year. Floating holidays will be taken at the mutual convenience of the employee and the department supervisor, and may be used in increments of one (1) hour or more. All floating holidays must be scheduled within the calendar year and there shall be no accumulation of floating holidays from year to year and no payment for unused floating holidays, either at year-end or at time of separation.

## Floating Holidays in First Year of Employment

Floating holidays will be credited as follows in the first year of employment:

1. Employees starting work between January 1 and April 30 receive four (4) floating holidays.
2. Employees starting work between May 1 and September 30 receive two (2) floating holidays.
3. Employees starting work on or after October 1 receive one (1) floating holiday.

Floating holidays may be taken during the probationary period, but an employee who does not successfully complete his/her probationary period must repay any floating holidays used.

## **7.07 Leave Of Absence without Pay**

Only the Library Director may grant special leaves of absence without pay upon receipt of a written request from an employee and determination that the leave of absence will serve the best interest of both the Library and the employee. Before beginning a leave of absence without pay, employees must exhaust all other available and accrued paid leave with the exception of allowable variances under the Wisconsin or Federal Family and Medical Leave Act. Employees who request an extended period of leave without pay understand that their current position with the Library cannot be held open for an extended period of time and may be filled during their leave of absence.

If the position is filled and the employee subsequently returns from a leave of absence, they will be placed in an available position similar to the position vacated and will be eligible for compensation and fringe benefits at least equal to those in place at the beginning of the leave of absence. Under

no circumstances will a leave of absence without pay extend beyond one calendar year. Employees who are granted a leave of absence without pay shall not accrue benefits during the period of the leave, including life and group health insurance coverage. Employees on leave of absence will receive COBRA notification and may also elect to pay their life insurance premiums so as to continue such life insurance coverage. The leave of absence provided for under this Paragraph 7.07 does not apply to and shall not be deemed to affect any ADA accommodation leave nor an employee's medical FMLA leave.

## **7.08 Military Leave**

### **1) Summer Training**

Employees who are members of the National Guard or military reserves shall be granted temporary military leave for annual summer training sessions for a period not to exceed two (2) weeks. An employee will be paid the difference of his/her straight time wage and the military pay allowance, upon presentation of his/her pay voucher to the Business Office. The employee shall, if possible, give his/her department supervisor three (3) weeks notice of the need for military need.

### **2) Active Duty**

Employees who enter military service must give at least three weeks advance notice to the City of the impending service, unless notice is prevented by military necessity. Such employees shall be entitled to their former position when they return, contingent on being able to perform the essential functions of the position, provided that:

- If the period of service is less than thirty-one (31) days, the employee must provide a notice of intent to return to work not later than the beginning of the first full regularly scheduled work day that starts at least eight (8) hours after the employee has completed his or her period of military service.
- If the period of service is more than thirty-one (31) days but less than 181 days, the employee must provide a notice of their intent to return to work not later than fourteen (14) days after completing his or her period of military service.
- If the period of service is more than 180 days, the employee must provide a notice of their intent to return to work not later than ninety (90) days after the completion of his or her period of military service.

Employees who are members of the National Guard or Military Reserve shall be granted unpaid leave for weekend training.

Employees who are members of the National Guard or Military Reserve will be granted leave to attend required training for a period not to exceed twenty-one (21) calendar days. The employees will be paid the difference between the military pay and the employee's normal biweekly wage upon presentation of the military pay voucher. During the training period, the employee will continue to accrue vacation, sick and compensation time as set forth in this Handbook. Health coverage will continue in effect for eligible employees during this training period.

## **7.09 Jury Duty/Court Subpoenas**

### **Jury Duty**

A library employee called for jury duty and who serves as a juror on a regular scheduled working day or days, shall be paid by the Library, the difference between the amount paid by the Court for such services and the library employee's straight time hourly earnings, not exceeding eight (8) hours per day.

A library employee shall be similarly paid for time lost from work if called upon to determine jury duty qualifications. Mileage and other expenses paid for jury duty may be retained by the employee.

### **Court Subpoena**

Library employees subpoenaed to court or a civil or administrative hearing which is a result of their employment shall receive their regular rate of pay if called during working hours for actual time spent in court or in such hearing. An employee subpoenaed in a civil matter or attending a proceeding in which the employee is a party and there is no relationship to the employee's job shall not be paid by the Library, but may use vacation or other appropriate leave to cover the absence.

## **7.10 Bereavement Leave**

### **Death in Immediate Family**

Bereavement leave shall be granted in the event of a death of a member of the employee's immediate family. The employee shall be entitled to no more than three (3) working days off with pay. Employees who need additional time off may schedule floating holidays or vacation with the approval of the department supervisor.

Immediate family is defined as: spouse, domestic partner as defined in Wis. Stats. 40.02(21c) and 770.01(1), children (including step-children), mother (including step-mother), father (including step-father), brother, sister, current mother-in-law, current father-in-law, current brother-in-law, current sister-in-law, current son-in-law, current daughter-in-law, grandparents and grandchildren of the employee, parents and siblings of domestic partner.

### **Death in Non-Immediate Family**

When there is a death in the non-immediate family of a library employee, one (1) working day with pay will be granted, provided the employee attends the funeral or memorial service when the service is scheduled on a normal work day. Employees who need additional time off may schedule floating holidays or vacation with the approval of the department supervisor.

Non-immediate family is defined as: step-brother, step-sister, foster parents and siblings, aunt and uncle, niece and nephew of the employee and the employee's spouse/partner, and the grandparents of the employee's spouse/partner.

## Death of Employee or Former Employee

Library employees shall be granted by their department supervisor, up to four (4) hours off with pay to attend the funeral of a current or retired employee. The number of library employees permitted to attend the funeral will be subject to maintaining the normal work of the department.

## Bereavement Miscellaneous

Library employees may work with their department supervisor to schedule floating holidays or vacation time to attend funeral services not covered above, including pallbearer duties. Regular part-time employees who work an average of twenty (20) or more hours per week are entitled to bereavement leave on a pro-rated basis according to hours worked. Part-time employees will only be eligible for bereavement leave pay if the bereavement leave falls on his/her regularly scheduled work day

### **7.11 Sick Leave**

Full-time library employees shall accumulate and be granted sick leave with pay at the rate of one (1) day per month for each month of continuous service. Regular part-time library employees who work an average of twenty (20) or more hours per week in a calendar year shall accumulate and be granted sick leave with pay on a pro-rated basis.

#### Purpose/Restricted Use of Sick Leave Benefit

The purpose of sick leave is to provide employees with protection against lost income due to personal sickness or non-duty injury that disables the employee and prevents the performance of normal job duties with the Library. Sick leave shall not be used as personal days, additional holidays, for extending vacation leave, or regular leave to be taken at the employees' discretion. Employees who utilize sick leave for purposes other than those stipulated in this regulation shall be in violation of the Library's policy and subject to disciplinary action up to and including dismissal.

#### Sick Leave and Family and Medical Leave

An employee may be granted a leave of absence from work with pay to serve as sick leave when an employee is absent from duty because of illness or bodily injury; exposure to contagious disease; and illness of a child, spouse or parent, subject to the limitations provided below. If an employee's illness or injury is subsequently found to be compensable under Worker's Compensation, the employee's accrual bank shall be credited for those compensated days of absence.

Sick leave may be used as provided for in the Wisconsin and Federal Family and Medical Leave Acts. For details on the joint use of sick leave and Family and Medical Leave, consult the Library's Personnel Policy on Family and Medical Leave.

#### Use of Sick Leave to Care for Sick Dependents

Up to ten (10) days of sick leave per year may be used to care for a sick child, spouse (including a domestic partner as defined in Wisconsin Statutes 40.02(21c) and 40.02(21d), and 770.01(1)) or parent, as those terms are defined in WI SS 103.10. For such absences that exceed three (3) working days, a doctor's certification of the illness may be required. After the initial ten (10) days

of leave is exhausted, an employee may use up to ten (10) additional days of sick leave at the rate of 50% of the regular hourly rate of pay.

#### Notification/Communication with Supervisor

In order to be qualified to receive sick leave compensation, an employee must inform his/her immediate supervisor of his/her illness and the reason for his/her absence as soon as possible on the day of absence, as provided for within each department's operating guidelines. The employee shall be required to notify the supervisor for each individual day of sick leave and to continue to provide information to the supervisor regarding his/her on-going condition and expected date to return to work.

#### Verification of Temporary Physical Disability

The Library reserves the right to request any employee using sick leave to provide certification from a physician or other medical treatment provider explaining the necessity for the employee's absence from work or other documentation substantiating that the absence was for an approved use of sick leave. Failure to provide this medical documentation may result in loss of pay for the time absent and possible disciplinary action up to and including termination. In the case of FMLA or ADA, such certification shall only be required as authorized by law.

#### Holiday Pay and Sick Leave

Should a paid holiday fall during a period of sick leave, the library employee's sick leave accrual bank shall not be reduced for that day and the library employee shall receive the paid holiday in its place.

#### Extension of Sick Leave Prohibited

Sick leave will not be extended beyond the employee's sick leave accrual bank. Employees who are unable to return to work at the time their sick leave accrual bank is exhausted, should utilize other available paid leave to extend their period of recuperation. The Library Director may request a doctor's certificate to document the seriousness of the illness or injury and to determine a possible date of return and the ability of the employee to return to work. If an employee has exhausted all paid leave, he/she is encouraged to communicate with the Library Director and the Business Manager regarding options available to him/her under the federal and state Family and Medical Leave Acts (FMLA) or the Americans with Disability Act Amendments Act (ADAAA).

#### Doctor and Dentist Appointments

Sick leave may be utilized by full-time employees for preventive health care of the library employee, such as dental and doctor office appointments, when such absence is in excess of two (2) hours. Appointments of two (2) hours or less shall be considered excused absences with pay. Such excused absences with pay shall be limited to no more than twenty (20) hours per calendar year. After that, sick leave may be used. Regular part-time employees are not eligible for this two (2) hour benefit, and must use sick leave for preventive health care, regardless of the amount of time needed.

## Sick Leave at Retirement

All WRS eligible library employees covered by this Personnel Manual who retire under normal retirement from the Library, and draw an annuity from the Wisconsin Retirement Fund, shall have two-thirds (2/3) of their accumulated and unused sick leave, to a maximum of 640 hours (80 days) converted at the time of retirement to a cash payment to be deposited in the employee's retirement health savings account to be used to continue to pay the cost of hospital, surgical, major medical and dental insurance premiums and other eligible health care costs. The employee's regular salary at the time of retirement shall be used to determine the amount of the cash payment to be rolled into the employee's retirement health savings account.

### **7.12 Worker's Compensation**

#### Basic Benefits

Library employees who sustain a compensable injury or illness while performing within the scope of their employment as provided by Chapter 102, Wisconsin Statutes, (Worker's Compensation Act), shall receive the difference between their regular straight time wage, and the benefits received under the Worker's Compensation Law, for the period of time for which they are disabled, not to exceed ninety (90) work days.

#### Employee Cooperation

Employees are required to fully cooperate with the Library and the City's Claims administrators during the period of a worker's compensation leave, including submitting to a physical examination(s) and complying with reasonable medical procedures designed to rehabilitate the injury and/or provide related care for the injured employee. At any time during a Worker's Compensation leave, the Library may require the employee to submit to a physical examination by an independent medical physician appointed by and at the expense of the Library in order to determine the extent of injury and the probable date to return to work. Failure of an employee to submit to physical examination and/or recommended medical treatment are subject to termination of worker's compensation benefits and may be subject to disciplinary action, up to and including termination of employment.

#### Pre-Existing Conditions

Employees will not receive Worker's Compensation pay and benefits from the Library for any physical condition pre-existing the date of hire with the Library.

### **7.13 Group Health and Dental Coverage**

#### Basic Benefits

The Library, through the City, provides a group insurance program for medical and dental coverage for full-time employees. For the purposes of the Patient Protection and Affordable Care Act, employees working a minimum of 30 hours per week are considered full time employees eligible for the group insurance program through the City. Particular benefits are detailed in the plan document and any subsequent amendments. The City/Library retains the right to adjust benefits at

any time, with or without notice. Employees are required to pay a percentage of the premium through payroll deduction. Premium cost information and copies of the current Health (medical) and Dental Care plan documents are available in the Business Office.

#### Date of Coverage

A full-time employee and his/her dependent(s), including spouse or same sex partner as defined in the health plan document through the City of Beloit, shall become eligible for health and dental insurance beginning the first day of the month following thirty (30) days of continuous service. For example, an employee starting work on March 15 is covered as of May 1.

#### Continuation of Coverage Upon Separation for Reasons Other than Retirement

The obligation of the Library to provide medical and dental insurance coverage and premium payments ceases at the end of the month in which the employee separates from service for reasons other than retirement. The last work day, including any scheduled paid leave time, is the employee's separation date. Coverage will also cease at the end of the month in which an employee takes leave without pay unless other arrangements are approved by the Library Director prior to the leave. If other arrangements are approved by the Library Director, the employee must make written election to take COBRA coverage before any medical or dental benefits are paid.

The former employee may continue insurance coverage in the group insurance program by making the proper election therefore and timely paying the appropriate premiums as determined by the Finance Division for such coverage following the date of separation, not to exceed the premium limits specified in the Federal law, commonly known as "COBRA."

### **7.14 Retiree Health Benefits**

#### Retirement Health Benefits

Library employees retiring under honorable conditions from active employment and receiving an annuity from the Wisconsin Retirement Fund shall be permitted by the Library to continue participation as members of an eligible medical and hospital insurance group coordinated by the City. The retired library employee must have been eligible for the Library's medical and dental insurance program at the time of retirement and will pay the entire premium for the applicable insurance coverage. The City's Finance Division will determine the applicable insurance coverage premium for the retired employee, plus dependents. Failure to pay monthly premiums on dates indicated will result in the cancellation of coverage.

#### Post-65 Retiree Health Care Plan

The City has a Post-65 Retiree Health Care Plan available to all retirees age 65 and over. This plan will include benefits equal to or greater than those provided under the City's basic group health insurance programs and will include prescription drug benefits. All retirees at age 65 will be transferred to this Post-65 Retiree Health Care Plan option provided the retiree pays the entire premium for the applicable insurance coverage as determined by the Finance Division. Failure to pay monthly premiums on dates indicated will result in the cancellation of coverage. Retirees with

coverage under this plan will retain their status as a member of the City's group health insurance program, and if for any reason the City is unable to place coverage with an appropriate carrier for Medicare eligible retirees, those retirees will be brought back into the City's basic group health insurance plan, secondary to Medicare. Dependents of retirees entering the Post-65 Retiree Health Care Plan option, who are currently enrolled in the City's group health insurance program but not currently eligible for the Post-65 Retiree Health Care Plan option, shall be allowed to remain in the city's self-insured group health plan, so long as they remain eligible for coverage.

### **7.15 Employee Assistance Program (E.A.P.)**

The Library through the City offers an E.A.P. to help employees and their family members with personal issues and problems. Some concerns for which the E.A.P. may be useful are: personal finance, marital and family issues, emotional difficulties, and substance abuse. The E.A.P. can also assist supervisors in resolving work place behavior and performance problems. Use of the E.A.P. is voluntary, and visits are covered by the City's health care plan as described in the health plan document. Confidentiality is strictly maintained and no information is disclosed without a clear, signed release from a client. For more information on the E.A.P., please contact the Business Office.

### **7.16 Life Insurance**

#### Life Insurance Coverage

The Library provides a term life insurance program through the Wisconsin Department of Employee Trust Funds, to all employees in positions that are eligible for WRS. Eligible employees are entitled to benefits totaling the employee's annual pay based on the last calendar year's salary rounded up to the next thousand dollars.

#### Effective Date of Coverage

An employee shall become eligible for coverage normally beginning on the first day of the month following his/her sixth (6th) month of employment or shall be immediately eligible if the employee has previous WRS employment with at least six (6) months of life insurance participation, provided however that eligibility standards are not set by the Library but are set by the WRS.

#### Termination of Coverage

This coverage ceases at the end of the full calendar month following separation from Library employment. For example, coverage for an employee separating employment on April 15 would end on May 31.

#### Optional Individual and Spouse/Dependent Coverage

Through the life insurance program, optional coverage is available for the employee, as well as coverage options for the employee's spouse and dependents. The employee may select any of the optional coverages with the premium to be paid through payroll deduction. Information about levels of coverage and cost are available from the Payroll and Benefits Coordinator.

## **7.17 Flexible Benefits/Section 125 Program**

The Library through the City participates in a flexible benefits program under Section 125 of the IRS Code. Employees with at least six (6) months of service may set aside pre-tax dollars for unreimbursed medical expenses, dependent care reimbursement, and the purchase of a variety of insurance products such as disability income. All expenses, including administrative charges, are borne by the employee. There is a sign up period once per year. Details are available from the City's Payroll and Benefits Coordinator.

## **7.18 Administrative Leave**

Administrative leave may be authorized occasionally to provide time off for exempt employees who routinely work in excess of 40 hours per week and who are not eligible for overtime compensation including compensatory leave. Exempt employees may have time off on an occasional basis contingent on manpower requirements of the affected department, and with the approval of the Library Director.

Department Heads will be responsible for ensuring the duties and responsibilities assigned their departments are carried out to the fullest; administrative leave may be withheld at any time it is clear that a management employee is required to be at work for any reason.

Exempt employees will continue to be ineligible for overtime pay compensation and will be expected to continue working the hours required to ensure the full provision of public services, which are the responsibility of their assigned department.

## **7.19 EDUCATION REIMBURSEMENT**

### **(1) Purpose and General Policy**

The Beloit Public Library encourages its employees to further their education. When additional education is related to an employee's position, the Library will participate in paying for the education within limits imposed by the annual budget.

This policy applies only to full-time employees who have passed their probationary period. This policy shall be applied in accord with the City's Affirmative Action Policy and Program.

### **(2) Procedures**

To qualify for tuition reimbursement, an employee must meet the following requirements:

(a) Enroll in a course leading toward a degree (Associate, Bachelor's, Master's, etc.) or other measure of advanced education at an accredited college, university or technical college. This policy applies to full courses of study for credit, not to "short courses," workshops, institutes, etc., which are covered under the Library's "Training" policy.

(b) Enroll in a course that is related to the employee's position or prospective position with the Beloit Public Library.

- (c) Obtain approval for tuition reimbursement for the course *in advance* from the employee's department supervisor and the Library Director.
- (d) Pay for the course and obtain a receipt.
- (e) Complete the course with a grade of "C" or better for an undergraduate course or a grade of "B" or better for a graduate course.
- (f) Submit an official transcript showing successful completion of the course to the department supervisor and Library Director together with a receipt showing the fee paid for the course.

**(3) Miscellaneous Policy Provisions**

- (a) The Library will reimburse only tuition paid and books, within the limits cited below. Travel expenses, meals, supplies, etc., will not be reimbursed.
- (b) There is a limit of \$500 per semester and \$1,000 per year for tuition reimbursement per employee.
- (c) The employee must use his/her own time to attend the course. For courses that meet during the employee's workday, the employee may, with prior approval, make up the time missed from work provided the time is made up within the same work week.
- (d) If an employee who has received tuition reimbursement leaves Library employment, the employee must repay the Library for any reimbursement received within the last twelve months of employment.
- (f) In the case of department supervisors, Library Director approval is required for all tuition reimbursement requests.
- (g) Any exceptions to this policy must be approved in writing by the Library Director.
- (h) A completed form must be submitted from the employee to receive reimbursement.

**SECTION 8 DISCIPLINE AND APPEALS**

**8.01 Progressive Discipline**

The Library recognizes the principle of progressive discipline. However, depending on the nature of the offense, discipline may be accelerated. An extremely serious offense may result in discharge as a first step in discipline.

## Criminal Activity

1. If any employee is charged with commission of a crime and the nature of the case is such that it impairs job performance, the employee may be suspended with pay until the matter is finally adjudicated. If the charge is related to actions committed while on the job, the Library may take immediate disciplinary action.
2. If found guilty the employee shall be immediately terminated provided the offense is job related.
3. If found innocent the employee shall be reinstated with a clean record regarding the matter.

## **8.02 Appeals/Grievances**

The Library encourages respectful communication between employees and supervisors; all employees directly involved in a disciplinary suspension or termination have the ability to utilize the procedures detailed in the Grievance Policy.

### **SECTION 9 ETHICS/CONFLICTS OF INTEREST**

Employees of the Library are expected to maintain the highest standards of ethical behavior and to avoid actual or apparent conflicts of interest. Special care must be exercised to avoid such conflicts, for example, through outside employment or consulting activities. All employees must be familiar with the Code of Ethics in Section 1.12(5) of the Beloit City Ordinances and the Library's Conflicts of Interest Personnel Policy.

### **SECTION 10 PERSONNEL FILES**

Any written evaluation of a library employee's work performance or any written report of disciplinary action or reprimand must be presented to the library employee being evaluated, disciplined, or reprimanded before such written evaluation or report is placed in the library employee's personnel file. Any library employee may examine his/her file upon request to the Library Director.

### **SECTION 11 AMENDMENTS**

#### Amendment Process

Amendments to this manual will be provided to employees by general notice at the time of revision or implementation. See the Introduction to this manual for an explanation of the Library's right to modify, revoke, suspend or terminate.

#### Additional Policies and Procedures

This manual is intended only as an outline of benefits and policies. Additional documentation of related policies and procedures is available in the Business Office and within the other Library Board Personnel Policies.