

Shiocton Public Library Personnel Policy- Addendum

The Board of Trustees of the Shiocton Public Library has adopted the Personnel Policy manual of the Village of Shiocton, Wisconsin, as the basis for most personnel policies. The board has decided to make these statements to clarify and reflect the library's special needs. Prorated vacation, personal, sick and holiday pay have been added for part-time Library Director position.

Work Schedule: The Library Director will work 29 hours per week with the hours to be set by the Library Board. Any change of the Library Directors hours due to Holidays, Sick Leave, Vacations, meetings or anything else that alters the hours will be adjusted in the arrival time hours. Part-time library aides will work the hours designated by the Library Director.

Holiday Pay: Full day holidays will be compensated at 5.75 hours and half day holidays will be compensated at 3 hours. Holiday hours compensated for days the Library Director may not be working will come off the morning hours in the same pay-period. Part-time library aides will not be paid for holidays.

New Year's Day

Memorial Day

Fourth of July

Good Friday (1/2 day)

New Year's Eve (1/2 day)

Labor Day

Thanksgiving Day

Christmas Eve (1/2 day)

Christmas Day

Personal Days: The Library Director will earn 23 hours per year. Personal days are not accrued or banked. Part-time library aides will not accrue paid personal days.

Vacation Pay: Paid vacation is earned by the Library Director according to the following schedule:

29 hours after 1 year

58 hours after 3 years

87 hours after 8 years

116 hours after 15 years

145 hours after 25 years

Half the employee's vacation time earned that year may be banked for a one (1) year period. If not used, the preceding year's vacation will be lost with no compensation.

Employees with three (3) or more weeks of vacation time are required to take at least one full week. The remaining time can be used in shorter increments.

Vacation time cannot be used to extend final employment date upon retiring.

Part-time library aides will not accrue paid vacation time.

Sick Leave: The Library Director will accrue 69 hours after the first year of employment and then 5.75 hours per month after the first year. Employees hired after January 1, 2016 can accrue a total of 520 hours.

Sick leave will be charged a minimum of two (2) hours against the sick leave bank without regard to the actual time away from work. In the event that an employee becomes ill while at work, the time spent away from work shall be charged to the sick leave bank a minimum of two (2) hours.

Sick leave will not be paid out upon termination, resignation or death. Sick time cannot be used to extend final employment date upon retiring.

Any employee who calls in sick on the day before or the day after any paid holiday will not receive their holiday pay. (Unless the employee has a doctor's note specifically stating they were unable to work on that day).

If out sick more than three consecutive work days, a doctor's note will be needed to come back to work.

Part-time library aides will not accrue paid sick leave.

Additional Leaves: Upon written request, the Library Board may authorize an employee to be absent without pay for personal reasons for a period not to exceed five (5) working days.

Adopted: May 3, 2017