

**Mukwonago Community Library
Personnel Policy
Approved: 15 November 2018**

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I. INTRODUCTION

This employee handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained in this handbook constitutes a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied. All of the Village of Mukwonago's non-represented employees, including Library staff, are employed "at will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Library or the employee.

The Library may modify or eliminate the provisions set forth in this handbook at any time with or without notice. This handbook supersedes all previous handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written. This handbook may only be modified by proposal of the Library Director and action by the Library Board.

Under State Statute 43.58(4), the Library Board is the governing and policy-making body of the Mukwonago Community Library. If there is a conflict between the policies of the Library Board and the Village of Mukwonago, the Library Board policies will have precedence. Village policies shall be in effect where no Library Board policies exist, subject to the decisions of the Library Board. The Library Director is charged with enforcing and interpreting these policies, as well as all applicable laws, ordinances, rules and regulations.

The Library encourages all employees to express their views on matters concerning their jobs and interests. The Library values comments and suggestions of its employees concerning work methods and operations. Employees should feel free, and are encouraged, to offer suggestions and to seek advice on any matter which is of concern to them. The library believes that the future goals of the Library and its employees will best be accomplished by our mutual efforts, and through direct and honest communications and relationships.

II. ORGANIZATION AND DELEGATION OF AUTHORITY

(A) The Primary Responsibilities of the Library Board:

- Exclusive control of all library expenditures
- Purchasing of a library site and the erection of the library building *when authorized.*
- Exclusive control of all lands, buildings, money and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library, including reviewing and approving library policies, and appointing a Library Director (Head Librarian).

- Approving the annual salary schedule and operating budget of the library.
- Prescribing the duties and compensation of all library employees.

(B) The Primary Responsibilities of the Library Director:

- Oversight of the library budget and preparing reports as required by the Library Board.
- Recommending changes in policy as necessary.
- Managing of library collections, including selecting all library material according to policies approved by the Board, oversight of the selection, cataloging and classification of library materials and the operation of automated systems.
- Hiring, training, supervising, scheduling, and evaluating other library personnel.
- Help determine and advocate for reasonable staff salaries and benefits.
- Supervising circulation of materials and record keeping.
- Cooperating with the Library Board, municipal officials and community groups in planning library services and publicizing library programs within the community.
- Supervise the maintenance of all library facilities and equipment.
- Inform the Library Board of relevant legal, technical and professional developments affecting the library.
- Work with the Board on long-range strategic planning.
- Any other responsibilities as the Library Board deems necessary.

III. RECRUITMENT AND SELECTION

(A) Recruitment

The Library will recruit and select the best qualified persons for positions in the library. The Library Director will develop and conduct an active recruitment and selection program to meet the Library's needs. The Library will endeavor to provide growth and promotional opportunities for current employees, balanced with a need for a new perspectives and the desire to fill vacancies as expediently as possible.

(B) Selection

The selection process will seek to provide an objective evaluation of the applicant's skills, experience and knowledge in order to determine the most qualified person for the job. The selection process will be balanced to provide promotional opportunities with open and competitive opportunities.

(C) Equal Employment Opportunity Policy Statement

It has been and shall continue to be library policy to recognize the competence and ability of applicants for employment and existing employees. The Mukwonago Community Library is an equal opportunity employer, and does not discriminate against nor exclude any person from its program benefits or participation because of race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, military or veteran's status, membership in the national guard, state defense force, or reserves, sexual orientation, national origin, ancestry, arrest records, conviction record, pregnancy or on the basis of any other status or characteristic prohibited by state, federal or local law provided the individual is qualified to perform the work available.

(D) Employment Classifications

- Full-time employees are those who are scheduled to work thirty-seven and one-half (37.5) hours or more per week. Full-time employees are eligible for all Village of Mukwonago benefits described in this handbook if they meet the eligibility criteria.
- Part-time employees are those who are scheduled to work less than thirty-seven and one-half (37.5) hours per week. Part-time employees who are scheduled to work at least thirty (30) or more hours per week are eligible for prorated vacation, sick leave, personal leave and holiday benefits based on the hours they are scheduled to work per week.
- Employees working fewer than thirty (30) hours per week are not eligible for benefits except as they may be otherwise eligible for statutory retirement.
- If an employee who works fewer than thirty (30) hours per week transitions to a position where they will permanently work more than thirty (30) hours per week, eligibility for benefits begins on the date of transition, not on the employee's original hire date. Conversely, an employee who permanently transitions to less than thirty (30) hours per week will have benefits removed or reduced accordingly on the date of transition.
- Temporary employees are those who hold a position, either part-time or full-time, for a limited period of time. Temporary employees are made aware of the

limited term of their employment when they are hired. Temporary employees are not eligible for any Village benefits.

(E) Fingerprinting of New Employees

All new employees hired within the Village of Mukwonago may be fingerprinted by the Village of Mukwonago Police Department as part of the employment process.

The following sets of fingerprint cards may be taken:

- State of Wisconsin Employment Card
- Federal Government Employment Card
- Village of Mukwonago Employment Card

If taken, the fingerprint cards will be forwarded to the various agencies for classification and search of their files. The Village of Mukwonago employee card will be kept in the employee's personnel file for future reference, if needed.

(F) Hiring of Family Members

It is the policy of the Mukwonago Community Library to recruit, select and appoint the most qualified persons for positions in the Library. The employment of qualified persons within the same immediate family is not prohibited if the person has the required knowledge, skills or other job related qualifications that warrant consideration for employment. It is required that either the current employee or the relative that is seeking a position make the relationship known to the Library Director. In no event will any applicant or employee receive preferential consideration because of relationship to another Village of Mukwonago employee, Board member or other Village officials.

Immediate family of current employees, defined as a parent, spouse, sibling, or child, may be considered through the normal hiring process so long as the individual is not hired or supervised by their immediate relative.

(G) Voluntary Termination / Resignation

All resignations are to be submitted to the Library Director in writing, including the effective date of departure. Full-time employees are encouraged to give one month's notice and part-time employees are encouraged to give at least two weeks' notice.

An employee who voluntarily terminates employment without giving two weeks prior written notice automatically waives his/her right to payout of any accrued vacation.

(H) Reasonable Accommodation Policy

It is the library's policy to comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA), as well as any State or local law regarding

disabilities employment. The library does not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability.

The library will attempt to reasonably accommodate any applicant needing such accommodation in the hiring process. In addition, the library will attempt to reasonably accommodate any qualified employee who is unable to perform the duties of the job due to a disability defined by local, state or federal law. An employee who believes he or she is disabled and in need of accommodation should contact the Library Director.

IV. EMPLOYMENT PRACTICES AND PROCEDURES

(A) Orientation and Training

New library employees are required to serve a three month orientation period, which serves as a learning and familiarization period for the employee. The Library Director may extend the orientation period, for an additional six months, if it is deemed to be in the best interest of the library. During this time, the employee has the opportunity to demonstrate proper attendance, attitude and ability toward the employee's job performance.

The library is responsible to the employee for providing adequate training, supervision, and information so that the employee can perform his/her job. The employee is responsible to the Library Director and the Library Board for carrying out the duties defined for that position and for following the policies adopted by the Library Board.

(B) Work Week

The normal work week for full-time employees is at least 37.5 hours. The normal work week for part-time employees is the number of hours the employee has been hired to work.

(C) Meal and Rest Periods

Employees working more than six (6) hours may take a thirty (30) minute unpaid lunch/meal period and a fifteen (15) minute paid break. Full-time employees may take a longer lunch break, up to one hour, if the extra half hour is made up at the beginning or end of the day. For work shifts of between four and six hours, employees are eligible for a fifteen (15) minute break. Shifts of less than four hours are not eligible for a break. Fifteen (15) breaks should not be attached to meal periods. All breaks must be scheduled upon approval by their immediate Supervisor and are dependent upon the operational needs of the library.

(D) Overtime/Compensatory Time

Overtime hours must be approved in advance by the director, except in emergency situations. If overtime is necessary, compensatory time may be given in lieu of overtime pay. Overtime should not be accrued without the knowledge of the Library Director.

(E) Work Schedules

Requests for changes in hours should be submitted as far in advance as possible: a week's notice shall be considered standard except in cases of emergency. Such changes must be approved by the Library Director. Employees are encouraged to switch hours with another employee if at all possible, so that the service needs of the Library are met. Additional hours can only be worked with prior approval of the Library Director.

(F) Absence/Tardiness

In the event of illness or other absences, the employee must notify the Library Director or their immediate supervisor at his/her earliest opportunity, and at least thirty (30) minutes prior to an employee's starting time. The employee must notify the Library Director or his or her Designee each day of absence or for the expected length of the absence, e.g. funeral leave, vacation, sick, military leave, jury duty, etc. Failure to notify the Library Director or his or her Designee within twenty-four (24) hours from the beginning of their work shift on the first day of absence may be cause for denial of use of sick leave credit for the period of absence. Employees who are absent from work due to illness or injury for three (3) consecutive work days may be required to submit a doctor's certificate or other medical authorization prior to being permitted to return to work. A doctor's certificate may be required for any absence the day before or after a holiday. In the case of suspected abuse of sick leave, or to determine fitness for duty, the Administrator or Department Head, or Designee may request a doctor's excuse at any time. If an employee fails to submit the requested doctor's certificate, or the doctor's excuse is not acceptable to the Library Director (unless circumstances make it impossible to submit such an authorization), the employee will be considered to have voluntarily quit his or her job. This policy will be enforced consistent with the federal law on family and medical leave (FMLA).

Habitual or excessive unexcused absenteeism and/or tardiness can result in disciplinary action up to and possibly including termination. Continually returning from lunch breaks late or leaving work early can result in the same action.

(G) Time Sheets

Each employee is responsible for filling in his/her time sheet at the end of the workday. At the end of the pay period (every two weeks), each employee is responsible for totaling the number of hours worked and initialing the time sheet. Not totaling and initialing a time sheet may delay payment for time worked until the following pay period.

(H) Paydays

All employees will be paid by direct deposit to a financial institution identified by the employee. The rules for direct deposit will be as set forth by the administration of the direct deposit plan, at the Village Hall, and can be modified.

The regularly scheduled payday is biweekly, every other Friday. However, if an employee's time sheet is not turned in by payroll processing, which is 10:00 A.M. on Monday before payday, the employee's regularly scheduled payday will not fall on that Friday, but the next biweekly payday. If a holiday falls on a Friday, payday will be the last working day before the holiday period.

(I) Personal Telephone Use

While it is recognized that there may be times when an employee needs to either take or make a personal telephone call at work, employees must limit this as much as possible. Please feel free to use the library telephone for emergency calls, but ask your friends and family not to call you at work about issues that could wait until you are not working. Employees should restrict all telephone and personal cellphone use to lunch times and calls should be made in the employee workroom or employee lounge only, never in a public area of the library. No personal long distance calls are allowed. Cell phones should be set to vibrate during work hours.

(J) Personal Appearance

All employees are expected to present themselves for work in neat and appropriate attire in light of the position held. Employees are expected to be clean and well-groomed at all times. Grooming standards will be required based on safety requirements. These standards are at the direction of the Library Board and can be modified from time to time.

The reaction of our customers, the public, is very much affected by an employee's appearance. Employees can show interest and pride in their employment by dressing and grooming based on the requirements of your position and by conducting yourself in a professional manner at all times.

If you have any questions about appropriate attire, personal appearance or grooming requirements for your job, please see the Library Director.

(K) Personnel Records

The Library maintains personnel records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the Library Director with contact information in case of emergency, addresses for mailings, copies of performance reviews and incident reports.

All employees must promptly notify the Library Director and the Village Administrator of any change in:

- Address.
- Contact Phone Number
- E-mail address (for payroll purposes)
- Marital status for benefit plan purposes
- Beneficiary or dependents indicated in the employee's insurance policy
- Number of dependents for withholding purposes
- Party to be notified in case of emergency

It is the Library's policy to protect the privacy of each employee; therefore, the Library is committed to the confidential handling of every employee's personnel information to the extent allowed by law.

(L) Work Performance and Employee Evaluations

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. Each year every employee will meet with the Library Director to evaluate the performance of the employee over the past year, to plan goals for the coming year and to discuss any outstanding issues. A copy of each evaluation will be kept in the employee's file by the Library Director. Please see the Library Position Compensation and Performance Evaluations Policy for more details.

(M) Salary Increases

Library employees may be eligible for salary increases annually. The percentage amount may vary from year to year based on budgetary and other considerations. These increases are recommended by the Library Director and set by the Library Board. Please see the Library Position Compensation and Performance Evaluations Policy for more details.

(N) Employee Training, Development and Reimbursement

The Library will foster and promote training and development of employees to improve the quality of service, allow for career development within the Library and provide skills necessary to meet current and future Library employment needs. All employees will receive consideration for appropriate training opportunities, based on the operational needs of the library.

- In no case will reimbursement be made without prior arrangement and approval by the Library Director of the course or workshop.
- Reimbursement of tuition or fees (not books) will be made after the employee satisfactorily completes the course or workshop. When an approved course is

completed, a copy of the grade report, with receipts for tuition and fees paid should be submitted to the Library Director for processing and payment. Satisfactory completion is considered to be a grade of C or better, or a grade of Pass or Satisfactory for courses that do not use a Letter Grade system.

- Reimbursement will not be made to an employee who terminates employment with the Library before completion of the course(s).
- Reimbursement will not be made to an employee who withdraws from a course(s).
- An employee is not eligible for reimbursement if receiving financial assistance from another source for the course or workshop.
- The library's ability to fund reimbursement will be taken into consideration in all cases.

(O) Meetings

- **Staff Meetings**

All staff are required to attend staff meetings. If part-time employees are not scheduled to work at the time of the meetings, they will be given compensatory time off for attendance.

- **Work-Related Meetings**

All employees will have the opportunity to attend meetings and conferences which relate to their job duties, with the approval of the Library Director. Adequate notice of attendance should be given in order to adjust schedules if necessary.

(P) Mileage

Employees using their own personal vehicles for official Library business will be reimbursed for mileage at the federal rate in effect for that year. The allowance will be paid for miles traveled from the library to the destination and return. A reimbursement for mileage form must be filled out and submitted to the Director.

(Q) Meal Reimbursements

Employees who pay for meals "out-of-pocket" while conducting Library business, such as attending a seminar or conference related to his or her duties are entitled to be reimbursed for their expense. The Library follows the meal maximum limits established by the University of Wisconsin system. When an employee is entitled to, and personally incurs the cost for two or more consecutive meals in a day, he/she

may exceed the allowed maximum of one or more of those meals as desired, as long as the total allowable maximums for the consecutive meals are not exceeded and the costs were actually incurred. Each day is considered separately, i.e. savings do not accrue and cannot be applied to expenses claimed on another day. Meals already included in the conference registration cost or lodging are not separately reimbursable. Meal claims in excess of the maximums may be reimbursed if supported by a receipt. Itemized slips from travel card/credit cards are acceptable receipts. To be considered reasonable, a cost must generally be incurred outside the control of the individual. Generally, if the employee has a choice in the selection of the restaurant or the menu items, he/she is expected to stay within the maximums.

As of Jan. 1, 2012, the following meal maximums were in effect:

	Breakfast	Lunch	Dinner
In-State	\$8.00	\$9.00	\$17.00
Out-Of State	\$10.00	\$10.00	\$20.00

Cost of alcoholic beverages will not be reimbursed. The employee must have approval from the Library Director prior to purchasing.

(R) Lodging Reimbursements

The Library will reimburse employees required to stay away from their homes overnight while on Library business or attending a conference or seminar related to their duties for their lodging. Employees are expected to arrange for reasonable lodging facilities to minimize the cost as much as reasonably possible. The employee must have approval from the Library Director prior to purchasing.

(S) Residency

The Library does not have a residency requirement for employees.

(T) Safety

Employees are to report all unsafe working conditions to the Library Director. If an employee does have an accident, no matter how minor the injury, it needs to be reported immediately to the Library Director. The employee must complete the necessary accident reports as soon as possible after the accident. Failure to report an accident or to file the necessary accident reports in a timely manner could jeopardize the employee's eligibility for worker's compensation benefits and could lead to disciplinary action.

All designated employees will attend and complete the safety training courses requested by the Village of Mukwonago. Failure to attend or complete the course in a reasonable time period after the request could result in dismissal.

(U) Emergency Closings

When traveling conditions are hazardous or library conditions are dangerous, the Library Director may approve closing the library, in consultation with the Library Board president. When this occurs, employees will be notified and appropriate media will be informed. Employees have the option of making up the hours, or of taking personal days, vacation days or leave without pay for the missed time.

When weather conditions are not severe enough to warrant closing the library but employees are unable to get to work, they have the option of making up the hours, or of taking personal days, vacation days or leave without pay for the missed time.

V. OTHER POLICIES AND REGULATIONS

(A) Drug Free Workplace

Library employees are village employees and thus subject to the Village of Mukwonago's rules, policies, and practices, which prohibit the unlawful manufacture, distribution, or dispensing, possession, or use of illegal controlled substances on Library or other Village property. Any employee who engages in any of these actions on Village property, or a work site, or during work time may be subject to disciplinary action up to and including termination and/or referred for counseling or treatment.

The Drug-free Workplace Act of 1988 requires that all of the Library's employees must report any convictions under criminal drug statute for violations occurring on Village premises or occurring off-premises while conducting Village business. A report of a conviction must be made to your supervisor or the Library Director within five days of your conviction. Failure to comply with this policy may be subject to disciplinary action up to and including termination.

Any employee who unintentionally ingests, or is made to ingest a drug or controlled substance must immediately report this incident to a supervisor. The supervisor will then make arrangements for appropriate medical intervention, to assure the employee's health and safety.

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact the Village's Employee Assistance Coordinator for referral to counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interest of employees and the Village.

(B) Drug and Alcohol Testing

The Library Director may order a drug or alcohol screening test when he/she has a reasonable suspicion that an employee is using or has alcohol or drugs in his/her system. A reasonable suspicion to request a drug or alcohol test is based on the totality of circumstances for the incident. It includes:

- Conduct or behavior out of the ordinary for the individual involved.
- Information provided by reliable and credible sources.
- Behavior characteristic of controlled substance or alcohol usage including, but not limited to, unusual speech or difficulty in speaking, exhibiting an odor of alcohol or other controlled substance, problems with movements, problems with concentration or diminished mental clarity.

Any employee reporting for work with alcohol, illegal drugs or non-prescribed drugs in his/her system will be placed on immediate suspension and will be subject to disciplinary action up to and including termination and/or referral to counseling or treatment. An employee must not report for work with legally prescribed drugs in their system if such drugs impair the employee's ability to safely perform his/her job.

(C) Workplace Violence Prevention Policy

As an employer, the Library is concerned about a safe workplace for employees. Toward that end, the Library, in conjunction with the Village of Mukwonago, will take reasonable steps to prevent acts of violence from being committed by, or against, Library employees while on Library property or while engaged in Library business at other locations.

Workplace violence includes, but is not limited to, behavior that causes or is reasonably likely to result in harm or threat of harm to persons or property. Such behavior includes, but is not limited to, physical assault, threats, menacing behavior and/or intimidation. Any employee who commits an act of violence shall be subject to termination.

An employee who is subjected to an act or threat of violence must report the incident immediately, or as soon as practical, to a supervisor and/or the Police Department. An employee who observes an act of violence must immediately report the incident to a supervisor and/or the Police Department, or as soon as practical. No employee should intercede in any altercation if doing so could reasonably result in harm to the interceder.

The Library will investigate any incident or complaint of violence in the workplace and will take appropriate action.

(D) Concealed Carry

No employees, other than sworn law enforcement officers, are permitted to carry a weapon, as defined by Wisconsin State Statutes, while on duty. A "weapon" is anything that is designed to injure or harm another person.

(E) Harassment

The Mukwonago Community Library recognizes all employees have a right to work in an environment free from discrimination and harassing conduct. The Library is firmly committed to maintaining a work environment free of discrimination. In keeping with this commitment, the Library will not tolerate harassment of employees by anyone, including any supervisor, co-worker, vendor, customer or member of the public.

Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve, or any other protected class, is expressly prohibited. Harassment on any of these bases will be subject to disciplinary action up to, and including, termination.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, military or veteran's status, citizenship status, sexual orientation, arrest record, conviction record, pregnancy, use or non-use of lawful products or on the basis of any other status or characteristic prohibited by state, federal or local law. The Library will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. The Library has developed the following guidelines prohibiting harassment for the benefit of all of its employees. It is essential all employees be aware of, and comply with, these guidelines. The Library strongly disapproves of all forms and types of harassment and will take appropriate disciplinary action against any employee who violates this Policy.

Sexual Harassment

Sexual harassment is a form of discrimination and deserves special mention. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature constitute harassment where:

- Submission to such conduct is an explicit or implicit term or condition of an individual's employment and/or advancement, or
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting that individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes," jokes about gender-specific traits, foul or obscene language or

gestures, display of foul or obscene printed or visual material, and physical conduct such as patting, pinching, or brushing against another's body. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender.

The Library prohibits its employees from any actions or words, which can be construed as harassment. Violations of this Policy will not be tolerated by the Library and may result in discipline up to and including immediate termination.

All employees are responsible for helping to ensure that harassment is avoided. If an employee has witnessed or feels he/she has been subject to any harassment of this nature, you should immediately report the harassment to your supervisor or the Library Director.

All employees are required to cooperate with the investigation of harassment complaints. Failure to cooperate in an investigation of a harassment complaint, or making a false statement in a harassment complaint or investigation, could subject the employee to discipline, up to and including termination.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of the complaint. Such employees engaging in such acts will be subject to disciplinary action up to, and including, termination.

Harassment Complaint Procedure

1. Reporting Discrimination or Harassment

If you believe you are experiencing discrimination or harassment, you are encouraged to notify the employee engaging in the conduct that the conduct is offensive and ask that it cease. If you are uncomfortable sharing your concern with the employee engaging in the conduct, you should report instances of possible harassment immediately to your supervisor or to the Library Director. If the allegation is against the Library Director, please refer the allegation to the Chairperson of the Personnel Committee.

Complaints must be filed in writing, utilizing the Library's harassment complaint form. All complaints must be forwarded to the Library Director. The Library Director or his or her designee must initiate an investigation of all harassment complaints. The investigation should be conducted in a timely, efficient and thorough manner.

The Library Director or his or her designee will be responsible for notifying the complainant that appropriate action has been taken regarding the complaint. Based on determinations made by the Library Director or his or her designee, the Library Director may impose discipline up to and including termination of the alleged harasser.

2. Responsibility of the Library Director

The Library Director is responsible for ensuring employees are informed of the Library's policies and procedures relating to discrimination and harassment in the work place. Upon receiving a complaint of discrimination or harassment, the Library Director should contact the Library Board's Personnel Committee to initiate an investigation.

If the Director witnesses behavior that he/she believes could be perceived as harassment, he/she must report the incident to the Library Board's Personnel Committee. It is the Library Director's responsibility to be educated on the range of behaviors that can constitute discrimination and/or harassment and to be sensitive to the impact of such behaviors on employees and act appropriately.

3. Employee Responsibility

Employees should report any discrimination or harassment they are aware of and cooperate with all investigations. Under no circumstances is an employee permitted to retaliate against a claim of harassment or for participation in a harassment investigation. Any such behavior may result in discipline up to, and including, termination.

(F) Grievance and Appeals

Purpose

The Library has established the following grievance procedures to ensure all employees are treated fairly and all grievances are dealt with in a timely and efficient manner. This procedure also provides a path for addressing workplace safety issues.

Disclaimer

The provisions set forth in this set of procedures may be altered, modified, changed, or eliminated at any time by the Library with or without notice. These procedures supersede any and all previous policies and procedures found in any handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written, with exception to existing collective bargaining agreements. None of the procedures contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied.

Scope

This policy sets forth the course of actions and procedures should an employee or a group of employees have a grievance with personnel actions made on behalf of the Mukwonago Community Library by its director, supervisors, and/or administrative staff that have been directed towards any employee or any group of employees of the

Library with the exception of any restrictions and/or limitations in place for employees who are members of a collective bargaining unit that is currently subject to an existing agreement.

Grievants are advised that there are fixed timelines for appealing the grievances on to further steps. By not satisfying the deadlines identified in this procedure, you will waive your rights to pursuing your grievances further. The Library may adjust any of the deadlines identified within these procedures to facilitate the grievance process and to comply with applicable laws.

Definitions

An “*appeal*” shall mean a complaint or a grievance contesting the imposition of a disciplinary action upon an employee or a complaint identifying a workplace safety issue.

“*Director*” shall mean the Library Director.

“*Employee*” shall mean a person employed by the Mukwonago Community Library except an employee covered by a collective bargaining agreement addressing employee discipline or an independent contractor.

A “*grievance*” is only to be applicable when an employee has objection to personnel actions concerning *termination, discipline, and workplace safety*.

“*Termination*” may be defined as a termination from employment for rule violations, poor performance or other acts of misconduct. Certain personnel actions are excluded from the definition of a “*termination*”; these actions consist of:

- Voluntarily quitting;
- Being subjected to a layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Job abandonment, "no-call, no-show", or other failure to report to work; or
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

“*Discipline*” is to be defined as corrective personnel actions or sanctions taken on an employee for rule violations, poor performance or other acts of misconduct.

“Discipline” does **not** include:

- Placing an employee on suspension with pay pending an internal investigation;

- Counseling, meetings, or actions taken to address work performance, including use of a performance improvement plan or job targets;
- Non-disciplinary demotion, transfer or change in job assignment or location;
- Layoffs and workplace reduction activities;
- Other personnel actions taken by the employer that are not a form of progressive discipline;
- Performance evaluations or reviews;
- Documentation of employee acts and/or omissions in an employment file;
- Actions taken pursuant to enforcing the Village of Mukwonago's Code of Ethics established by Village Ordinance in accordance Wis. Stats. sec. 19.59(1m);
- Non-disciplinary wage, benefit or salary adjustments.

"*Workplace safety*" issues subject to the grievance procedure are conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same. Workplace safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family or medical leave, work schedules, breaks, termination, vacation, performance reviews or compensation.

An "*Impartial Hearing Officer*" or IHO is a government administrative or human resources professional, local attorney or retired judge who is not affiliated with the Mukwonago Community Library or the Village or Town of Mukwonago. The IHO is appointed upon the selection and recommendation of the Board President or his or her designee.

The "*governing body*" refers to the Library Board of Trustees for library employees.

The Grievance Process

Work related problems can arise in any place of employment. It is the Library's hope individuals will try to reconcile differences on an individual basis. The Library encourages its employees to first attempt to discuss it informally with an immediate supervisor.

However, should an informal resolution not be possible and your grievance fits within the above identified applicable circumstances for a justifiable grievance, it is

Library policy to resolve a problem quickly and fairly through this grievance procedure.

Procedure for Employees other than Library Director
Preparing and Submitting a Statement of Grievance

If you feel that the matter has not been resolved through informal means, you should put your grievance in writing and deliver it to the Director. Employees should use the form attached to this procedure (Appendix A), or they may obtain an additional copy of the form from their respective supervisor or the Clerk-Treasurer's Office. These forms are required to be used at all stages of the grievance process.

When completing a written complaint, the aggrieved must outline the main points at issue, include the relevant facts, identify their name, title, and department, and take care to give specific answers to the following questions:

- What is the right or privilege that you allege has been violated? Please be specific in your explanation of what has occurred.
- When did the event occur? Be specific by including the date and time of the event.
- What alleged inappropriate policies or procedures were employed?
- Who was involved?
- Are there any witnesses or documentation related to your complaint?
- What consequences were suffered?
- What remedies or sanctions are sought?

All forms must be signed and dated to be valid.

1st Stage: Director Meeting

Employees must submit their grievances to the Library Director in writing within five (5) working days of the incident that caused or incited the grievance. The Director has ten (10) working days to respond, in writing, to the statement, and must schedule a meeting with the employee to discuss the alleged grievance. This meeting should be scheduled to take place as soon as possible.

Absent a timely response by the Director, employees may file an appeal with the Board President or his or her designee, beginning the second stage of the appeal process.

The Director must write to the employee informing her or him of any decision or action taken. This decision must hand-delivered to the grievant or sent by registered

mail within five (5) working days of the meeting. The Director will document notice of delivery.

If the employee is not satisfied with the Director's decision, he or she may appeal in writing to the Board President or his or her designee, within five (5) working days. The employee will be assumed to be satisfied unless his or her grievance is appealed.

2nd Stage: Grievance Meeting with the Board President or His or Her designee

Should the employee be dissatisfied with the decision of the Library Director with regard to their grievance, the employee may submit a written appeal to the Board President or his or her designee, within five (5) working days after receiving a final response from the Director. After receipt of the appeal, the Board President or his or her designee will have up to ten (10) working days to arrange a meeting with the Director and with the employee. The Board President or his or her designee may also conduct interviews with individuals with knowledge related to the grievance and/or request additional documents related to the grievance.

Within ten (10) days of the meeting with both the grievant and the Director, the Board President or his or her designee will make a written recommendation to the Director as to the appropriateness of the Director's decision. The Library Director will consider the Board President's or his or her designee's recommendation and may reconsider his/her decision at this point in the process. The Library Director must issue an affirmation of his/her previous ruling, or any changes made after considering the Board President's or his or her designee's recommendation, within ten (10) working days of receiving the Board President's or his or her designee's recommendation.

3rd Stage: Grievance Hearing with the Impartial Hearing Officer

Should the employee be dissatisfied with the Director's final decision after the 2nd stage, the employee may submit a written appeal to the Library Board Personnel Committee Chairperson, to arrange a hearing with an Impartial Hearing Officer (IHO). Employees are required to submit their appeal within the ten (10) working day period after receiving a final response from the Director. The Personal Committee Chairperson may have up to twenty (20) working days to arrange a hearing with an IHO.

The IHO will review all materials and interview all relevant individuals during an arranged hearing with the aggrieved employee within sixty (60) calendar days of receiving the grievance. All employees requested to attend this hearing by the IHO must be notified at least three (3) working days prior to the hearing.

All Hearings will be recorded and documentation will be collected to comply with applicable open records law and to maintain a record of the evidence in the instance of an appeal.

The IHO will seek to determine if the Library Director has shown that the situation that created the grievance transpired as described and whether the disciplinary action taken as a result of that situation was appropriate and consistent with library policies. The decision must include findings of fact and a determination as to whether the employer has shown, by a preponderance of the evidence that the employee engaged in the alleged rule/policy violation or unsatisfactory work performance or other misconduct. The IHO shall also determine whether the discipline imposed is reasonable under the circumstances. The IHO may have up to thirty (30) working days to reach a decision after the hearing, and shall deliver a written copy of his or her decision to the parties. He or she will document the proof of delivery.

The employer and the employee shall each be responsible for payment of one-half of the cost incurred in retaining the impartial hearing officer and each party shall pay its own costs associated with the hearing. Either party may request, also at their own cost, a copy of the hearing record.

After ten (10) working days of receipt of the IHO's determination, should the employee and management not seek further action, both parties will be assumed to be satisfied with the decision rendered and will forfeit their rights to an appeal of the IHO's decision to the governing body.

Final Stage: Final Appeal

If the matter is not resolved to the employee's or Director's satisfaction, a final appeal may be made in writing to the Library Board within ten (10) working days of receipt of the decision letter of the Impartial Hearing Officer.

All decisions will be solely based upon the information gathered during the hearing with the Impartial Hearing Officer or IHO. If the Personnel Committee Chairperson participated in an earlier stage of the grievance, he or she shall recuse his or herself from participation in the Final Appeal.

The Library may take up to thirty (30) working days to review the grievance and make a decision. The Board may exceed this timeframe, within reason, in order to comply with public records laws and to make adequate time for reviewing evidence and deliberation. The final decision must be issued in writing to the employee within five (5) working days of the decision.

The Library Board's decision is final and no further appeals may be sought.

Procedure for the Library Director

If a grievance concerns the Library Director, the Director may appeal a reprimand, suspension, demotion or termination of employment by proceeding to Step 2 of the above procedure: a written grievance to the Board President or his or her designee within five (5) working days of the incident that caused or incited the grievance. The grievance procedure continues as described above at this point, with

recommendations from the Board President or his or her designee and a hearing with an IHO (if applicable) going directly to the Library Board.

(G) Corrective Discipline

Occasionally, it becomes necessary for the Library Director to discipline an employee. Discipline can result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates work rules or when an employee's work performance is not acceptable.

The following examples of misconduct are listed for the guidance of all employees. This is not intended to be a comprehensive list of all prohibited activities, only a list of examples of conduct that might result in discipline, up to and including termination:

- Sexual, racial or other harassment of a fellow employee, or anyone that you come into contact with while working for the Library.
- Failure of the employee to perform his/her duties, as listed in the job description, with competence and integrity.
- Neglect of duty, contractual obligations or other rules and regulations.
- Refusal or failure to obey legitimate orders from a supervisor.
- Unwillingness to submit to the supervisor's authority or insulting behavior toward a supervisor or co-worker.
- Failure to respect confidentiality of records.
- Recovering payment for time not actually on duty.
- Frequent tardiness and absenteeism.
- Falsification of forms or expense vouchers.
- Reporting for work, or while at work, visibly displaying evidence of having consumed alcoholic beverages or illegal drugs or having possession of such items.
- Deliberate misuse of equipment.
- Acceptance of gifts or gratuities in violation of the code of ethics.
- Failure to exercise good judgment, or being discourteous, in dealing with fellow employees or members of the public.

Employees who fail to abide by the policies and rules of the Library or who fail to perform the tasks and duties of their position are liable to corrective discipline from their supervisor. Such discipline shall be in the following forms, each step normally to follow on the other, if behavior is not corrected. The Director may elect to use all or some of these forms of discipline and may skip one or more of these steps for serious misconduct:

- Verbal warning.
- Written warning to be included in the employee's personnel file. Such written warning will be dated and signed by both the supervisor and the employee, both of whom will receive a copy.
- Suspension without pay.
- Dismissal can occur as the last stage in progressive discipline. In addition, flagrant misconduct or commission of a crime, especially while on duty, can result in immediate dismissal.

(H) Code of Ethics

The Library Director and the Library Board of the Mukwonago Community Library have adopted the American Library Association Code of Ethics to guide the behavior of library employees.

American Library Association Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

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I.

We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II.

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III.

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV.

We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V.

We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI.

We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII.

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII.

We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

*Adopted by the ALA Council
June 28, 1997; amended January 22, 2008*

Village of Mukwonago Code of Ethics

It shall be the duty of Library Employees to comply with Wisconsin Statutes and Village Ordinances with respect to the proper and appropriate conduct of their positions. Mindful of Village goals and objectives, Village Employees:

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- Shall perform all mandatory, nondiscretionary and ministerial duties of their positions with the time and manner required by law.
- Shall devote attention to their duties, uphold the law and conduct Village business with fairness, integrity and professionalism with full regard to the public trust of the office.
- Shall not receive any additional salary, benefits, or reimbursement for expenses for work performed pursuant to a Village contract for services where that employee is currently being compensated by the Village for that work under existing conditions of hire with the Village.
- Shall never act in excess of lawful authority or commit an act forbidden by law within their official capacity.
- Shall not in their capacity as employees make entry in an account, record book, return, certificate, report or statement, which in a material respect, intentionally and knowingly falsifies.
- Shall not under color of their position as a Village Employee intentionally solicit or accept for the performance of any service or duty anything of value including, but not limited to, any gift, loan, favor or service, given for the purpose of influencing them in the discharge of official duties.
- Shall not use Village property, facilities, or resources strictly for private or personal gain for themselves, family or others.
- Shall not use confidential information for their personal gain or benefit for that of family or others.
- Shall act in what is conceived to be in the best interest of the citizens of the entire Village. Similarly, shall grant no special consideration or treatment to any citizen beyond that which is available to every other citizen.
- Shall not participate either directly or indirectly in purchases for personal use for less than full value by utilizing discounts or tax exemptions allowed to the Village.

Nothing in this code shall deny any employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes or any other bona fide regulations of this State.

Employees shall be made aware of this code at the time of their election, employment or appointment. In the event an action is brought against a Village

Employee for violations of this code, discipline, including discharge, may be assessed.

(I) Cooperation and Courtesy

Employees are expected to cooperate with all supervisors and all employees in the performance of their job duties. All employees are expected to treat each other with proper respect. Any conduct detrimental to the well-being and morale of the Library or its employees will not be tolerated. Ordinary good judgment, common sense and common courtesy to both the public and the employee's co-workers are expected of all employees.

(J) Smoking

To promote a clean and healthy work environment for all employees, smoking is prohibited in all Village buildings, including the Library. Smoking is also prohibited on Village grounds, including the Library, except for specific designated exterior areas.

(K) Social Media Use

Purpose

This policy establishes rules and guidelines concerning personal web pages or Internet sites when referencing the Mukwonago Community Library or the Village of Mukwonago. This policy clearly identifies prohibited activities by employees on social networking and other web sites, both on and off duty. Professionalism, ethics, and integrity are essential to our work as we attempt to provide the best quality of governmental services to the community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and hold to these standards of conduct, whether on or off the job. This policy will ensure all employees treat any confidential material handled by your department appropriately.

Policy

The Library respects an employee's rights to use social networking sites as a medium of self-expression during non-work time. However, when statements include information about the Library or the Village that, by its nature, may compromise public confidence or cause significant disruption to the Library or the Village, the contents are restricted by this policy. All employees utilizing social networking sites off the job, should take personal responsibility for all posts made. This policy applies to written or oral forums, websites, online conversations, blogs, e-mail and social networking sites.

Procedure

The following prohibited activity and guidelines apply to employees both on and off the job:

- Unless in the performance of an authorized duty or with specific authorization by the Library Director or his/her designee, employee use of Library computers to access social networking sites, blogs or online bulletin boards is prohibited.
- No Library e-mail accounts may be used to register for or to respond to social media sites unless authorized by the Library Director or his/her designee.
- Employees are prohibited from posting content inconsistent with their duties and obligations. Offensive comments regarding protected classes (race, religion, sex, color, national origin, age, disability, ancestry and sexual orientation), village residents or the public in general, tend to undermine trust and confidence in the Library and the Village of Mukwonago.
- The Library strictly prohibits knowingly or recklessly posting of false information about the Library or Village and its agencies, management, coworkers, and public officials.
- The Library strictly prohibits the use of any social media for the purpose of harassment, intimidation or retaliation against any person by an employee.

Notifications

Employees should be aware that posting on websites, including social networking sites, should not be presumed to be private. Accordingly, employees may be subject to discipline for violating any of the above referenced conditions.

- Library employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time—protect your privacy.
- Do not use your work e-mail for non-work related online activities and publications.
- If you publish content to any non-library website that has content related to the Library or the Village of Mukwonago, use this disclaimer: “The postings on this site are my own and don’t necessarily represent the Library’s or the Village of Mukwonago’s positions, strategies or opinions.”
- Uphold all laws governing copyright, fair use, privacy, financial disclosure, defamation, libel and other similar issues.
- Never post confidential or proprietary information. Never publish or report on conversations meant to be private or internal to the Library.

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- Do not cite or reference clients, citizens or suppliers without their approval.
- Violations of this policy may lead to disciplinary action.

(L) Electronic Mail and Internet Use

The Library electronic mail and computer network is to be used for work related matters only. Any and all emails created on library computers are the property of the library and are subject to review by the employer as well as being subject to Wisconsin's Public Records statutes and regulations. It is expected that employee statements in electronic messages and files will be professional. Employees are expected to respect the confidentiality of messages sent to others.

Employees may not use the Library's computers to access the Internet except for job related purposes when on duty. Employees may utilize the Library's computers for personal use during breaks or at times when they are off-duty. Employees shall not knowingly use, view, submit, publish, display, or transmit on the Library's network, any information that utilizes the Internet for illegal purpose; conducts any gambling, betting or gaming activity; violates or infringes on the rights of any other person; contains defamatory, false, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise bias, discriminatory, or illegal materials; or violates any applicable federal, state, and local laws and regulations prohibiting sexual harassment.

Library/Village policies prohibiting sexual or other harassment are applicable to the E-mail system. Messages that contain foul, inappropriate, or offensive language or those containing racial or ethnic slurs or sexual innuendo, are prohibited.

If the Library determines that there has been a violation of this policy, the Library will take appropriate disciplinary action, up to and including discharge. An employee may also be subject to civil liability and criminal prosecution may result from certain actions.

All employees are required to cooperate with the investigation of violations of this policy. Failure to cooperate with an investigation, or making a false statement in an investigation, could subject the employee to discipline, up to and including discharge.

(M) Outside Employment

Employees are discouraged from holding another full-time or part-time job if it is likely that in doing so the individual's efficiency or effectiveness as a Library employee may be impaired; if the nature of the outside employment is such that it will reflect adversely on the Library; or if there is a potential for a conflict of interest. Employees contemplating outside employment must secure the approval of the Library Director before accepting an offer of employment.

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(N) Solicitation / Distribution

In the interests of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during working time. Employees who are not on working time, e.g. on lunch hour or breaks, may not solicit employees who are on working time for any cause or distribute literature of any kind to them. This policy includes solicitations via e-mail and other telephonic communication systems.

Working time does not include the time before the employee's scheduled workday begins, the time after the employee's scheduled workday ends or the employee's breaks or lunch period. Working areas includes all areas of the premises except the breakroom and the parking lot.

(O) Video Surveillance

Mukwonago Community Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public and staff areas of the library premises are under continuous video surveillance and recording. Please refer to the Library's Confidentiality and Privacy Policy in regards to reviewing and release of surveillance camera recordings.

VI. LEAVES OF ABSENCES

(A) Vacations

Regular full-time employees, those employed for 40 hours per week, will be eligible for vacations based on the following schedule:

- One week (5 days) of vacation after one (1) year of employment.
- Two weeks (10 days) of vacation after two (2) years of employment.
- Three weeks (15 days) of vacation after five (5) years of employment.
- Four weeks (20 days) of vacation after ten (10) years of employment.
- Five weeks (25 days) of vacation after fifteen (15) years of employment.

Part-time employees working 30 hours or more per week will follow the same schedule but it will be prorated to the number of hours they are scheduled. For example 30 hour per week employees will be paid for six hours per day of vacation.

Vacations must be taken during the subsequent 12 months following the employee's date of employment. Vacations are not cumulative and may not be carried over from year to year. Vacation leave credit may be applied, at the written request of the employee and with the approval of the employee's supervisor, to a period of absence due to illness, injury, disability or military leave. Vacation days may only be taken

in increments of at least four hours at a time, unless approved otherwise by the Library Director.

Employees are discouraged from taking vacation time during certain months when the workload is particularly heavy.

Employees are encouraged to submit their vacation requests to their immediate supervisor at least 30 days in advance to allow for scheduling needs of the Library.

(B) Holidays

The library will be closed on the following days:

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

Eight hours of straight time pay, based on the employee's current hourly rate, will be paid to eligible regular full-time employees. Part-time employees who are scheduled to work 30 hours or more, but less than 40 hours, will receive pro-rated pay, for example, employees who work 30 hours will receive payment for six hours.

If a holiday falls on a Saturday, the preceding Friday will be the holiday. If a holiday falls on a Sunday, the following Monday will be the holiday.

(C) Personal Days

Four personal days are given to eligible regular full-time employees and four pro-rated personal days are given to eligible part-time employees working 30 hours or more, but less than 40 hours. The four personal days will be taken by mutual agreement of the employee and the Library Director. These days are not cumulative and personal days not used during the calendar year cannot be carried over to the next year.

(D) Sick Leave

Eligible regular full-time employees will accrue one day of sick leave for every month of service completed. Eligible part-time employees working more than 30 hours, but less than 40 hours, can accrue pro-rated sick leave. Sick leave shall not accrue for any month in which the employee is absent for fifteen or more assigned work days. Sick leave may be used when you or a member of your immediate

family is ill and it is necessary that the employee care for this person until other arrangements can be made.

When illness develops contact the Library Director as soon as you find it necessary to stay at home and no later than 30 minutes prior to starting time each day absence occurs. Sick leave with pay may be permitted without requiring the employee to submit a doctor's certificate provided that the Library Director has had other satisfactory evidence of an illness. The Library Director, at his/her discretion, may require medical certification to justify the absence.

Failure to notify the Library Director within twenty-four hours from the beginning of your work shift on the first day of absence may be cause for denial of sick leave credit for the period of absence. Notice of absence must be made to the Library Director; messages are not to be left with other employees in regard to employee absences.

Employees may accumulate a maximum of one hundred twenty (120) sick days. At retirement, or employee resignation, upon completion of no less than twenty (20) years of full-time service to the Library, may elect one of three options for payment of accrued unused sick leave. The employee must elect his/her option at least 90 days preceding the anticipated date of retirement. Any request for exceptions to this election date requirement based upon health changes, which may force retirement, will be reviewed individually by the Personnel Committee of the Mukwonago Community Library.

On December 17th, 2013, the Village of Mukwonago Board voted to eliminate the payout of sick leave upon retirement of new employees hired on or after January 1st, 2014. The elimination of the sick leave payout benefit applies only to these new hires. This payout policy is further amended effective March 16th, 2016 to add the following:

- Employees hired prior to 1/1/2014 in a part-time, less than thirty (30) hours per week capacity and who transition to a position where they are eligible for the sick leave accumulation benefit on or after 1/1/2014, will not be eligible for a future payout of accumulated sick leave.
- Employees hired prior to 1/1/2014 who separate from the Village and who are later rehired, will not be eligible for a future payout of accumulated sick leave.
- An employee fraudulently using sick leave may be suspended or dismissed.

Excluded uses:

- Sick leave credit shall not accrue for any month in which the employee is absent for fifteen (15) or more assigned work days.

- Injury incurred in supplemental employment.

This policy will be enforced consistent with the federal family and medical leave (FMLA) law. The Library reserves the right to administer this policy within its sole discretion.

(E) Family and Medical Leave

This policy is in accordance with the federal Family and Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMA). Employees eligible for this leave will have been employed by the Library for at least 12 months and have worked 1,250 hours in the 12 month period prior to the time the leave begins. An eligible employee may take up to twelve weeks of unpaid leave within a twelve month period, regardless of the number of events for any one or a combination of the for the following reasons:

- The birth or adoption of a child or the placement of a child with the employee for adoption or foster care.
- The care of a spouse, child or parent of the employee if the spouse, child or parent has a serious health condition.
- The employee's own serious health condition. If the health condition causes the employee to be unable to perform the functions of his/her job, all or a portion of this leave will be paid consistent with federal law if the employee elects to substitute accrued leave, such as vacation or sick leave, for the unpaid time.
- Serious Health Condition of a Spouse, Parent, Son or Daughter:
Unpaid leave may be taken to care for a son, daughter, spouse or parent with a "serious health condition." If leave is requested for such individuals, the employee must provide the Village with a health care provider certification form completed by a health care provider which states that the employee is needed to care for the person. Health care provider certification forms are available from your department head. The medical leave may be taken all at once or in smaller increments where medically necessary. If leave is taken in smaller increments, you may be transferred to another job in the Village to better accommodate the schedule of treatment or care. An employee may request the use of accrued leave such as vacation or sick leave to be paid for all, or a portion, of the unpaid leave. This paid time will not be available later.
- Military Exigency Leave
Employees are entitled to FMLA leave due to any qualifying exigency arising from an immediate family member's (the employee's spouse, son, daughter or parent) serving on active military duty in a foreign country. The following circumstances constitute a "qualifying exigency":

- a. Short-notice deployment (seven (7) days' notice or less)
 - b. Attending military events/ceremonies and related activities related to active duty or call to active duty
 - c. Childcare and school activities
 - d. Financial and legal arrangements
 - e. Counseling
 - f. Spending time with a military member who is on temporary rest and recuperation leave
 - g. Post-deployment activities
 - h. Additional activities not encompassed in the other categories, but agreed to by the employer and employee
- Military Medical Leave

FMLA entitles employees up to 26 work weeks of unpaid leave in a single 12 month period to care their parent, spouse, child or next of kin who is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years, that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is on the temporary disability retired list.

If an employee experiences a serious health condition, and is eligible for benefits under the disability plan of the Village of Mukwonago, the employee will be paid for the unpaid time to the extent permitted under the disability plan.

If an employee suffers a work-related injury that qualifies as a serious health condition, the employee's federal family and medical leave will be considered as taken along with the leave required under the workers' compensation law. The taking of leave under this policy will not be used against an employee in any employment decision, including in the determination of wage increases or discipline.

In the event an employee would like to request family or medical leave, the Library Director must be notified, if at all possible, at least thirty days before the date on which leave is to begin. A form to request family or medical leave is available from the Library Director. In an emergency situation, notice must be given to the Library Director of the need for leave as soon as possible.

An employee's health care coverage will not end because an employee is away from work for leave that qualifies under the federal FMLA, unless the employee chooses to end coverage. Employees may elect to continue health care coverage insurance while on a family and medical leave but must pay for the employee cost of coverage during the leave. Other employee benefits, such as group life and disability coverage, may be continued by the employee during the leave but the employee must pay for the employee cost of coverage. The election to continue health care coverage and the other insurance benefits must be made on the Benefit Election Form, which is available from the Library Director. The Village will notify the employee when payments are due for the continuation of coverage.

At the end of an employee's family and/or medical leave, he/she will be returned to his/her former position or, if the position is filled, to equivalent employment within the Library. If an employee wants to return to work before his/her leave is scheduled to end, the employee must notify the Library Director. If the reason for leave was due to the serious health condition of the employee, a fitness for duty certification form must be provided to the Library Director before returning to work.

(F) Bereavement Leave

Time off with pay will be granted to full-time employees for an absence to attend the funeral or to handle related family matters caused by the death of a family member as follows:

Three (3) working days for: mother, father, child, spouse, sister, brother, mother-in-law or father-in-law, brother-in-law, sister-in-law, step-parents, step-children, step-siblings, step-grandchildren, grandparents and grandchildren. An employee shall not be compensated for any days on which he/she is not scheduled to work in that three day period.

(G) Jury and Witness Duty

The Library complies with all applicable laws concerning jury and witness duty. For purposes of this policy, an employee will be deemed to be required to serve as a witness only in cases in which the employee is not a party, and is compelled to attend by subpoena. Employees must provide proof of such subpoena service.

Employees shall be granted a leave of absence to a maximum of 10 working days per calendar year and shall be compensated in an amount equal to the difference, if any, between regular Library compensation and compensation received for jury duty, exclusive of travel compensation. Upon return from witness or jury duty, the employee must present the check stub(s) or voucher(s) reflecting duty payment.

(H) Military Duty

If an employee is called to active military duty or to the Reserve or National Guard training, or if the employee volunteers for the same, he/she is to submit copies of the

military orders to the Library Director as soon as possible. The Library will grant a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. The employee's eligibility for reinstatement after the military duty or training is completed is also determined in accordance with applicable federal and state laws.

VII. OTHER EMPLOYEE BENEFITS
(REFER TO VILLAGE OF MUKWONAGO'S HANDBOOK FOR FURTHER INFORMATION)

(A) Health Insurance

All regular full-time employees and part-time employees scheduled to work 30 hours or more per week are eligible for group medical insurance benefits the first of the month after a full month of employment. Since the Village of Mukwonago contracts with the state for health insurance benefits, the provider of the insurance may change from one year to the next and/or the employee may have a choice of more than one insurance provider. As of 2012, employees pay 12% of their health insurance premiums.

(B) Continuation of Health Insurance

All employees eligible for group health insurance are eligible for continuation of that health insurance coverage when certain events occur. Also, a spouse and/or dependent children may become eligible for continuation coverage when certain events occur.

Complete information about the circumstances under which the employee, a spouse and/or dependent children may become eligible for continuation coverage will be given to the employee at the time he/she becomes covered by the Village group health plan.

(C) Health Reimbursement Account (HRA)

In 2015 all active employees who were participating in the group medical insurance benefit had an HRA established for Dental and Vision expenses not covered under the insurance plan. Beginning in 2016, the health insurance benefit included an option for dental insurance and those employees who chose the dental plan included with the health insurance were not eligible to receive the HRA funding. In both 2015 and 2016, the funding of the HRA for eligible full-time employees with Family coverage was \$1,000 per year and with Single coverage was \$500 per year. Beginning in 2017, the Village's annual funding to an HRA account for eligible employees who enroll in health insurance but who opt out of the dental option, will equal the cost to the Village of the dental option, not to exceed the originally established HRA funding limits of \$1,000 for family coverage and \$500 for single coverage. For example, if the cost to the Village to provide the dental option to

employees is \$600 for a family plan but the employee opts out of the dental coverage option, \$600 will be funded into the employee's HRA.

Unspent amounts can be rolled over into subsequent years with balances capped at \$3,000 for family plans and \$1,500 for single plans. The Village reserves the right to reduce these caps in the future. The funding and caps for part-time employees will be prorated according to the percentages in the ranges established for health insurance.

An active employee who decides to discontinue participating in the group medical insurance plan will forfeit any unspent balances in the HRA account. The employee's HRA will be terminated the same date that the insurance coverage ends.

Funding towards the HRA will cease upon separation from the Village. Any unspent balances in the HRAs are the property of the Village and will be retained by the Village when an employee separates. Employees who continue to be enrolled in the insurance plan either through COBRA or as an annuitant will continue to have access to the balances in their accounts until they cease participating in the insurance plan.

(D) Dental Insurance

A Dental Section 125 plan is offered by the Village. The Library will fund the Section 125 plan as follows: Family - \$720.00 per year and Single - \$360.00 per year.

(E) Life Insurance

The Library, through the Village of Mukwonago, shall provide and maintain life insurance for full-time employees at a benefit level equal to the nearest \$1,000 of the employee's salary, as provided by the Group Insurance Plan for Employees of Wisconsin Municipalities. The Village will allow an employee to upgrade his/her policy limits and/or add dependent coverage through the Wisconsin State Retirement Program, provided such coverage is available, at the employee's expense.

(F) Worker's Compensation

Each employee is covered by Worker's Compensation insurance in the event of an injury at work and the injury requires a doctor's attention. This insurance is fully paid by the Library. Any accident, however minor, must be reported to the Library Director immediately, so the proper forms can be completed and filed with the necessary insurance provider.

If an employee is injured in the course of employment, subject to Worker's Compensation, the Village shall pay the difference between the Worker's Compensation benefits and 80% of the employee's regular rate of pay for 365 days.

Upon returning from a work-related injury, the employee may be required to provide a certification from the treating physician verifying that he/she is able to safely perform his/her normal job tasks. In the event the treating physician identifies restrictions and/or limitations on the employee's ability to perform his/her job responsibilities, the library will consider whether it can provide a restrictive or light duty position for the employee.

(G) Retirement

Effective January 1, 2001, all full-time employees will be covered by the State of Wisconsin Retirement System, in accordance with Chapter 40 of the Wisconsin Statutes. All part-time employees working a minimum of 1200 hours in at least 10 of 12 consecutive months are also covered. The Library will pay the employer's share of the WRS contribution and the employee will pay the employee's share of the WRS contribution.

(H) Deferred Compensation

Effective January 1, 2001, the Library will make a contribution equal to two and one half (2.5%) of all full-time employees' wages to a deferred compensation system.

(I) Longevity Compensation

After five years of continuous service, a full time employee may be eligible to receive longevity compensation. Longevity is paid once each year during the first pay period in December. Longevity rates are as follows:

- After five (5) years of employment \$250.00
- After ten (10) years of employment \$350.00
- After fifteen (15) years of employment \$450.00
- After twenty (20) years of employment \$500.00

For an employee who leaves employment by voluntary resignation or retirement, the Library will provide prorated longevity pay to that employee based on the number of months worked prior to leaving employment. The Library reserves the right to change or eliminate the longevity rates with or without notice.

(J) Flexible Spending Plan

This is an IRS approved pre-tax program that can be used to help with those out-of-pocket expenses not covered by the existing primary insurance coverage. It is available to those employees who work 30 or more hours per week and who request it. At present, the limit is \$2,500 per year.

HARRASSMENT COMPLAINT SUBMISSION FORM

(Name of Complainant)

(Department)

(Date)

Complaint Statement: Typed below OR See attachment

Relief Sought: Typed below OR See attachment

(Signature of Complainant)

(Date)

(Signature of Supervisor or Director)

(Date)

GRIEVANCE SUBMISSION FORM

(Name of Grievant)

(Department)

(Date)

Grievance Type: Disciplinary OR Work Place Safety

Grievance Statement: Typed below OR See attachment

Relief Sought: Typed below OR See attachment

(Signature of Grievant)

(Date)

(Signature of Director)

(Date)

Approved: 15 November 2018

RECEIPT FOR SOCIAL MEDIA POLICY

CERTIFICATION

I, _____, certify that I have read and understand the Mukwonago
(PRINT NAME)

Community Library Social Media Policy and will adhere to all provisions.

(SIGNATURE)

(DATE)

Received by:

(DIRECTOR'S SIGNATURE)

(DATE)

Employee: Keep a copy of this form for your records.

Director: Keep the original of this form on file.

HANDBOOK RECEIPT

I acknowledge that I have received and read the Mukwonago Community Library Employee Handbook and understand the provisions contained therein. I understand that the terms described in the Employee Handbook may be altered, modified, changed or eliminated by the Library Director and the Library Board or by the Village of Mukwonago at any time, with or without prior notice.

I understand that this employee handbook supersedes any previous handbook or policies I may have received, making them void.

I further understand that the Mukwonago Community Library Employee Handbook and any other provisions contained therein do not constitute a guarantee of employment or an employment contract, express or implied. I understand that, as a non-represented employee, my employment is "at will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Mukwonago ordinances or policies, and, if at will, my employment may be terminated at any time for any reason, with or without cause, and with or without notice.

Date

Employee Signature

Library Director Signature

NOTE: One copy of this receipt will be removed and placed in the employee's personnel file. The other copy will remain with the employee's personal copy of the Employee Handbook.

REVISION HISTORY

- 27 August 2012:** Base policy created.
- 17 August 2017:** Grievance procedure revised to replace the Village Administrator in the second step of the grievance process with the Library Board President or his/her Designee. Approved by the Library Board.
- 15 November 2018:** Section II, Item A: Approve addition of language “Prescribing duties and compensation of all library employees “to the Primary Responsibilities of the Library Board.
- Section II, Item B: Approve addition of language “including selecting all library material according to policies approved by the Board” to the Primary Responsibilities of the Library Director.
- Section III, Item C: Approve addition of language ‘It has been and shall continue to be library policy to recognize the competence and ability of applicants for employment and existing employees’ to the Equal Employment Opportunity Policy Statement.
- Section III, Item D: Approve elimination of “Regular employees are those employees who have successfully completed their orientation period” and remaining sections in which the term “regular” is used.
- Section III, Item D: Approve addition of language under Employment Classifications.
- Section III, Item G: Approve new section entitled Voluntary Termination / Resignation.
- Section III, Item H: Approve new section entitled Reasonable Accommodation Policy.
- Section IV, Item J: Approve new language under Personal Appearance.
- Section IV, Item Q: Approve new language “Cost of alcoholic beverages shall not be reimbursed”.
- Section IV, Item C: Approve new section entitled Meals and Rest Periods.
- Section IV, Item F: Approve new language under Absence/Tardiness.
- Section IV, Items L and M: Approve addition of language ‘Please see the Library Position Compensation and Performance Evaluation Policy for more details’ to Work Performance and Employee Evaluations and Salary Increases.

Approved: 15 November 2018

Section IV, Item R: Approve addition of language ‘The employee must have approval from the Library Director prior to purchasing’.

Section V under Harassment: Approve new language ‘If the allegation is against the Library Director, please refer the allegation to the Chairperson of the Personnel Committee.

Section V, Item E: Approve the replacement of Village Administrator with Library Director under ‘Harassment Complaint Procedure’ and the replacement of Village Administrator with the Library Board’s Personnel Committee under ‘Responsibility of Library Director’.

Section V, Item K: Approve the removal of Village Administrator from Social Media Use procedures.

Section V, Item O: Approve new language to indicate use of video surveillance on library premises.

Section VI, Item D: Approve new language to indicate the elimination of sick leave payout benefits upon retirement of new employees hired on or after January 1st, 2014.

Section VII, Item C: Approve new language to include ‘Health Reimbursement Accounts (HRA).