

VII. Personnel Policy

A. Management Policy:

The duly appointed Forest Lodge Library Board shall have all management rights, authorities, and responsibilities as stated in *Wisconsin Statutes, Chapter 43*.

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
3. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.
4. In January and February, 2008, the Towns of Namakagon and Cable determined that the Forest Lodge Joint Library would utilize the policies and employee handbook implemented in the Town of Cable in determining library policy. Below is a list of topics covered in this document. Appendix A includes the policies described in that document. See the Town of Cable's current (4/2020) employee handbook for information on the policies stated below number 5.
5. The board shall establish all other positions and all wage and benefit levels for all library staff, within the guidelines set forth in Wisconsin Law. The library board shall recognize that staff of Forest Lodge Library are considered to be employees of the town of Cable and thus accorded benefits equal to, but not less than, those provided to town and/or municipality employees of comparable employment and shall follow at minimum those guidelines and the laws set forth by the State of Wisconsin.

Employment at Will

An Equal Opportunity Employer

Business Guidelines

Americans with Disabilities Policy Statement

Immigration & Employment Eligibility

Ethics & Conflicts of Interest

Employment Classifications

Introductory Period

Personnel Record

Compensation & Work Hours

Time Reporting & Records

Work Hours

On-Call Time

Payroll Deductions

Garnishments & Court Orders

Overtime Authorization & pay

Compensation Time

Paychecks

COLA Policy

Employment Benefits

Vacation

Holidays/Paid Days Off

Jury Duty

Voting

Health Insurance

Health Savings Account (HSA)

Supplemental Insurance

Retirement

Miles, meals & lodging

Cell phones

Leave of Absence

Military Leave

COVID policy

Professionalism

Professional Conduct

Job Descriptions

Drug Free Workplace

Testing Circumstances

Post offer/pre-employment testing

Reasonable suspicion testing

Post-accident testing

Smoke Free Workplace

Attendance

Harassment, Offensive Behavior and Non-discrimination Policy

Workplace Safety

Personal Property & Workplace Privacy

Telephones

Vehicle Use

Professional Development & Training

Disciplinary Steps

Employee Grievance procedure

Performance Evaluations

Workers' Compensation Policy

Social Security/Medicare

Employment Separations

Summary

B. Administrative Policy:

The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall oversee financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual budget with the support of a Budget Committee to be presented to the library board, and submit annual budget to the library's fiscal agent, the Town of Cable.
3. The director is responsible for hiring, training, supervising, and scheduling staff.
4. The director shall have ongoing communication with staff and/or volunteers for training and interpreting board policy and following library procedures.

5. The director will be responsible for ongoing communication and an annual review, which may be verbal, with part-time staff and volunteers regarding job performance.
4. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines set forth in the collection development policy. These tasks may be delegated to staff.
5. The director will recommend changes in or additions to library policies as needed and maintain a policy review schedule and suggest a policy for review at monthly Board meetings.
6. The director will perform preparatory work to assist the board with regular library planning.

C. Salaries

The library board is responsible for adopting a salary and classification schedule. The plan is subject to regular revision so that it will remain equitable for both the library and the staff.

Explanation: *While salaries will inevitably reflect, to some extent, the economic realities of the municipality, they will predominantly be based on the levels of responsibility, experience, and education required of the position for which they have been established. Salary surveys for the library's region and state will be helpful in determining equitable compensation.*

D. Vacation Policy

Per the Forest Lodge Library Board of Trustees the Forest Lodge Library provides the Library Director with vacation equal to 40 hours after one year, 80 hours after two years, and 120 hours after ten years.

E. Holiday Policy/Paid Days Off/Personal Days

The Forest Lodge Library recognizes six (6) holidays during which it is closed to the public as follows: January 1, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. No holiday pay will be paid to any part-time staff. The Library Director will be paid six (6) paid holidays at eight (8) hours per day. The TOC handbook, also recognizes the Friday after Thanksgiving and Christmas Eve Day as paid days off for full-time employees, which shall include all full time Forest Lodge Library Staff as per the Forest Lodge Library Board.

Per the Forest Lodge Library Board of Trustees the library director is eligible for annual personal days that include: twenty-four (24) hours after the 1st year of employment with an additional eight hours each year until a maximum of forty-eight (48) hours are obtained. Other employees are not eligible for personal days. Unused personal days may be accrued up to a maximum of one hundred sixty (160) hours. Employees are not paid for unused personal days at the end of the calendar year or upon termination. Employees who retire may be eligible for an unused personal day payment.

F. Work Schedule Policy:

Major changes in the director's schedule or other circumstances may not be made without approval of the library board. Requests for such shall be made in writing to the library board and discussed and approved or amended as part of business at a monthly board meeting. Requests for changes in the work schedule of other staff or volunteers shall be negotiated with the library director.

G. Professional Development and Training:

The director, staff and trustees are encouraged to attend and participate in continuing education activities. The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. Director and staff may consider training to be part of their regular employment and be compensated for same.

Approved: 11/10/2022

Board President: approved at Nov. 2022 FLL brd mtg

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To be reviewed every three to five years.

Review date: 12/25-12/27