

PERSONNEL POLICY
Crandon Public Library
April 2017
DRAFT

Authorized by Chapter 43 of the Wisconsin State Statutes, the Crandon Public Library Board of Trustees hereby adopts the following personnel policy:

I	Powers and Duties of the Library Board
II	Responsibilities of the Library Director
III	Employee Relations
IV	General Conduct and Policies
V	Employment Applications
VI	Definitions of Employment Types
VII	Equal Opportunity
VIII	Sexual Harassment
IX	Responsibility for Reporting to Work
X	Hours of Work
XI	Vacation
XII	Holidays
XIII	Absence of Employees from Duty
XIV	Compensatory Time
XV	Hiring Procedure for the Library Director and Other Library Employees
XVI	Residence Requirement
XVII	Probationary Period
XVIII	Library Director (Appointment/Dismissal)
XIX	Employee Performance and Development Report
XX	Resignation and Retirement
XXI	Layoff
XXII	Severance Pay
XXIII	Discipline and Discharge
XXIV	Grievance Procedure for the Library Director
XXV	Grievance Procedure for All Other Library Employees
XXVI	Longevity
XXVII	Reimbursement Rate
XXVIII	Confidentiality of Patron Information

1. Powers and Duties of the Library Board

Powers and duties of the Library Board shall consist of the following:

- To be responsible for the formation and implementation of all policy matters relating to personnel;
- To review the performance of the Library Director on an

annual basis;

- To serve as an appeal board for grievance matters.
- 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.
- 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. a professional development plan may be implemented.

II. Responsibilities of the Library Director

The Library Director is authorized and directed to administer the regulations in the personnel policy. In addition, the Library Director will:

- Establish and maintain official employee records (title, pay, vacation, sick leave, evaluations, commendations, health records, compensatory time and other relevant information);
- Be responsible for bringing all unresolved grievances to the Library Board;
- Coordinate and provide administrative services for the administration of all policies relating to personnel.

III. Employee Relations

The Crandon Public Library Board believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area. If employees have concerns about work conditions or other aspects of their jobs, they need to follow the chain of command which is the Library Director, the Library Board, the Mayor, and the Common Council.

Our experience has shown that when employees deal openly

and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the Crandon Public Library Board amply demonstrates its commitment to employees by responding effectively to employee concerns.

Employees are not required to contribute to any political fund nor render any political service to any person or party at any time. No person nor employee shall be hired, promoted, suspended, demoted, nor dismissed for refusing to do so.

IV. General Conduct and Policies

1. All employees must acquire and maintain necessary licenses and/or certifications to perform any duties that may be required of them.
2. Dressing Professionally

All staff should dress in a neat, conservative, and attractive manner.

Acceptable tops

Collared shirts, turtlenecks, blouses

Blazers (paired with acceptable top)

Pullovers

Sweaters

Shirts designed to be tucked in will be worn as such

Sleeveless tops that cover three inches across the shoulder

Unacceptable tops

No shoulder straps less than three inches wide

No t-shirts or shirts with blatant advertisements or slogans

No sweatshirts

Acceptable bottoms

Pants that are mid calf or longer

Skirts that hit just above the knee or longer

Dresses that hit just above the knee or longer and have straps at least three inches wide

Bottoms will be of a uniform color/design, free of stains, holes and fading.

Unacceptable Footwear

No flip flops or casual sandals

Exceptions

Limited exceptions may apply for employees with medical conditions. Any employee with a medical issue should get written permission from their manager regarding accommodations.

Exceptions for religious reasons shall be made on a case by case basis with the approval of the Director.

Casual days may be declared on an occasional basis by the director. Dress exceptions for these days will be outlined on a case by case basis.

Summer library program T-shirts may be worn by staff working at a program or event but only the day of the program or event.

V. Employment Applications

1. The Crandon Public Library relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Crandon Public Library's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.
2. To ensure that individuals who join the Crandon Public Library are well qualified and have a strong potential to be productive and successful employees, it is the Crandon Public Library's policy to investigate the backgrounds and employment references of applicants. In addition, the Crandon Public Library may conduct background investigations when employees are being considered for promotions or transfers, or in furtherance of an internal investigation of alleged misconduct. Background investigations will be conducted at the Library Board's discretion and in accordance with federal and state law.

VI. Definitions of Employment Types

- A. For the purpose of this policy, "permanent full-time/regular employee" is defined as work in a permanent position and are employed for a normal work week consisting of thirty (30) or more hours per week. Full-time/regular employees are eligible for the following benefits offered by the City of Crandon: health insurance, dental insurance, life insurance, Wisconsin retirement, vacation pay, sick pay, funeral and personal leave.
- B. "Permanent part-time employee" is defined as an employee who has been certified to a permanent position, who has satisfactorily completed his probationary period, whose employment is continuous and is employed for a normal work week consisting of 29 hours or less per week.
- C. A "limited term appointment" is an appointment for employment during the leave of absence of a permanent employee, or for the duration of a project and has an established probable date of termination.
- D. A "military leave replacement appointment" is an appointment made for the duration of the leave of absence of civil service employees entering the military service under provisions of federal and state laws requiring restoration of employment.
- E. Appointment to acting director position: Any employee named by the Library Board to serve as the acting director shall be granted a 10% salary increase throughout the time the employee serves in that position. An employee may be appointed as acting director because of the incumbent director's resignation, extended sick leave, extended suspension, leave of absence, or for other reasons approved by the Library Board. If the person appointed as acting director is not an employee of the library, he or she shall be compensated at a mutually agreed upon salary to be negotiated with the library board.

This acting appointment shall be a provisional one that is only effective until the usual selection process, as set forth in these policies, is implemented to replace the former director or until said director returns to his position. When this is accomplished, the employee filling the acting position shall be either terminated, if that employee was not an employee before said acting

appointment, or returned to his former position at his former salary.

VII. Equal Opportunity

It is the policy of the Crandon Public Library to make all employment decisions without regard to race, color, creed, religion, age, sex, sexual orientation, national origin, disability or any other basis prohibited by federal or state law. The library board is committed to maintaining a work environment that is free of discrimination and unlawful harassment.

Employment opportunities are and will be open to all qualified applicants on the basis of their experience, aptitudes, and abilities. Advancement will be based on the individual's achievement, performance, ability and potential for professional growth.

Any employee with a question or concern about any type of unlawful discrimination in the workplace is encouraged to bring the issue to the attention of the Library Director or the Library Board if the Director is in question. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination.

VIII. Sexual Harassment

- A. The Library Board is committed to maintaining a workplace free from discrimination and harassment. We believe that all employees are to be treated with respect and dignity. In keeping with this commitment, we will not tolerate the sexual harassment of any of our employees.

- B. Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when: (1) submitting to such conduct is made a condition, either directly or indirectly, of an employee's employment; (2) submitting to such conduct or rejecting such conduct is the basis for decisions which impact the terms and conditions of an employees' employment; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating,

hostile or offensive work environment. Examples of conduct that might constitute sexual harassment in violation of this policy include unwelcome sexual propositions, sexual innuendoes, sexually oriented "jokes" or teasing, sexually suggestive comments, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures, and unwelcome physical contact such as touching, pinching, kissing, brushing against another's body or coercing sexual intercourse.

- C. Any employee who believes that he/she has been subjected to sexually harassing conduct in violation of this policy should immediately report the matter to the library director or the library board. The library will not retaliate against any employee for reporting sexually harassing conduct and/or for otherwise assisting in the investigation of a sexual harassment complaint.
- D. The library director will thoroughly and promptly investigate all complaints of sexual harassment. To the greatest extent possible, confidentiality of those involved in a sexual harassment investigation will be maintained. If an investigation into a complaint of sexual harassment confirms that a violation of this policy has occurred, appropriate disciplinary action, up to and including termination of employment, will be taken.

IX. Responsibility for Reporting to Work

- A. All employees of the City of Crandon shall be expected to report to work during inclement weather, disasters and other adverse conditions.
- B. Employees unable to reach their work station because of inclement weather, disasters and other adverse conditions may use vacation, floating holiday, or compensatory time in lieu of a lost day of pay.

X. Hours of Work

- A. The beginning and ending time of each shift will be determined by the Library Director.
- B. If staffing levels allow, each employee may be scheduled for unpaid meal period of at least 30 minutes approximately halfway through an eight-hour day. Each employee may also

be authorized to take a 15-minute break for each four hours worked if staffing allows. Part time employees on duty for less than six hours are not entitled to a break.

- C. If staffing levels do not allow for a scheduled unpaid meal period of at least 30 minutes, the employee is eligible for a paid "on duty" meal period. An "on duty" meal period is one where the worker is not provided at least 30 consecutive minutes free from work, or where the worker is not free to leave the employer's premises.

XI. Vacation

A. Definition of Vacation Week

For all permanent full-time/regular employees, a vacation week shall consist of the average number of hours per week worked by said employee.

B. Length of Vacation

Employees shall earn annual paid vacation as follows:

- a. All vacation time will be earned on a basis of one calendar year (Jan.-Dec.), to be used the following calendar year (Jan.-Dec.). However, if an employee is hired mid-year, he or she will earn 1/3 day vacation per month of employment through December, to be used the next calendar year.
- b. Upon completion of one full calendar year, an employee will be eligible for one (1) week of vacation to be taken in the next calendar year.
- c. Upon completion of two (2) years of continuous service, an employee will be eligible for two (2) weeks of vacation.
- d. After seven (7) continuous years, three weeks of vacation is earned.
- e. After fourteen (14) continuous years, four weeks of vacation is earned.
- f. After twenty-one (21) continuous years, five weeks of vacation is earned.

C. Carryover of unused vacation

All vacation must be taken in the year in which an employee is

eligible and cannot be carried over into the next vacation year unless approved in advance by the Library Director.

D. Basis for Vacation Pay

Vacation pay shall be based upon the employee's earnings at the time the vacation period begins.

XII. Holidays

1. All permanent full-time/regular employees and permanent part-time employees will be given eight paid holidays per year. These will be New Year's Day, ½ day - Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, ½ day - Christmas Eve, Christmas and a floating holiday at the employee's discretion; however, a one-day notice is required for the floating holiday.
2. To be eligible for holiday pay an employee must work their last scheduled day prior to the holiday and their first scheduled day after the holiday. Holiday pay will be equal to eight (8) hours pay at the employee's straight time rate at the time of the holiday.
3. A holiday that falls on a Saturday will be observed on the preceding Friday, and a holiday that falls on a Sunday will be observed on the following Monday. If a holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

XIII. Absence of Employees from Duty

A. Sick Leave.

1. Sick leave shall include absences from duty because of illness and for visits to the doctor, dentist, or other recognized health care/examinations; bodily injury when not a Worker's Compensation case; exposure to contagious disease; and serious illness or death in the immediate family of the employee.
2. All permanent full-time/regular employees, including those serving on probation, earn sick leave at the rate of one (1) day per month.

3. Permanent full-time/regular employees who work less than forty hours per week earn sick leave on a pro-rated basis in accordance with the average number of hours worked per week.
4. Sick days may be accumulated up to a maximum of 60-days. Any sick leave of three or more days must be substantiated by a doctor's report and a release to return to work. The Library Director may forego this, if in their judgment, it is not necessary.
5. All permanent full-time/regular employees may use up to three-sick days per year for personal reasons. These must be taken for at least a half-day period, and the employee must give a day's notice to their supervisor. Personal days are non-cumulative.

B. Abuse of Sick Leave

1. Employees who abuse sick leave may be subject to disciplinary action. Specifically, whenever an employee establishes a pattern of use of sick leave which may be considered abusive, the supervisor shall counsel the employee about his sick leave habits and the library's expectation about attendance.
2. If such a pattern persists, the supervisor shall notify the employee in writing of the problem and require that future absences will require a medical certificate to verify illness of the employee or family member.

C. Death In the Family (Immediate and Extended)

When there is a death in the immediate family of an employee - father, mother, wife, husband, son, daughter, brother, or sister of an employee -- said employee shall be granted up to five (5) days off without loss of pay and without charge to his accrued sick leave or vacation of the employee. Where there is a death in the extended family of an employee - the employee's father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents or grandchildren, and applicable step relatives - said employee shall be granted up to three (3) days off without loss of pay and without charge to accrued sick leave or vacation of the employee. In such circumstances, additional time off may be granted at the discretion of the Library

Director and shall be chargeable to the accrued sick leave of the employee.

D. Leaves of Absence

The Library Director may grant leaves of absence without pay for personal reasons as the Library Board President grants such leaves to the Library Director. Such leaves of absence shall be limited to three (3) calendar days per year. Requests for leaves of absence without pay for three or less calendar days shall be made by written application and submitted at least two (2) working days prior to the anticipated leave. For requests of a longer leave of absence without pay, the employee shall request authorization from the Library Board. Requests submitted to the Board shall be made by written application upon recommendation of the Library Director. Employees on leave of absence without pay may continue to participate in the group insurance programs by paying the applicable prorata premiums to the City of Crandon.

E. Military Leave

Officials and employees of the City of Crandon, other than those employed on temporary, emergency, limited term, or seasonal basis, and including those employees certified to permanent positions who have served at least three (3) months of their probationary period, who are duly enrolled members of the reserve components of the Armed Forces of the United States are entitled to leave of absence without loss of time in the service of the City to enable them to attend field camps of instruction or schools, or to enable them to attend active duty for reason of civil disobedience or disorder, but not to exceed a two (2) week period in the calendar year. Where the salaries paid for attendance at such duty is less than the salary paid by the City for such an employee, the City shall reimburse said employee for the loss occasioned by such difference in pay. For the purpose of determining seniority or salary advancement, the status of the employee shall be considered as though not interrupted by such attendance.

F. Jury Service

If employees of the City are absent because of jury duty where the salary paid for such jury duty is less than the

salary paid by the City for such employee, the City shall reimburse said employee for the loss occasioned by such difference in pay. The leave granted by this section is in addition to all other leaves granted or authorized by any other provisions of City ordinances and the time of the leave granted under this section shall not be deemed a part of any leave granted or authorized by any other provisions of City ordinances. For the purpose of determining other fringe benefits such as sick leave and vacation time, the status of the employee shall be considered as though not interrupted by such jury duty.

G. Subpoenaed Witnesses

If any employee is subpoenaed to testify in a matter directly related to City employment, the employee shall be given reasonable time to do so without loss of pay. If the employee is subpoenaed to testify in a matter not directly related to City employment, the employee may use vacation, accumulated compensatory time, holiday time, or leave without pay to cover the absence.

H. Maternity or Paternity Leave

1. Maternity or paternity leave up to ninety (90) days shall be granted to eligible employees on permanent status who submit a written notice to the Library Director at least thirty (30) days prior to the anticipated departure date.
2. The Library Director shall forward the notice to the Library Board.
3. Up to an additional three (3) months can be approved by the Library Board upon recommendation of the Library Director, but in no case shall the period of leave exceed six (6) months.
4. All periods of leave related to maternity or paternity leave shall be leave of absence without pay. Employees may use earned sick leave, vacation and/or holiday time and need not exhaust all reimbursable leave provided the original written notice for leave reserves such leave time.

XIV. Compensatory Time

A. Non-supervisory Personnel

Employees who work in excess of 40 hours per week (7 days) shall be compensated for such work at the rate of time and one-half of their regular hourly rate provided such work was approved in advance, in writing, by the Library Director or someone designated to make such approval.

Employees shall be required to use compensatory time within 90 days of the date it is earned.

B. Administrative Positions

The Library Director is the only administrative position in the library's organizational chart. The Library Director shall not receive overtime compensation in the form of pay. When the Director works excess hours devoted to official duties, he or she may take time off or may observe more flexible working hours.

XV. Hiring Procedures for the Library Director and Other Library Employees

A. In the event that the Library Director resigns, a subcommittee of the Board shall be appointed by the Board President and charged with the tasks of recruitment and screening of applicants. The subcommittee will recommend up to five (5) candidates for personal interviews conducted by the full Board. A two-thirds vote of the Library Board is required for confirmation.

B. The Library Director shall be responsible for the hiring process to fill all other vacancies that occurs within the library.

XVI. Residence Requirement

It is the policy of the City of Middleton to encourage all employees to be residents of the City.

XVII. Probationary Period

A. General Rules

All new library employees serve at least a six-month probationary period, except the Library Director shall serve a one-year probationary period.

B. Insurance Coverage

During the probationary period, the City shall contribute towards a new_employee's group dental or health insurance.

C. Original Hire Extensions

An employee below the level of department head might be hired with a probationary period longer than six months, if it is determined by the Library Director that the longer period is necessary, but in no case longer than one (1) year.

D. Training Program Hirees

If an employee is hired on a training program, the employee is on probation for the length of the contract plus the six months following completion of the training program.

E. Extensions

The Library Board or the Library Director may extend a probationary period up to an additional six months when circumstances justify such an extension.

F. Evaluation Procedure of Probationary Period

The Library Director will evaluate an employee's work performance, in writing, using the standards established for the position and department. This will be accomplished at least once during and at the end of the probationary period.

G. Dismissal during Probationary Period

In the event an employee is dismissed during his or her probationary period, there shall be no right to appeal the dismissal.

XVIII. Library Director (Appointment/Dismissal)

The Library Director may be dismissed at any time during a probationary period by a two-thirds vote of the Library Board. Prior to the completion of the probationary period,

the President of the Library Board shall appoint a subcommittee to evaluate the performance of the Director and report its findings to the Library Board. A two-thirds vote of the Library Board is required to give the employee a permanent appointment.

XIX. Employee Performance and Development Report

Every employee shall have a detailed position description, which will serve as a written record of what each employee is expected to do. Each employee will participate in an initial performance appraisal halfway through his/her probationary period and again upon completion of probation. Thereafter, performance appraisals will be conducted on an annual basis. Each employee's personnel file will contain all copies of forms completed.

XX. Resignation and Retirement

A. Resignation

The Library Director shall submit a letter to the Library Board at least thirty (30) days prior to resignation. All other employees shall submit a letter to the Library Director at least two weeks prior to resignation. The Library Director shall act on all letters of resignation received from Library employees.

B. Retirement

Employees desiring to retire shall submit a letter to the Library Director at least sixty (60) days prior to retirement.

XXI. Layoff

In the event that the library has to lay off employee(s), it will be done on the basis of performance at the discretion of the Library Director and Board of Trustees.

XXII. Severance Pay

When an employee retires or terminates service with the City, the employee shall receive pay on termination date for all accumulated unused vacation. Upon the death of an employee, the above benefit shall be paid to the estate or the designee.

XXIII. Discipline and Discharge

A. Reasons and Procedures for Discipline and Discharge

If the Library Board or Library Director deem it necessary to take disciplinary action, such information will be given to the employee in writing and will become part of the employee's personnel file. The following are examples of causes for discharge, suspension, or demotion by the Library Director or the Library Board:

1. Drinking or arriving on the job under the influence of intoxicants or dangerous drugs.
2. Failure to follow orders of one's supervisor or department head.
3. Being absent from work without permission or failure to report to the supervisor or department head when one is absent.
4. Being habitually absent or tardy.
5. Failure to perform work in an efficient and skillful manner.
6. Upon conviction of a felony having a relationship or detrimental effect upon the nature and performance of employment.
7. Falsification of any records required by the library and of the library by any contract or any other governmental agency.
8. Violation of established work rules and library policies.
9. Insubordination.
10. Any other conduct traditionally considered cause.

B. Access To Personnel Files

All employees may submit a written request to inspect all or any part of the documents contained in their personnel file, used or which have been used in determining the employees' qualifications for employment, promotions, transfers, additional compensation, termination, or other disciplinary actions and medical records. The Library

Director shall provide the employee with the opportunity to inspect his/her records within seven working days after the employee submits a request for inspection. The time and location of the inspection will be set at a mutually convenient time for both the employer and the employee.

XXIV. Grievance Process for the Library Director

A. In the event that the Library Director has a disagreement concerning specific working conditions, a grievance may be filed. Only one subject matter shall be covered in any one grievance.

B. A written grievance shall contain the name of the director, a clear statement of the grievance, the issue involved, the date the incident took place, the remedy requested, signature of the director and the date of the written statement. In the event of a grievance, the employee shall perform his assigned tasks and grieve the complaint later. The granting or denial of merit increases shall not be the subject of the grievance procedure.

C. Grievance shall be processed in the following manner:

1. Step One: The director shall take the grievance up orally with the Library Board within ten (10) days of the knowledge of the occurrence of the event. The Board shall attempt to make a mutually satisfactory adjustment and, in any event, shall be required to give an answer within ten (10) days.

2. Step Two: The grievance shall be considered settled in Step One, unless within ten (10) days after the Board's answer is due the grievance is reduced to writing and presented again to the Library Board. The Library Board shall respond to the grievance in writing within ten (10) days.

D. Time Limits

The time limits set forth hereinabove shall be exclusive of Saturdays, Sundays, and holidays, and any grievance not processed by the employee in accordance with the time limits shall be considered dropped.

E. Extension of Time Limits

Any time limits set forth in the foregoing steps may be extended by mutual agreement in writing.

XXV. Grievance Process for All Other Library Employees

- A. In the event that an employee has a disagreement concerning specific working conditions, every effort shall be made to resolve this with the immediate supervisor. If a satisfactory agreement is not obtained where applicable, a grievance may be filed. Only one subject shall be covered in any one grievance.
- B. A written grievance shall contain the name of the grievant, a clear statement of the grievance, the issue involved, the date the incident took place, the remedy requested, signature of the grievant and the date of the written statement. In the event of a grievance, the employee shall perform his assigned tasks and grieve the complaint later. The granting or denial of merit increases shall not be the subject of the grievance procedure.
- C. Grievance shall be processed in the following manner:
 - 1. Step one: The employee shall take the grievance up orally with the supervisor within ten (10) days of his knowledge of the occurrence of the event. The supervisor shall attempt to make a mutually satisfactory adjustment, and, in any event, shall be required to give an answer within ten (10) days.
 - 2. Step two: The grievance shall be considered settled in Step one, unless within ten (10) days after the supervisor's answer is due, the grievance is reduced in writing and presented to the Library Director. The Library Director shall respond to the grievance within ten (10) days.
 - 3. Step three: The grievance shall be considered settled in Step two, unless within ten (10) days from the date of the Library Director's written answer or last date due, the grievance is presented in writing to the Library Board. The Library Board shall respond in writing within ten (10) days.

D. Time Limits

The time limits set forth hereinabove shall be exclusive of

Saturdays, Sundays, and holidays, and any grievance not processed by the employee in accordance with the time limits shall be considered dropped. Any grievance not processed by the supervisor in accordance with the time limits shall automatically go to the next highest step.

E. Extension of Time Limits

Any time limits set forth in the foregoing steps may be extended by mutual agreement in writing.

XXVI. Longevity

Any and all full-time personnel shall be eligible for a performance/longevity bonus after their first full year (12 full months) of employment. In order to qualify for the PL Bonus personnel must be in good standing with the employer (the City) with the written disciplinary action taken against the employee in the year of said bonus. If the employee is to receive a merit type wage increase in the budget year following the December PL Bonus, they will not receive the PL Bonus in the December prior to the increase. The City will pay the bonus out in a separate payroll check in December. The service levels for performance/longevity pay are as follows:

Less than 1 year total service: (0-11 mths)	\$ -0-
Completed 1 year but less than 3 yrs (12-35 months)	\$ 100.00
Completed 3 but less than 5 yrs (36-59 months)	\$ 300.00
Completed 5 but less than 10 yrs (60 - 119 months)	\$ 500.00
Completed 10 but less than 15 yrs (120 - 179 months)	\$ 600.00
Completed 15 but less than 20 yrs (180 - 239 months)	\$ 700.00
Completed 20 or more years (240 or more months)	\$ 800.00

This bonus chart will be reviewed periodically by the City of Crandon Finance Committee for updates to financial capability also changes periodically.

XXVII. Reimbursement Rate

Any employee required to use his/her own automobile in the performance of his/her duties for the City shall be reimbursed at the rate established by the State of Wisconsin.

XXVIII. Confidentiality of Patron Information

- A. The Crandon Public Library abides by Wisconsin law, which states that the records of patron transactions, and the identity of registered library patrons, is confidential material.
- B. The Crandon Public Library does not make available the records of patron transactions to any party, except in compliance with the law.
- C. The Crandon Public Library does not make available lists of registered library patrons, except in compliance with the law.
- D. Patron Requests
 1. A patron must present his/her patron ID number and/or personal library account information, either in person or on the telephone, before any information will be given concerning items checked out, items overdue, fine information, and hold information (either items on hold or those awaiting addition to the collection).
 2. When speaking to a family member and not to the patron, information about the material should be limited so the information does not reveal the content.

Examples:

- "A borrowed DVD is overdue and should be returned as soon as possible."
 - "A book that had been reserved is now in and can be picked up."
3. If information is requested by a person other than the patron, staff should state that they are only permitted to discuss specific information with the patron.

4. Failure to maintain strict patron confidentiality may result in immediate dismissal.

ACKNOWLEDGEMENT OF RECEIPT OF THE HANDBOOK AND STATEMENT OF UNDERSTANDING

As an employee of the Crandon Public Library, I acknowledge that I have received and had an opportunity to examine the Crandon Public Library Personnel Handbook. A copy of this Handbook has been given to me to retain for future reference and I agree to familiarize myself with its contents and comply with the information provided.

I understand that the information contained in the Crandon Public Library's Personnel Handbook represents guidelines only and that the Crandon Library Board may modify those guidelines or amend or terminate any policies, procedures or employee benefit programs at any time, or require or increase contributions toward benefit programs.

I accept the responsibility to keep myself informed of any changes made to the Handbook.

I understand that the Crandon Public Library Personnel Handbook and personnel policies do not constitute a contract of employment between me and the Crandon Public Library.

I agree that upon termination of my employment at the Crandon Public Library, the Crandon Public Library will owe me only my accrued but unpaid wages, including accrued but unused vacation.

I have read the above "Confidentiality of Patron Information", and affirm my commitment to maintain strict patron confidentiality.

PRINTED EMPLOYEE NAME

SIGNATURE OF EMPLOYEE

DATE

Draft April 2017

