



PERSONNEL COMMITTEE REPORT January 17, 2020

The Personnel Committee met at 5:15pm on January 9 and adjourned at 7:45pm. Trustees present were Ben Jewell, Martha Watson, and Tom Lowande. Staff present were John Rucker, Kimberly Feltner, and Jessica Tefft.

The Personnel Committee met at 5:30pm on January 14 and adjourned at 7:00pm. Trustees present were Ben Jewell, and Martha Watson. Staff present were John Rucker, Kimberly Feltner, and Jessica Tefft.

Both meetings were to continue work writing the new Employment Handbook.

The Employment Handbook contains many differences from the current Personnel Policies Manual for Hourly Employees. Highlights of the major changes include:

1. The biggest changes come from a desire to make certain aspects of our procedures easier to administer and easier for employees to understand. To that end, we moved employees from a sick/vacation leave system to a paid time off (PTO) leave system, with PTO granted in a lump at the start of the year.

The amounts of PTO granted for hours worked will be less than the combined total of vacation and sick time for some employees, especially those who are longer-serving. However, PTO may be used for any reason (e.g., all for an illness, all for vacation), so the net effect for the largest group of employees is more time off available on a more flexible basis, sooner.

To mitigate any negative effects on some employees, already-accrued sick time will remain available for covering time off due to illness for a period of 2 years after the Handbook goes into effect, in addition to the new PTO bank.

2. We changed the timing for progressing through the pay scale steps from using hours worked to years employed, greatly simplifying the administration of when these changes occur, and potentially speeding up when part-time staff receive raises.
3. Similar to the above, longevity payments will also be based on years employed, not hours, worked. We raised the yearly longevity payments and increased the maximum possible yearly payment.
4. We added a paid parental leave policy; previously no parental leave benefit existed.
5. We doubled the amount of the gift to retiring employees.
6. We eliminated the FMLA language because the BDL is not subject to that federal law.
7. We gave everyone the same number of paid days off for bereavement leave for the same listed family members, instead of giving more days for closer relatives and fewer for more distant relatives.
8. We changed "probation" to "trial period".

9. We added language to make it clear that BDL is an at-will employer.
10. We added language to make it clear what positions are exempt and non-exempt.
11. Holidays will be paid only to staff regularly scheduled to work on the holiday.
12. The Director no longer has to consult with the Personnel Committee before discharging an employee.
13. We replaced complicated grievance procedure with a simplified complaint procedure.
14. We integrated all of the currently separate policies into the Handbook, with the goal of having all policies relating to employees in one document.

At this point, the Handbook is essentially finished. But rather than rushing to complete it, the Committee will take the next month to give the Handbook a final look for style, consistency, and error checking. We expect to present the Handbook to the full Board at the February meeting, and will recommend voting on it at the March meeting. This would also give library staff ample time to read the Handbook and provide feedback. The recommended effective date would be the start of the 2nd quarter, April 1, 2020.