

**Trustees Policy Committee Special Meeting**  
**Thursday, October 8, 2015**  
**5:15 PM**  
**Minutes**

**Present:** Carol Blackwood, Chairperson; Doreen Aldrich, L. Raymond Massucco, Martha Rowley, Ellen Taetzsch, Committee Members and Celina Houlne, Librarian

1. **Call to Order:** Carol Blackwood, Chair called the meeting to order at 5:15 p. m.
2. Additions to the agenda for routine administrative matters and/or pressing matters that will require ratification at a future meeting: New election of chairperson.
3. **Public Comment:** None
4. **New Business:** Blackwood advised that she was not able to continue being the chair of this committee due to her heavy workload. After a brief discussion, Taetzsch nominated Rowley, seconded by Massucco. There being no other nominations or objections, the motion carried. Blackwood left the meeting at 5:25 p. m.
5. **Approve Minutes of 3 February 2015 Meeting:** Houlne asked that the word "Draft" be deleted from all meeting minutes . Massucco moved to approve the Feb. 3, 2015 minutes, seconded by Rowley. Taetzsch abstained. The motion carried.
6. **Leave Policy for Part-Time Staff:** Houlne recommended benefits for part-time employees as the six part-time staff members are vital to running the library. Her revisions to the Personnel Policy are attached. There are two parts, leave time and sick time. After much discussion, Massucco said he is generally in favor of the policy; but nowhere ready to approve at this meeting. Conceptually, he agrees. Houlne will include these materials for the October 27<sup>th</sup> trustee meeting to be read and ready for discussion. She asked that the minutes reflect that the committee is conceptually in favor.
7. **Set Date for Next Meeting and Review Agenda Items:** Committee left the time of the next meeting open ended.
8. **Review Tasks:** Houlne will send out the agenda to the full board.
9. **Executive Session:** None needed.
10. **Adjourn:** Massucco moved to adjourn at 6:30 p.m.

Respectfully submitted \_\_\_\_\_ 10/12/2015  
Doreen Aldrich

**The issue we need to address is leave benefits for part-time staff;** not benefits such as medical or dental insurance, retirement or disability insurance.

The six part-time staff members are vital to the running of the library. They allow us to have extended hours in the evenings and on Saturdays. They perform many duties including cataloging materials, inter-library loan, bookkeeping and reference help. Providing leave benefits to the part-time staff is the fair thing to do, helping them to stay healthy and be productive when at work. It is one way to demonstrate that they are valued employees.

- At this time, part-time staff only receive vacation leave.

They do not receive sick leave, holiday, personal or bereavement leave. This means that they need to use vacation hours when they're sick or when there's a holiday. If they don't have enough hours, they'll likely come to work sick to avoid losing pay which is not healthy for staff or patrons.

- I propose that part-time staff receive prorated sick leave, holiday, personal and bereavement leave so they can use their vacation leave *for* vacation.

#### **How it works:**

- A day of prorated leave is a person's average work day, based on their weekly hours averaged over the 5-day work week.

For ex., a person working 15 hours per week, the average work day is 3 hours. This person would receive one day of sick leave per month, or 3 hours. For 12 months this would equal 36 hours per year. For comparison, as a full-time staff person I receive one day per month or 8 hours, and for 12 months this equals 96 hours per year.

- At the library, when someone calls in sick, the rest of the staff fill in to cover the circ desks. To insure that we have 3 staff in the library, we may have to call in a substitute.
- Fiscal impact: *Leave time does not have a separate line in the budget because leave is used in place of regular hours.* Extra hours are built into the budget for substitution coverage for 25% of the time.
- Sick leave for part-time staff needs to be added retroactive to July 2013. In June 2013 the Board took away sick leave benefits for the part-time staff. They planned to look at the language that summer, and promised that once the sick leave policy was in place, the leave would be made retroactive to July 2013.
- The Finance office at town hall has a computer program which calculates the hours.

- Another leave to be considered is coverage to attend medical or dental appointments.

**To clarify:**

Page 13, #21 Leaves, C. Dental and Medical Appointments

- The current policy allows staff to attend 2 hour medical appointments while working on the clock.
- I propose we reinstate the personal leave category, which the staff received from January 2012 through June 2013. *In exchange for two pro-rated personal days, the staff would be required to charge doctors' appointments against their sick, personal or vacation leave.* The staff would no longer be granted paid time to attend medical or dental appointments during work time.
- By requiring staff to charge their health care appointments they'll be encouraged to make their appointments when they're not scheduled to work. This will help greatly in managing desk coverage which is a difficult task when staff members are out regularly for medical appointments.

Personal leave could also be used for purposes such as school, legal, banking or vet appointments that can only be made during their scheduled work time. Providing personal leave time is standard practice in many workplaces;

- Unused personal leave would not carry over to the next fiscal year.

October 8, 2015

## Proposed Revisions to the Personnel Policy Concerning Leaves

Proposed language changes are the addition of the red words, or deletion of struck-through words.

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**1) *Add prorated holiday, personal, bereavement and sick leave for part-time employees.***

Personnel Policy pg. 3

# 8. Employee Classification, last two lines:

C. Part-time employees are not eligible for benefits, or privileges, with the exception of pro-rated vacation, **holiday, personal, bereavement and sick** leave.

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**2) *Under Definitions, add 'personal leave' category, delete 'medical appointment leave'.***

Personnel Policy pg. 1

#2. Definitions:

C. "Privileges" – sick leave, vacation leave, **personal leave**, bereavement leave, ~~medical appointment leave~~, holiday leave and other such privileges as described within the Policy.

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**3) *Add Personal Leave Category***

Personnel Policy, pg.14

# 21 Leaves:

**J. Personal Leave**

**Two days of personal leave (prorated, based on employee's average work day) will be credited at the beginning of each fiscal year, for full-time and part-time employees.**

**Unused personal leave will not accrue to the next fiscal year.**

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4) ***Replace ‘Dental and Medical’ language with ‘Health Care’; change to ‘charged’.***

Personnel Policy, pg.13

# 21 Leaves:

C. ~~Dental and Medical~~ **Health Care** Appointments

An employee may be granted up to two hours leave to attend personal appointments with a ~~medical or dental doctor or paraprofessional~~ **health care practitioner**. Such absence will ~~not~~ be charged against the ~~sick leave~~, personal leave, ~~or vacation leave~~ category, ~~and but~~ will be subject to the approval of the director.

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5) ***Replace the language: ‘reasons of illness’ with ‘health-related reasons’, and the term ‘sick’ leave rather than ‘illness’ leave, since this is how it’s referred to in payroll and on pay stubs.***

Personnel Policy, pg.12

# 21 Leaves:

B. Leaves for **health-related** reasons ~~of illness~~

1 **Sick** leave ~~for illness~~ with pay shall be granted to all ~~full-time~~ employees at the rate of one **prorated** day per month (12 days per year) and shall accumulate to a maximum of 90 days.

2 **Sick** leave ~~for illness~~ shall begin to accrue at the end of an employee’s first complete month of employment.

3 An employee shall not be entitled to any compensation for unused **sick** leave ~~for illness~~ upon termination of employment (voluntary or involuntary) with the library.

4 An employee who will be absent for ~~reasons of~~ **unanticipated illness or injury**, shall notify the Director ~~or Library~~ within one hour of the time they are scheduled to report to work. Notice of intended absence for illness on subsequent days should be reported on each day unless prior notification arrangements have been made.

5 At the sole discretion of the director, an employee using **sick** leave ~~for illness~~ may be required to produce a physician certificate or other proof of illness to substantiate their absence from work. The director may require a position statement as proof of illness in

the event of three consecutive days of absence resulting from illness prior to the employee being allowed to return to work.

6 ~~Sick leave for illness~~ is not a privilege to be used at an employee's discretion. Abuse of ~~illness~~ sick leave shall be considered sufficient cause for disciplinary action.

7 ~~Sick leave for illness with pay~~ shall not be given whenever an employee is eligible to receive accident ~~and sickness~~ or disability insurance for the pay period when said sick leave would otherwise be paid.

8 Use of ~~sick~~ leave for ~~illness~~ is restricted to the following purposes:

A. personal illness or physical incapacity resulting from causes beyond the employees control.

B. any forced quarantine of the employee in accordance with health regulations.

C. care for an ill or disabled immediate relative (step) mother, (step)father, parents-in-law, sister (in law), brother (in law), spouse, son, daughter, (step) children residing outside the employee's household, or any relative who resides in the employee's household shall be granted at the discretion of the director. The library reserves the right to ~~validate~~ ~~of the~~ ~~need~~ for the above stated absences in any case.

D. if an employee uses all accrued ~~sick~~ leave for ~~health-related~~ reasons of ~~illness~~, the employee may use accrued ~~personal~~ or vacation time for any subsequent absence related to an employee's illness.

E. for any other purpose set forth in these personnel rules.

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6) *Change the language for accounting of leaves*

Personnel Policy, pg.14

# 21 Leaves:

Accounting of employee leaves

Employee shall request leave in all circumstances (~~except medical and dental appointments~~) by filing application for leave on a standard form provided by the library. For all leaves other than leaves for ~~unanticipated~~ illness or injury, the employee shall request in advance for the time off. The request shall be responded to in a timely fashion by the director and the leave recorded in records of the library.

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7) *Change the Library's vacation language to specify months and make uniform for all.*

Personnel Policy pg.11

A. Vacation

2. Full-time **and part-time** employees

~~1-5~~ 12 days **1 to 48 months completed service - 12 prorated days annual vacation**  
~~6-10~~ 17 days **49 to 108 months completed service - 17 prorated days annual vacation**  
~~11+~~ 22 days **over 108 months completed service - 22 prorated days annual vacation**

~~4. Part time employee shall be eligible for prorated vacation commencing after the first six months. This vacation shall not be increased beyond 12 prorated days for part-time employees.~~

FY 16 Proposed Leave Benefits

Employee	Weekly Hours	Personal Leave Benefit	Sick Time Benefit	Vacation Benefit	Vacation Days for Years of Service	Holiday Benefit (per Holiday)
Celina	40	16.0	96.0	136.0	17	8.0
Nancy	35	14.0	84.0	84.0	12	7.0
Sam	37.5	15.0	90.0	127.5	17	7.5
Sub-Total Full Time	112.5	45	270	347.5		
Anne	22	8.8	52.8	52.8	12	4.4
Ellen	20	8.0	48.0	68.0	17	4.0
Mary	26	10.4	62.4	88.4	17	5.2
Ponnie	13.5	5.4	32.4	45.9	17	2.7
Alma	8	3.2	19.2	35.2	22	1.6
Shirley	5	2.0	12.0	22.0	22	1.0
Sub-Total Part Time	94.5	37.8	226.8	312.3		
Total Benefit Hours		82.8	496.8	659.8		
Per week Benefit Hours		1.6	9.6	12.7		

Total Pers/Vac per Week 14.3  
 Including Sick Time (if all is used) 23.8

Note: Six hours/week of extra coverage are already built into the budget, and we typically cover leave hours at rate of about 25%. Thus, leave hours presented here are already included in the budget.

		Tot. Months	Hours/mo.	Total
Sick pay, back pay:	Anne	14	4.4	61.6
	Ellen	28	4.0	112.0
	Mary	28	5.2	145.6
	Ponnie	28	2.7	75.6
	Alma	28	1.6	44.8
	Shirley	28	1.0	28.0
				<u>467.6</u>