

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: WAGES & BENEFITS – REGULAR PART-TIME EMPLOYEES	Issued: 01/10/13 10/10/19	No: C-5
	Supersedes: 12/13/12	Page 1 of 2

Purpose

The Waukesha Public Library is committed to providing well-defined policies for various procedures. This policy has been established to identify wages and benefits for eligible regular part-time employees.

~~In reference to wage and benefit guidelines for regular part time Library employees, the following policy is adopted:~~

~~A. Eligibility defined:~~

Summary

Eligible regular part-time employees are those working a minimum of 20 hours per week in which employment is expected to last over a period of time greater than 1 year. ~~(versus seasonal employees) work a minimum of 20 hours per week for continuous periods. Their employment is expected to extend over a period of time greater than 2 years. (Limited term employees (LTE's) are not considered regular part-time employees.)~~

The following seasonal or temporary employees are not eligible for regular part-time wages or benefits: Parks, Recreation and Forestry employees employed in the Playground/School Programs, Recreation Instructors/Coordinators/Attendants, Sports Program employees, Aquatic Program; and Civic Band; Temporary laborers, tax or office help, interns or Engineering Co-ops.

A. Regular part-time employees will be entitled to:

1. Participate in the Wisconsin Retirement System. (Only those positions which meet the eligibility requirements as defined by state law)
2. Participate in the City's Group Life Insurance. (Only those positions which meet the eligibility requirements for participating in the Wisconsin Retirement System)
3. Participate in City Group Health Insurance (Only those positions authorized to work over 30 hours/week)
4. Receive proportionate allowances of:
 - a. Sick Leave
 - b. Vacation
 - c. Holidays and Personal Holidays
 - d. ~~Funeral Bereavement~~ Leave
5. ~~Annual wage adjustment~~ Salary plan adjustments based on pay for performance criteria. ~~as determined by the Library Board and any salary plan adjustment.~~
6. Coverage under Workers' Compensation insurance.

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7. ~~Deferred Compensation program participation.~~
8. ~~Participate in the Deferred Compensation Program, Vision, Long Term Disability, Aflac, Flexible Benefits Program (only if eligible for health insurance plan per IRS regulations).~~
9. All safety benefits and training required for safe job performance.
10. ~~Flexible Benefits program participation.~~
11. ~~Use of the employee appeal procedure.~~
12. ~~Accumulation of service time.~~
13. ~~Requests for leaves of absences and unpaid leave.~~

B. Regular part-time employees are not entitled to:

1. ~~Accumulation of service time (except for employees who meet the eligibility requirements for participating in the Wisconsin Retirement System)~~
2. ~~Paid leaves of absence (less than 20 hours per week, e.g. 10hpw Page/Shelvers)~~
3. Group Health Insurance (~~unless they positions authorized to work not more than thirty (30) hours/week or more weekly~~)
4. Group Dental Insurance (~~only forty (40) hour full-time employees of the City are eligible~~)

Adopted by the Library Board
~~January 10, 2013~~ October 10, 2019