



City of Waukesha

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Meeting Minutes - Final

Library Human Resources Committee

Thursday, November 10, 2016

4:00 PM

Library Board Room

1. Call to Order

Others Present: Executive Director G. Lynch and Administrative Assistant J. Quinlan

The meeting was called to order at 4:09 PM by Trustee Riebel.

Present 3 - Riebel, Ryan, and Sura

Absent 1 - Fowle

2. Approval of meeting Minutes

[ID#16-1632](#) Approval of the minutes for June 29, 2016

Trustee Sura moved to approve the Human Resources minutes for June 29, 2016 as presented. Trustee Ryan seconded, motion carried unanimously.

3. New Business

[ID#16-1633](#) Discussion/recommendation regarding human resources policy B-5, Personnel Transaction Notice (PTN)

B-5, Personnel Transaction Notice (PTN); Executive Director Lynch explained that the changes to this policy reflect the title changes that were made earlier this year.

Trustee Sura moved to recommend approval of Policy B-5, Personnel Transaction Notice (PTN) as presented. Trustee Ryan seconded, motion carried unanimously.

[ID#16-1634](#) Discussion/recommendation regarding human resources policy C-1, Holidays 2017 and 2018

C-1, Holidays 2017-2018; Policy C-1, Holidays 2017-2018 has been updated for the next two years and reflects when the library will be closed.

Trustee Sura moved to recommend approval of Policy C-1, Holidays 2017-2018 as presented. Trustee Riebel seconded, motion carried unanimously.

[ID#16-1635](#) Discussion/recommendation regarding human resources policy C-2, Vacation Leave

The updates to Policy C-2, Vacation Leave deletes language that is no longer applicable.

Trustee Sura moved to recommend approval of Policy C-2, Vacation Leave as presented. Trustee Ryan seconded, motion carried unanimously.

[ID#16-1636](#) Discussion/recommendation regarding human resources policy C-6,
Overtime Pay & Compensatory Time Off & Out of Classification Pay

Changes to Policy C-6, Overtime Pay, Compensatory Time Off & Out of Classification Pay reflect title changes made after the Library's reorganization was completed.

Trustee Sura moved to recommend approval of Policy C-6, Overtime Pay & Compensatory Time Off & Out of Classification Pay as presented. Trustee Ryan seconded, motion carried unanimously.

[ID#16-1637](#) Discussion/recommendation regarding human resources policy D-3,
Employee Performance & Development Appraisals

Executive Director Lynch explained that when reviewing the updates that the City had made to Policy D-3, Employee Performance & Development Appraisal, the Library discovered that there are key pieces missing from the policy that managers need to complete the evaluation process. The policy was updated before the evaluation process was finalized. Employee evaluations have not been done at the library in twenty years and the City has yet to determine what type of system will be used for its evaluation tool. This process is still at least six months out from completion. He explained that the policy references forms that are not included and mentions steps within the salary grades that are not defined. Without this information, the managers would not be able to complete an employee's review. While the Library does not want to lag behind other City departments, he would recommend tabling approval of this policy until the answers to these questions are provided. There are other issues with the new system in regards to new hires making more than established employees. The amount of money available for merit increases is also a question that might take the objectivity out of the evaluation process. Executive Director Lynch added that these merit increases are based on a program that relies on City funding.

Trustee Sura moved to table Policy D-3, Employee Performance & Development Appraisal until after quarter one 2017. Trustee Ryan seconded, motion carried unanimously.

[ID#16-1638](#) Discussion/recommendation regarding human resources policy G-8,
Temporary Assignment of Alternative Productive Work (TAAP)

Executive Director Lynch explained that the City rewrote almost the entire Policy G-8, Temporary Assignment of Alternative Productive Work (TAAP). This policy addresses alternative work assignments for employees who are injured on the job. While more complex, work-related injuries are rare at the library. If there were an incident here, the Library would ask for guidance from the City Human Resources Department.

Trustee Sura moved to recommend approval of Policy G-8, Temporary Assignment of Alternative Productive Work (TAAP). Trustee Ryan seconded, motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 4:42 p.m.

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.