



# City of Waukesha

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## Meeting Minutes - Final

### Library Human Resources Committee

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Thursday, April 11, 2019

4:15 PM

Library Board Room

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#### 1. Call to Order

*Other Trustees Present: S. Ammerman*

*Other Trustees Absent: R. Sura*

*Others Present: Library Director B. Gay, and Special Projects Coordinator J. Quinlan*

**Trustee Riebel convened the meeting at 4:21 p.m.**

**Present** 2 - Riebel, and Ryan

**Absent** 2 - Kevin Guilfooy, and Baxter

#### 2. Approval of meeting Minutes

[ID#19-0490](#) Approval of the minutes for February 14, 2019

**Trustee Ryan moved to approve the minutes of February 14, 2019. Trustee Ammerman seconded, motion carried unanimously.**

#### 3. New Business

[ID#19-0491](#) Discussion/recommendation regarding Library Human Resources policy B-4, Separation Procedure

*Library Director Gay explained that the changes to the policies are based on City updates, which the Library closely follows. In Policy B-4, the reference to probationary employees was removed. Under the Administrative Procedures section, it states that the Director of Human Resources will be present to advise the Library Director and act as a witness when a library employee is involuntarily terminated. Director Gay asked the Committee whether they believed a member from the Library's Human Resources Committee should be represented in the event that someone was involuntarily terminated. The Committee discussed this, but ultimately thought it made more sense to have someone from the City with a background in human resources training to be present at such a meeting. The Committee and Library Board would be involved in any appeal process. Library Director Gay confirmed that he would keep the Library Board apprised of any personnel matters.*

**Trustee Riebel moved to recommend approval of Policy B-4, Separation Procedure as presented. Trustee Ammerman seconded, motion carried unanimously.**

[ID#19-0492](#) Discussion/recommendation regarding Library Human Resources policy B-11, Cooperative Employment and Education Program (Limited term Library internships)

*Library Director Gay said that the changes to this policy matches the City language, in particular the reference to the minimum and maximum number of hours a co-op student may work.*

**Trustee Riebel moved to recommend approval of Policy B-11, Cooperative Employment and Education Program. Trustee Ryan seconded, motion carried unanimously.**

[ID#19-0493](#) Discussion/recommendation regarding Library Human Resources policy B-16, Waukesha Public Library Staffing Resolution

*Director Gay reported that this policy gets updated each year and said that the only change to the policy is the date; the number of employees has remained the same.*

**Trustee Ammerman moved to recommend approval of Policy B-16, Waukesha Public Library Staffing Resolution as presented. Trustee Riebel seconded, motion carried unanimously.**

[ID#19-0494](#) Discussion/recommendation regarding Library Human Resources policy E-14, Drug Testing

*Library Director Gay reported on two changes to this policy. He explained that returning employees or rehires who have previously completed a pre-employment drug screening within the prior year, will not be required to re-test. The other change includes the addition of semi-synthetic opioids to the list of drugs that are part of the screening process.*

**Trustee Ryan moved to recommend approval of Policy E-14, Drug Testing as presented. Trustee Ammerman seconded, motion carried unanimously.**

[ID#19-0495](#) Discussion/recommendation regarding Library Human Resources policy B-21, Job Share Program

*Library Director Gay explained that this is a new policy that came out of a request from an employee to return to work part-time after their FMLA leave has ended. He said that the Library cannot afford to lose a full-time position. However, he said that there is a history of a job share program when the union was in place and that it worked well for three years. The policy is a result of taking some of the contract language and building in safeguards to keep the position as full-time, so that after the program ends, the Library would not lose a full-time position.*

*He explained that a job share program is where two employees with the same qualifications share one full-time position. He pointed out that there is language in the policy that protects the Library, giving the Library control over the renewal or termination of the program. The job share program would be for a minimum of one year and would be evaluated after nine months. Director Gay said that he would like to see the program be successful; it promotes a work/life balance and would help retain good employees. Trustee Ammerman questioned the language in the termination section of the agreement. Director Gay responded that the City Human Resources Director suggested that the language be included to make it clear what happens when the job share ends.*

**Trustee Ryan moved to recommend approval of Library Human Resources Policy B-21, Job Share Program as presented. Trustee Ammerman seconded, motion carried unanimously.**

[ID#19-0496](#) Discussion/recommendation regarding 2019 Job Share Agreement

*Library Director Gay said that the agreement for the job share program specifically details who the incumbent is, what the position is and what the responsibilities are. Trustee Ammerman questioned when the job share would begin. Director Gay replied that the employee is slated to return to work in mid-August, but with extra personnel funds, the Library may be able to hire and train a job share partner sooner. There is also language in the agreement that covers the temporary absence of one of the partners.*

**Trustee Ammerman moved to recommend approval of the job share agreement as presented. Trustee Riebel seconded, motion carried unanimously.**

#### 4. Adjournment

**Absent any objections, the meeting adjourned at 4:40 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.