

PERSONNEL, POLICY, AND PUBLIC RELATIONS COMMITTEE MEETING

April 24, 1989 4:30 p.m.

Mrs. Martin called the meeting to order at 4:38 p.m. Members present: Mrs. Martin, Mrs. Shade, and Mr. Smith. Staff present: Mr. Seidl, Mrs. Gibson, and Mr. Kupish.

Mr. Seidl explained that the two tier pay scale adopted at the March Board meeting requires several personnel policy changes. Wages and salaries are currently based upon the City of Decatur pay plan. However, since the library has approved a two tier pay scale, a new library pay plan is required. After discussion, the committee proposed the following policy:

Present policy:

Section F, part 1a (page 5)

a. Wages and salaries are fixed as provided herein and in the schedule entitled "City of Decatur Pay Grade, May 1, 1986" and as amended annually.

Proposed policy:

a. Wages and salaries for employees hired before April 30, 1989 are fixed as provided in exhibit entitled "Decatur Public Library Pay Scale I, May 1, 1989" and as amended. Wages and salaries for employees hired after April 30, 1989 are fixed as provided in exhibit entitled "Decatur Public Library Pay Scale II, May 1, 1989" and as amended.

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The second change concerns merit step increases. The two tier pay plan changes the percentages per merit increase and the time spent in each step for employees hired after April 30, 1989. Part-time employees hired after April 30, 1989 will receive the merit step increases on the same schedule as full-time employees. The committee recommended the following policy.

Present personnel policy  
Section F, part d (page 5)

d. Any employee entering service in the Library shall commence service at the lowest step provided in the schedule of pay grades for such grade, and shall advance, based upon satisfactory performance ratings and length of service in grade as follows:

from Step A to Step B upon completing six months of service; from

calculated on a pro-rata basis from the normal work week of twenty (20) hours and with current part-time permanent employees being placed in advanced steps consistent with their length of service in the Library.

Proposed policy  
Section F, part d

d. Employees entering service in the Library, shall commence service at the lowest step provided in the schedule of pay grades for such grade, and shall advance based upon satisfactory performance ratings and length of service in grade as follows:

For employees hired before April 30, 1989

Full-time employees (40 hours per week)

Step	Minimum time in each step
A to B	6 months
B to C	6 months
C to D	1 year
D to E	1 year
E to F	1 year

Part-time employees (less than 40 hours per week)

Step	Minimum time in each step
A to B	1 year
B to C	1 year
C to D	2 years
D to E	2 years
E to F	2 years

For full and part-time employees hired after April 30, 1989:

Step	Minimum time in each step
A to B	1 year
B to C	1 year
C to D	1 year
D to E	1 year
E to F	1 year
F to G	1 year
G to H	1 year
H to I	1 year

be \$5.00 per hour. The committee recommended that this policy be deleted and that new pages start at step A like other employees.

Present personnel policy  
Section F. 1e. (page 5)

Notwithstanding the foregoing, pages shall be compensated at an abbreviated range comprised of steps D through F.

Proposed policy

Delete section F, part 1e.

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The committee next discussed whether newly hired supervisors should be compensated at a higher rate than the employees they supervise. The present policy requires supervisors to start at one step higher than the highest paid employee supervised. This policy will abbreviate the proposed pay scale for supervisors.

EXAMPLE:

PRESENT PAY GRADE 22	PROPOSED PAY GRADE 22	PRESENT PAY GRADE 18
A 28,232	A 25,610	A 23,228
B 28,939	B 26,252	23,811
C 29,649	C 26,891	24,387
D 31,128	D 27,562	25,610
E 32,689	E 28,232	26,891
F 34,322	F 28,941	28,232
	G 29,649	
	H 30,389	
	I 31,128	

In this example, when a new supervisor is hired in at pay grade 22, they will start at the 22F level. With good performance evaluations, the supervisor will progress through the step increases in four years. However, the final total earned by the supervisor is 10% less than what is now being paid. As new staff are hired under the two tier scale, supervisors will eventually start at the A or B range. After discussion, the committee decided to refer this topic to the entire Board for input.

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The committee recommended that a statement concerning pregnancy leave be a part of the personnel policy, since federal and state laws require the leave. The present maternity leave policy does not meet federal and state laws and should be removed. Leave requested after pregnancy leave is covered under the present leave policy. The committee recommended the following policy.

Present policy  
Section F, part 2

Maternity leave is allowed a pregnant employee. A pregnant employee may be required to take maternity leave when leave is considered to be in the best interest of the employee or the library.

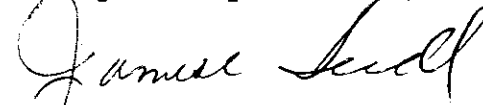
Proposed policy

Pregnancy leave is treated the same as any illness or disability.

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There was no further business. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

  
James C. Seidl  
City Librarian