

Personnel, Policy, and Public Relations Committee

January 16, 1990 Board Room

Chairperson Mark Sorensen called the meeting to order at 4:05 p.m. Members present: Mrs. Lutovsky, Mr. Oakes, Mrs. Ohlsen, Mrs. Shade, and Mr. Sorensen. Staff present: Mr. Seidl, Ms. Anderson, Mrs. Gibson, Mrs. Gross, and Mrs. Johnson.

Mr. Sorensen stated that the purpose of the meeting was to discuss pro-rated benefits for the permanent part-time employees. Mr. Seidl explained that the Library has 22 permanent part-time employees. During the period July 5 to December 20, 1989, fifteen employees worked a total of 1,205 extra hours (hours beyond their normal 20 hours per week). The following breakdown shows the average number of extra hours these employees worked:

less than an average of 1 extra hour per week	3
an average of 1 extra hour per week	4
an average of 2 extra hours per week	3
an average of 4 extra hours per week	2
an average of 6 extra hours per week	1
an average of 9 extra hours per week	1
an average of 12 extra hours per week	1

Several proposals were discussed, however, the majority of the part-time staff averaged less than four extra hours per week. The committee asked the staff members present for comments. Mrs. Gross asked the committee to consider pro-rated benefits based on the average number of hours worked per week. Ms. Anderson noted that most of her part-time staff worked four or less extra hours per week.

One of the major problems with providing pro-rated benefits is the City of Decatur personnel payroll program. Part-time employees are assigned benefits at one-half of the level of full-time employees. The City is willing to change the program, however, there will be a substantial cost to the Library.

Mr. Oakes recommended that additional benefits be added quarterly, with the minimum increment being one-half hour. Mr. Seidl was directed to prepare a procedure to implement this policy, which will be effective May 1, 1990.

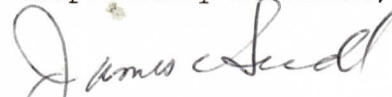
Mr. Sorensen asked if any of the staff wished to speak to the committee. Mrs. Johnson asked to speak about longevity pay. She stated that dependent insurance costs the Library \$20,000 and is used by only 14 staff members. Longevity pay would apply to all permanent staff members who have been employed at least six years. Employees in the same position and financial status in

Mrs. Johnson estimated that the cost of this program for 1989/90 would have been \$17,000. The committee members will review this proposal at their next meeting.

There was no further business.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "James C. Seidl".

James C. Seidl
City Librarian