

Personnel, Policy, and Public Relations Committee
February 7, 1990 4:00 p.m.

The meeting was called to order at 4:04 p.m. by Chairperson Sorensen. Members attending: Mr. Sorensen, Mr. Oakes, Mrs. Martin, and Mrs. Ohlsen. Staff present: Mr. Seidl, Mrs. Gibson, Ms. Humphreys, and Mrs. Johnson.

The first item for review was a proposal from Phyllis Johnson for longevity pay. Library employees currently receive service recognition pay at a rate of \$5 per employee per year after five years. For example, an employee with ten years of service would receive a \$50 bonus on their anniversary date. Mrs. Johnson's proposal is similar to what the policemen and firefighters receive. Mr. Sorensen noted that this benefit was negotiated for the policemen and firefighters by their respective unions. He also expressed that the committee would like to see a pay/benefit package representing the desires of the majority of the staff. Staff members are being surveyed by their Staff Advisory Committee representatives. However, there was some concern that the surveys might not give a true picture of staff feelings since the surveys would be worded differently. Administration was instructed to survey the staff and present the committee with a package request.

The next topic for discussion was a change in the personnel policy which requires vacation to be used in minimum increments of one day. Vacation will be earned in half-hour increments with the implementation of pro-rated benefits for part-time employees. There was discussion regarding the effective date of the change. Administration recommended that the change start March 29, 1990 to coincide with the calendar year quarters of the computerized payroll system. There was also discussion about eliminating the two day notice. Mr. Oakes made a motion that the committee recommend the following change for approval to the Board:

Present policy:

Personnel Policy
Section F, part 2, subsection viii, (page 7)

Effective January 1, 1988, vacation may be scheduled in increments of one day or more. Vacation time will be scheduled on a first come, first-served basis, with a minimum of two working days notice. Library staffing requirements will take precedence over vacations.

Proposed policy:

Effective March 29, 1990, vacation time may be scheduled in increments of one half hour or more. Vacation time will be scheduled on a first come, first-served basis. Library staffing requirements will take precedence over vacation requests.