

Employee Handbook

20232025

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South Central Library System

4610 South Biltmore Lane, Suite 1041650 Pankratz Street
Madison, WI 53748-215304 | www.scls.info

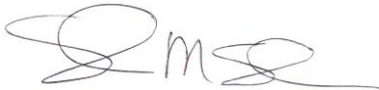
Welcome to the South Central Library System

Thank you for joining us at the South Central Library System! We believe you have a great contribution to make to the services we the library system offers, and we hope you will find your employment with the South Central Library System to be a rewarding experience.

You have joined an organization that has established an outstanding reputation for quality service, the credit for which goes belongs to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. The mission of the South Central Library System is to help our member libraries provide the best possible service to the public. As a member of the South Central Library System team, you will have the opportunity be encouraged and expected to to contribute your talents and energies to further our mission and to improve the environment and quality of the organization.

This Employee Handbook will may provide answers to most of yourthe questions you may have about the South Central Library System's benefit programs, as well as company policies and procedures. You are responsible for reading and understanding this Employee Handbook. If anything is not unclear to you, please discuss the matter with the system's our HR & Finance Coordinator.

I extend to you my personal best wishes for your success and happiness at the South Central Library System.



Sincerely,



Martha Van Pelt, Director
Shannon M. Schultz
South Central Library System

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INTRODUCTION

This handbook contains a general explanation of our current policies, benefits and procedures. It is for your information and guidance. It is not, however, a contract or guarantee of employment, either expressed or implied. Each employee's employment is considered at-will and may be terminated for any reason, not prohibited by law, with or without notice. No oral or written representations to the contrary may create an enforceable contract of employment, expressed or implied, unless a written agreement is expressly entered into with the South Central Library System Board of Trustees.

~~The South Central Library System and its Board reserves~~ the right to amend, add to or revoke any or all of these policies, procedures or benefits at any time at its sole discretion and without prior notice. In the case of any change, however, efforts will be made to notify employees as soon as possible.

This handbook replaces any prior handbook. This handbook applies to existing employees and employees hired after the effective date.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

In any case where any section of this Employee Handbook is in conflict with applicable federal, state or local law, applicable federal, state or local law shall take precedence where required.

Throughout the remainder of the Handbook, ~~the South Central Library System shall be referred to as "SCLS," shall designate the South Central Library System. In addition, the terms "SCLS Building" or "SCLS Department" designates one of the two particular offices: Headquarters and Delivery.~~

Commented [A1]: I recommend removing any reference to the Board to protect against a plaintiff's attorney arguing that a manager's directive to an employee, or interpretation of a policy against an employee, is unauthorized and unenforceable without Board approval.

MISSION AND PRINCIPLES

Mission

The mission of the South Central Library System is to help member libraries provide the best possible service to the public.

Core Values

1. SCLS staff stay focused on our mission and measure all of our work, plans, programs, activities and behaviors against it.
2. SCLS staff strive to do excellent work that exceeds member expectations.
3. SCLS staff are responsible for achieving and maintaining good working relationships with every member library and with every coworker. We make it a high priority to treat people well. We are always courteous to members and to each other.
4. SCLS is a strong team with diverse talents and serves a community of people who are different from each other in many ways. We respect the contributions and viewpoints of members and of each other. We freely share information and communicate our plans, activities and concerns to the other members of our team and give credit where credit is due.
5. SCLS staff work toward solutions for problems and connect our members to the resources they need. Innovation is an integral component of our daily work life.
6. SCLS staff keep our commitments, meet our deadlines, and take responsibility for getting the training and resources we need to do our work.
7. SCLS staff are sensitive to members' perceptions and strive with each interaction to make them more positive than before. We hold ourselves accountable. When we make mistakes, we acknowledge them, apologize, learn and move forward.
8. SCLS staff are mindful of the long term costs and impacts of our work in order to remain efficient and sustainable. Our work is important to us and we take it very seriously. We approach it with a sense of fun and include as many laughs as we possibly can.

SCLS Basic System Principles

- -Every member library must have a voice in the planning and governance of the South Central Library System and clear opportunities for input into system direction, management, and service priorities. Every member library has an accompanying responsibility to participate in these planning and governance processes.
- SCLS and member libraries will attempt to clearly communicate library issues to all stakeholders.
- SCLS is a community of libraries that differ from each other in many ways. SCLS must be designed so as to offer something of value to all its members, to respect diversity, and to engender mutual respect among members and between members and system staff. Because of this diversity, SCLS may have different structural relationships with different counties within the system. To the extent feasible, each county should have the primary responsibility for determining the general nature of that relationship.
- SCLS exists to make its members stronger. To this end, SCLS will concentrate on providing services to and through its member libraries rather than directly to the public. An exception to this principle may occur when an existing agency cannot deliver a needed service, or when the system can provide the service in a substantially more effective manner.
- SCLS should be a trailblazer, an innovator, and a catalyst. SCLS should initiate projects and then empower local libraries to continue them. System funds must in no way replace local efforts for established services.
- SCLS, as a whole, must be greater than the sum of its parts. The services provided to each member library must be of greater value than that member could achieve by simply spending its own share of the funds separately.
- SCLS must operate within the framework of statutory requirements while striving to meet member needs.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT & RETALIATION NON-DISCRIMINATION AND WORKPLACE HARASSMENT

Policy Statement

The South Central Library System is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment and retaliation. Therefore, SCLS expects that all relationships among persons at SCLS will be business-like professional and free of bias, prejudice and harassment.

EQUAL EMPLOYMENT OPPORTUNITY & REASONABLE ACCOMMODATION

South Central Library System is an equal opportunity employer. SCLS makes employment decisions based on merit, qualifications, and abilities and affords equal employment opportunities to all employees and job applicants without discrimination on the basis age, race, creed, color, disability, marital status, gender, sexual orientation, national origin, ancestry, arrest or conviction record, membership in the armed forces, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious or political matters, or any other basis prohibited by law.

SCLS will provide reasonable accommodation for qualified individuals with known disabilities unless doing so would result in undue hardship. If you are in need of a reasonable accommodation to perform the employment-related responsibilities of your job, contact the Human Resources Department right away so that SCLS may engage you in an interactive discussion to get a better understanding of your job-related needs and to explore possible reasonable accommodation options. This policy applies to all aspects of the employment process, including recruiting, hiring, transfer, promotion, training, compensation, benefits, discipline, and termination.

Equal Employment Opportunity

It is the policy of SCLS to ensure equal opportunity without discrimination or harassment on the basis of age, race, creed, color, handicap/disability, marital status, sex, sexual orientation, national origin, ancestry, arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other protected basis under applicable law. SCLS prohibits any such discrimination or harassment based upon each and all of such protected

~~classifications.~~

~~Disability Accommodation~~

~~In compliance with applicable disability discrimination laws, SCLS prohibits discrimination on the basis of disability and is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities. Consistent with this policy of nondiscrimination, SCLS will provide reasonable accommodations where SCLS has been made aware of a disability and where the accommodations do not impose an undue hardship or present a direct threat to the health and safety of the individual or others.~~

~~In general, it is the responsibility of the applicant or employee to notify SCLS of the need for an accommodation. An applicant or employee who requires an accommodation should notify the applicant's or employee's supervisor. Upon receipt of an accommodation request, SCLS may ask the individual for job-related information and input concerning the condition, functional limitations caused by the condition to determine disability status, the manner in which the condition limits the individual's ability to perform any of the employment responsibilities of the position, and possible reasonable accommodation options, and any undue hardship concerns, for information and input about the type of accommodations that are believed to be necessary or reasonable. SCLS may seek the individual's authorization to obtain additional job-related information and input from healthcare providers or other professionals concerning the condition, the limitations it causes, and the types of accommodations that may be available to enable the individual to perform the employee's job-related responsibilities.~~

~~NON-DISCRIMINATION, NON-HARASSMENT & NON-RETALIATION~~

~~South Central Library System is committed to a work environment in which all individuals are treated with dignity and respect. All employees have a right to work in a professional atmosphere free of unlawful discrimination, harassment, and retaliation, including but not limited to sexual harassment or harassment based upon any other characteristic protected under the law. Accordingly, such conduct is expressly prohibited. Employees who violate this policy will be subject to appropriate disciplinary action, up to and including immediate termination.~~

~~A. Prohibition Against Sexual Harassment~~

~~SCLS strictly prohibits sexual harassment. Sexual harassment is a form of discrimination that is illegal under federal, state, and local laws. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or~~

effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, catcalls, or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal, or visual conduct of a sexual nature.

B. Prohibition Against Other Unlawful Harassment

SCLS also prohibits other forms of unlawful harassment such as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her age, race, creed, color, disability, marital status, gender, sexual orientation, national origin, ancestry, arrest or conviction record, membership in the armed forces, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious or political matters, or any other basis prohibited by law that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

C. Prohibition Against Retaliation

SCLS prohibits retaliation against any individual who in good faith reports unlawful discrimination, harassment, or retaliation, or who in good faith participates in an investigation by SCLS into such a report.

D. Complaint Procedure: Reporting an Incident of Harassment, Discrimination or Retaliation

SCLS requires employees to immediately report to it all concerns or observations of potential discrimination, harassment, or retaliation, regardless of the potential offender's identity or position. Individuals who believe they have experienced conduct that is unlawful or contrary to this policy must report such concerns or observations to their immediate supervisor, the HR & Finance Coordinator, or some other member of SCLS's management staff with whom they feel comfortable speaking in order that SCLS may

promptly investigate and address such concerns and observations. Early reporting is essential to resolving actual or perceived incidents of discrimination, harassment, and retaliation.

Retaliation is Also Prohibited

SCLS encourages reporting of all incidents believed to constitute discrimination or harassment. It is the policy of SCLS to promptly investigate such reports. SCLS prohibits retaliation against any individual who reports discrimination, or harassment, or retaliation or participates in an investigation of such reports.

Definitions of Harassment

I. Sexual harassment constitutes discrimination and is prohibited by this policy. For the purposes of this policy, sexual harassment is defined, according to applicable federal, state and/or local law, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or request for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

II. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the employee's age, race, creed, color, handicap/disability, marital status, sex, sexual orientation, national origin, ancestry, arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other protected basis under applicable law and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Individuals and Conduct Covered

These policies apply to all applicants and SCLS employees, whether related to conduct engaged in by SCLS employees or someone not directly connected to SCLS (e.g., an outside vendor or consultant).

Conduct prohibited by these policies is unacceptable at SCLS and in any SCLS-related setting, such as during business trips, business meetings and SCLS-related social events. Violations of this policy are serious and can lead to discipline up to and including termination, even for a first offense.

Reporting an Incident of Harassment, Discrimination or Retaliation

SCLS requires reporting of all incidents believed to constitute discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have observed or been the target/victims of such conduct should discuss their concerns with their immediate supervisor, the HR & Finance Coordinator or the SCLS Director. See the Complaint Procedure described below.

In addition, SCLS encourages individuals who believe they have observed or experienced being subjected to such conduct promptly to advise the offender that the employee's behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. SCLS recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Complaint Procedure

Informal Procedure

~~In all cases~~If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify their employee's immediate supervisor, the HR & Finance Coordinator or the SCLS Director, who may, if the individual so requests, talk to the alleged offender on the individual's behalf so that SCLS may conduct a prompt investigation into the matter.

An individual reporting harassment, discrimination or retaliation should be aware, however, that SCLS might decide it is necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Formal Procedure

As noted above, ~~if~~ individuals who believe they have observed or experienced been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the HR & Finance Coordinator or the SCLS Director so that SCLS may conduct a prompt investigation into the matter.

SCLS encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Commented [A2]: An employer should strive for but cannot promise confidentiality. Under Wisconsin's open personnel records statute, an harasser who is disciplined for harassment will be able to obtain records used by the employer in determining qualifications for employment or disciplinary action. See, e.g., Wis. Stat. 103.13. An harasser can also obtain such information through litigation against the employer, etc. Accordingly, I don't include any statements about confidentiality in an anti-discrimination policy.

Retaliation against an individual for reporting ~~discrimination, harassment or retaliation~~ or for participating in an investigation of a claim of ~~discrimination, harassment or retaliation~~ is a serious violation of this policy and, like ~~discrimination or harassment or discrimination itself~~, will be subject to disciplinary action, up to and including termination. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or action such as warning, reprimand, withholding of a promotion, reassignment, suspension or termination, as SCLS believes appropriate under the circumstances.

~~Malicious false complaints of harassment, discrimination, harassment or retaliation, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.~~

Conclusion

~~SCLS has developed this policy to ensure that all its employees have an environment free from harassment, discrimination and retaliation. SCLS will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.~~

Anyone who has any questions or concerns about these policies should talk with the HR & Finance Coordinator or the SCLS Director.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of ~~discrimination, harassment or retaliation~~. The prohibitions against ~~discrimination, harassment, discrimination~~ and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Commented [A3]: This section can have a chilling affect on good-hearted employees' willingness to report a concern and can also form the basis for retaliation claims.

WHISTLEBLOWER PROTECTION POLICY

Policy Statement

In keeping with the policy of maintaining the highest standards of conduct and ethics, SCLS will investigate any suspected fraudulent or dishonest use or misuse of SCLS resources or property by staff, board members, consultants, or volunteers.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e. to act as “whistleblower”), pursuant to the procedures set forth below.

Definitions

~~Baseless Allegations~~

~~Allegations made with reckless disregard for their truth or falsity. Individuals making such baseless allegations may be subject to disciplinary action by SCLS, and/or legal claims by individuals accused of such conduct.~~

Commented [A4]: This section can have a chilling affect on good-hearted employees' willingness to report a concern and can also form the basis for retaliation claims.

Fraudulent or Dishonest Conduct

A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to, any of the following:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting
- Misappropriation or misuse of SCLS resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for hours not worked

Whistleblower

An employee, board member, consultant, or volunteer who informs a supervisor or the SCLS Director about an activity relating to SCLS which that person believes to be fraudulent or dishonest.

Reporting

An employee's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the employee's supervisor. If, for any reason, a person finds it difficult to report the employee's concerns to a supervisor, the person may report the concerns directly to the SCLS Director. A board member, consultant or volunteer who has concerns about possible fraudulent or dishonest use or misuse of resources or property should report those concerns to the SCLS Director. If an employee, board member, consultant or volunteer wishes to remain anonymous, such reporter should submit a written statement to a supervisor or to the SCLS Director, as applicable.

Investigation

SCLS will investigate and take appropriate action to address all reported concerns. All relevant matters, including suspected but unproved matters, will be reviewed and analyzed. Appropriate corrective action will be taken, if necessary, and findings will be communicated to the reporting person and the supervisor or the SCLS Director, as applicable. Investigations may warrant investigation by independent persons such as auditors and/or attorneys.

Whistleblower Protection

SCLS will protect whistleblowers as defined below:

- SCLS will use its best efforts to protect whistleblowers against retaliation. Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that SCLS can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)
- SCLS or any of and its staff, board members, consultants, or and volunteers may not retaliate against a whistleblower for informing management about an activity which that person that the whistleblower believes to be fraudulent or dishonest. Retaliation includes, but is not limited to, threats of physical harm, loss of job, punitive work assignments, punitive performance reviews, and reduction of salary or fees. Whistleblowers who believe that they have been retaliated against may file a written complaint with the SCLS Director. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated.
- Whistleblowers must be cautious to avoid baseless allegations (as described earlier in the definitions section of this policy).

Commented [A5]: This section can have a chilling affect on good-hearted employees' willingness to report a concern and can also form the basis for retaliation claims.

GENERAL EMPLOYMENT INFORMATION

HIRING PROCEDURES

The SCLS Board of Trustees hires the SCLS Director. The SCLS Director directly, or through designated managers, hires, supervises, and if necessary, terminates SCLS employees according to the procedures set by the SCLS Director and SCLS Board of Trustees.

Employee Background Check

SCLS will generally conduct a post offer, pre-employment background check prior to completing the hiring process. SCLS may consider an applicant's or an employee's pending arrest and conviction record, but will not make employment decisions based upon such information unless the circumstances of the pending arrest or conviction record substantially relate to the responsibilities of that particular job and/or impact whether the individual is bondable (if bonding is a requirement for the position pursuant to state or federal law, administrative regulation or established business practice).

Immigration Law Compliance

All offers of employment are contingent on verification of the employee's authorization to work in the United States. On the employee's first day of work the employee will be asked to provide original documents verifying the employee's identity and authorization to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If the employee at any time cannot verify the employee's authorization to work in the United States, SCLS may be obligated to terminate the employee's employment.

DEFINITIONS OF EMPLOYMENT

Regular Employees

SCLS regular employees are divided into two groups:

(1) "Non-entitled" employees regularly scheduled to work 29 or fewer hours weekly are eligible only for social security, retirement benefits for qualifying employees participating in the Wisconsin Retirement System (WRS) through the Department of Employee Trust Funds subject to any WRS conditions of eligibility and terms and conditions, insurances offered to WRS participating employees subject to any WRS conditions of eligibility and terms and conditions, and those other benefits required by law. Non-entitled employees are paid as hourly employees, and are not exempt from overtime laws.

(2) "Entitled" employees regularly scheduled to work 30 hours per week or more are additionally eligible for sick leave, vacation, personal time, floating holidays, and insurance. Entitled employees are further broken down into two groups:

(a) "Exempt" employees are classified as exempt from overtime laws and are not entitled to receive overtime compensation.

(b) "Non-exempt" employees are not classified as exempt from overtime laws and

are entitled to receive overtime compensation at the rate of one and one-half (1.5) times their regular rate of pay for all hours worked in excess of 40 hours in a workweek. Non-exempt employees are not authorized to work overtime unless with prior authorization of their supervisor.

Temporary (Limited Term Employment) Employees

A LTE (Limited Term Employment) employee is hired on a temporary basis for the duration of a specific project. Temporary employment may be full-time or part-time. Included in the category are employees hired to replace persons on leave and employees hired for short term, limited term projects or programs. Full-time and part-time limited term employees are not eligible for any employee benefits, except those required by federal and state laws, or as provided by project funding, or those specified in the limited term employee's employment confirmation letter.

ANNIVERSARY DATE

All Employees: The first day an employee reports to work is the employee's official anniversary date. An anniversary date is used for various computations described in this Employee Handbook, primarily concerning benefits (such as social security and retirement) received by all employees.

Entitled Only: Eligibility for entitled employee benefits, however, is based on the date on which an employee first qualified as an entitled employee by working a regular schedule of 30 hours per week or more. This anniversary date is used to calculate vacation allowances for entitled employees.

ATTENDANCE

SCLS employees are expected to be at work on all scheduled days and to report to work on time. An employee's attendance is a critical factor contributing to the employee's satisfactory performance of duties and responsibilities. Excessive absenteeism and tardiness (even that medically necessitated) may affect, and significantly diminish SCLS' provision of services to the degree that an individual's continued employment may not be consistent with the organization's requirements.

NO-CALL, NO-SHOW

An incident of no-call, no-show occurs when an employee both fails to report for work at the designated time and, absent extenuating circumstances, fails to notify the employee's supervisor in advance that the employee plans to be absent. The first no-call, no-show incident will result in a verbal warning to the employee. The second no-call, no-show incident will result in a written warning to the employee. The third no-call, no-show incident will result in termination. Employees who do not report to work or call in for 3 consecutive scheduled work days will be considered to have abandoned their position and will have their employment terminated.

WORK SCHEDULES

Work schedules will be arranged to meet the needs of ~~SCLS~~the system. Any request by an employee to change the employee's schedule must be authorized in advance by the employee's supervisor. Any work schedule that varies significantly from day to day or week to week must be posted in the appropriate locations. The normal ~~system-SCLS~~ workweek for full-time employees is a minimum of 40 hours.

SCLS Departmental Hours of Operation

The SCLS Headquarters building is defined as the facility, located at 1650 Pankratz Street in Madison, Wisconsin, which encompasses all SCLS departments: Administration, Consulting, Technology, ILS and Delivery. For the purposes of this handbook, the Administrative Headquarters half of the building will include the Administration, Consulting, Technology and ILS departments. The Delivery half of the building will include the Delivery department.

Headquarters Administrative Offices: Normal business hours are Monday-Friday, 8:00 am-4:30 pm

Delivery: Normal business hours are Monday-Friday, 6:30 am-5:30 pm.

SCLS may periodically require any employee to work outside their normal scheduled hours and/or outside normal business hours.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, **the manager of each SCLS building (Headquarters and Delivery) SCLS** may decide to close the facility for the full or partial day.

Employees will be paid for scheduled time if the facility is closed. A facility closure is defined as the building is closed and employees are not eligible nor able to work remotely. Employees who are not scheduled to work will not be paid in the event the facility is closed. If an employee has a scheduled vacation or personal day on the day a facility closes due to **severe weather conditions or other emergencies, inclement weather, or a declared emergency condition**, the employee will be considered not scheduled to work that day, and will be required to use the employee's scheduled vacation or personal day. If an employee reports to work **for a scheduled work shift and** finds that the building is unexpectedly closed due to **severe weather conditions or other emergencies, an emergency or severe weather**, no loss of pay will occur. In the event it is deemed necessary to close a facility for an emergency condition, employees who have the ability to work remotely will work in remote status.

Breaks and Meals

Although not required by law, each Each SCLS department determines acceptable break periods for employees, **whether paid or unpaid.** Employees **of in each building department should refer to their building's department's procedures should refer to Appendix E or F for more information.**

TRAINING PERIOD

Every SCLS employee will be required to serve an initial six-month training period. This applies to new hires as well as employees with promotions or position reclassifications. During the training period, evaluations may be conducted as frequently as deemed

necessary by the employee's supervisor. At the end of six months of employment it will be determined whether or not the training period has been satisfactorily completed. If additional guidance is deemed necessary by the employee's supervisor, the training period may be extended beyond six months.

Completion of the training period does not guarantee continued employment, as employment is always at-will. Employees are free to terminate employment at any time, with or without reason, and SCLS may choose to terminate an employee's employment at any time, during or after the training period, with or without reason.

PERFORMANCE EVALUATIONS

Evaluations may have both oral and written components based on the employee's position description, a basic set of performance expectations and a series of goals and objectives determined by the supervisor. Each evaluation shall include measurement of progress toward existing goals and establishment of new ones. Regular employees (see definition on page 13) who have successfully completed their training period will be evaluated at least annually. Copies of written evaluations shall be given to the employee being evaluated as part of the process. ~~Employees of each building should refer to their building's procedures for more information.~~

EMPLOYEE RECORDS

Policy Statement

Except for those records exempted by law, an employee's personnel file shall be open to that employee, under supervision, upon written request within seven (7) business days of the request. Up to two (2) requests per year will be granted. The employee may request a copy of the personnel file contents, may be copied but the original file materials may not be taken outside of the SCLS premises.

Medical Records

All medical records, if any, will-must be kept in a separate confidential file. SCLS will maintain this information in the strictest confidence and will not use or disclose medical information about an employee, beyond what is necessary to conduct SCLS operations, ~~without the employee or the employee's legal representative first having signed an authorization form permitting such use or disclosure, or by court order or as otherwise required by law.~~

Commented [A6]: Kerrie, Wis. Stat. 103.13 allows an employee to request a copy of the employer's personnel records, which the employee can then remove from the premises and keep. I typically do not permit an employee unsupervised access to the original file materials, which SCLS can protect from removal from the premises, but SCLS cannot prevent an employee from taking a copy of the personnel records off the premises.

RESIGNATION AND TERMINATION PROCEDURES

Employment may be terminated by the employee or SCLS at any time with or without

reason. Any employee resigning from SCLS should, if possible, give at least four weeks notice in writing. Employees who resign or are terminated must promptly return keys, **door fobs** and all other SCLS property in undamaged condition, or be subject to any costs associated with repair or replacement.

SCLS requests that an employee voluntarily resigning/separating from employment work through the employee's stated last date of employment unless SCLS elects to accelerate such date in its discretion.

Employees participating in the Wisconsin Retirement System (WRS) who elect to retire from employment with SCLS must do so by filing for retirement through WRS, in order to qualify for any benefits associated with retirement. Retirement from SCLS employment is considered equivalent to retirement through WRS.

An employee who is not in good standing with SCLS at the time of resignation/termination will not be eligible for rehire.

COMPENSATION

SALARY AND WAGE COMPENSATION

Policy Statement

The SCLS utilizes its own job classification schedule. Each new SCLS employee receives the “base” rate set for the employee’s position under this schedule. If a new employee has exceptional qualifications or experience, the employee may be hired at a higher rate within this schedule.

Salary and Hourly Wage Adjustments

An annual adjustment to the SCLS salary grid may be granted each January. The rates and the positions to which they apply are set annually by the ~~System Board~~ SCLS Board of Trustees, based on recommendations from the SCLS Board’s Personnel Committee and the System SCLS Director.

Step System

There is a step system created for most SCLS employee classifications. Employees typically begin at the base step and advance through the steps according to the schedule for each position classification, ~~for each building~~, subject to a satisfactory or better performance evaluation. These steps are intended to reward satisfactory job performance and increased skills and knowledge, not simply longevity. Pay adjustments for the SCLS Director and temporary employees (LTEs) will be determined and approved by their respective supervisors.

Change of Employment

In the event an employee changes from an Entitled position to a Non-Entitled or LTE position, or from a Non-Entitled or LTE position to an Entitled position, the start date of the employee’s new position shall be the new start date used for the step system, the new position’s applicable steps, and any advancement through the steps and/or step increases in pay. Placement within the step system for the reclassification will be determined by the department supervisor and/or the ~~System~~ SCLS Director.

Pay Period

Employees are paid every two weeks. Each work week is defined as the seven-day period beginning on Sunday and ending on Saturday. If an employee starts mid-pay period, the employee will be paid for the portion of the pay period worked on the next payroll.

Exempt Employee Salary Deduction Policy

SCLS takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. It is also our policy to comply with the salary basis requirements under the law for exempt employees and to prohibit improper deductions from the salaries of exempt employees. Any anticipated payroll deductions, outside of required state and federal payroll taxes, will be itemized on a Payroll Deduction

Authorization Form and provided to each employee for approval and signature prior to the first payroll of each year, and/or whenever a change in payroll deductions occurs. Employees who believe that an error has been made in their pay or that an improper deduction has been taken from their salary should promptly bring the discrepancy to the attention of the System Director or the HR & Finance Coordinator. SCLS will promptly investigate all reports. If it is determined that an error or improper deduction has been made, SCLS will reimburse the employee and will take appropriate measures to ensure no further errors are made. Employees will not suffer any retaliation for reporting pay concerns or suspected errors in pay or deductions.

Working at a Non-Primary Worksite

- Per Administrative Code 272.12 (g) Travel Time, if an employee is given a special one-day work assignment in another city, or must travel away from the home community for business purposes, and that employee travels directly from home to a non-primary work site for that work assignment, all travel time is considered hours worked. This includes from the time the employee leaves home until the employee either returns home or returns to the primary work site.

Working Remotely

Work schedules, including remote work, must be pre-approved by a supervisor. The remote work option is not available to all positions and is dependent on position requirements. Staff whose positions have primary functions that must be performed at SCLS or at the member library locations are not eligible to work remotely.

In general, and dependent on department needs, work schedules shall fall in between the hours of 6:00 am and 6:00 pm, Monday through Friday. Staff schedules are expected to be consistent and posted on individual online staff-Google calendar calendars. Each staff member must indicate HQ, Delivery or Remote at the top of the Google their online calendar along with his/her staff schedule. Variations from this must be approved on a case by case basis by a supervisor.

In order for an employee to be approved to work remotely, the following must be available:

- 1) The employee must be constantly accessible during his/her regularly scheduled work day via IM, email and/or telephone access.
- 2) Hours worked remotely must be similar to an employee's regularly scheduled work day, unless approved by his/her supervisor. Changes to an employee's schedule should be posted on the Google Calendar individual's online calendar.
- 3) The employee must have constant access to his/her work from the remote location, either via VPN or by bringing work home at a previous time.
- 4) In the event that working remotely was unplanned, the employee must update his/her the Google calendar individual's online calendar and contact his/her their supervisor. Last minute scheduling changes should be avoided.
- 5) If an employee works a partial day remotely, the employee must use leave time for the hours not worked.
- 6) If an employee calls in sick, sick time must be used for that day, unless otherwise approved by the employee's supervisor. SCLS highly encourages employees to rest

and recuperate when sick, instead of working remotely on a sick day. Employees are also prohibited from working remotely during leaves of absence without prior approval from a supervisor.

Working remotely is offered to qualifying positions as a flexible scheduling option. All staff must, however, comply with the minimum in-person meeting attendance requirements listed below. Outside of these requirements, the location of all other hours worked by qualifying staff members may then be self-determined, based on the needs of the position. In addition to the minimum in-person meeting attendance requirements, if the duties of a position require certain tasks to be performed in person, then the employees are expected to report to work in person as needed to complete these tasks.

Meetings that require SCLS staff to attend in person
In-Person Attendance Expectations:

Board of Trustees (hybrid)* — 4th Thursday of every month

Coordinators — Every 2nd and 4th Wednesday

SCLS committees (hybrid)* — Administrative Council

ILS Committee

Technology Committee

Delivery Committee

SCLS subcommittees ** — Circulation Services

Collection Maintenance

Discovery Interface

ILL

Library Innovation

Monday Morning Staff — 2nd & 4th Monday of every month

Staff will be expected to work in the building all day.

Teams will meet at least once a month in person. The schedule will be determined by each team.

*Hybrid meetings are to be attended in person by SCLS staff yet offers a remote option for members, library staff, cluster representatives and trustees.

**SCLS Subcommittees as a group, including SCLS staff, can vote on what format they want to meet. The decision will be reviewed annually.

Other meetings, trainings, or work-related functions that require in-person attendance by SCLS staff members may be added, as deemed necessary, by the SCLS Director or Department Coordinators throughout the year.

Working remotely must be pre-approved by a supervisor. This option is not available to all positions and is dependent on position requirements.

In order for an employee to work remotely, the following must be available:

- 1) The employee must be accessible during the regularly scheduled work day via IM, email and/or telephone access.
- 2) Staff working remotely may adjust their work times to between 7:00 am — 6:00 pm. Please mark your shared calendars to reflect your time and locations if not at home. Note: an exception to schedule adjustment is the Help-Desk position.
- 3) The employee must have access to work from the remote location, either via VPN or by bringing work home at a previous time.
- 4) If an employee works a partial day remotely, the employee must use leave time for the hours not worked.
- 5) If an employee is sick, sick time must be used for that day, unless otherwise approved by the employee's supervisor. SCLS highly encourages employees to rest and recuperate when sick, instead of working remotely on a sick day. Employees are also prohibited from working remotely during leaves of absence without prior approval from a supervisor.

COMPENSATORY TIME FOR EXEMPT EMPLOYEES

Policy Statement - Exempt only (see Appendix A for more information)

A SCLS employee is expected to plan the execution of the employee's duties to complete routine tasks and meet project deadlines.

Compensatory time may be approved in certain situations when an employee is expected to work additional hours, outside of the employee's usual schedule. Examples include attending evening meetings, responding to an emergency call, completing a task at a distant site with one visit, or covering a shortage of staff due to illness.

Employees will be granted compensatory time off on a 1 for 1 basis for approved time worked, with the exception of the Technology Planning Team On-Call Compensatory Time Procedures. Compensatory time must be used within 30 days, and is not paid out at termination.

Technology Planning Team On-Call Compensatory (Comp) Time Procedures

On Call Coverage

Staff will receive 8 hours of comp time for one week covering the following hours:

- M-F 7am to 8:30am AND 5pm to 10pm
- Saturday 8:00am to 7:00pm
- Sunday 11am to 6pm

If ~~they a staff member needs~~ to respond to a call, ~~they that individual~~ will receive additional comp time for the amount actually spent resolving the call at the rate of 1:1 hours ~~for all hours actually worked resolving the call.~~

There is no holiday coverage for major holidays when libraries are closed.

There will be no ~~pager~~ coverage on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day.

Additional coverage for holidays where libraries are open but SCLS will be closed will be 8:30 to 5 on Martin Luther King Day, the day after Thanksgiving, Christmas Eve and New Year's Eve. Staff will receive a floating holiday for ~~carrying the pager being on call~~ on these ~~SCLS holidays~~. ~~If it is necessary to respond to a call on these SCLS paid holidays, the staff member will be granted compensatory time off on a 1-for: 1 basis for approved time responding to the call. time spent resolving the call during business hours will not earn comp time. (This statement does not seem correct to me. Please have attorney review. Staff required to work on a holiday should be paid at a rate of time and one half.)~~

Commented [A7]: Have attorney review language and recommend policy language for being on call on a holiday vs. working on a holiday. If a staff person gets called into work on a holiday, do they get the floating holiday for being on call PLUS the time and one half pay? Can we give comp time and ½ instead of pay?

Commented [A8R7]: If this policy is limited to employees properly classified as exempt from overtime (i.e., bona fide exempt executive, professional, and administrator employees), then SCLS complies with federal and state wage and hour law by paying such employees their full salary in each workweek of employment. In such case, SCLS has discretion to pay an exempt employee above and beyond the salary, such as in this policy. In such case, it is a business decision how much "extra" SCLS wants to pay such employees. There are different rules applicable to non-exempt (i.e., overtime eligible) employees that I will not review here because this policy, by its terms, only applies to exempt employees.

~~If they need to respond to a call during specified on call hours, they will receive additional comp time for the amount actually spent resolving the call at the rate of 1:1 hours.~~

The SCLS comp time policy requires that comp time be used within 30 days unless approved by a department ~~manager~~ coordinator.

On call will only be compensated with comp time versus monetary compensation.

Staff will not be compensated for mileage ~~because they are for~~ driving to their primary work site. If they are required to drive anywhere else other than their primary work site, then they will receive mileage per the usual mileage rules.

Approval - Exempt only

Compensatory time may only be accrued provided that it is approved in advance by the appropriate supervisor. In emergency situations, approval may be granted after the fact, but only at the discretion of the supervisor.

Arrangements for Use - Exempt only

Compensatory time may be taken at a time mutually agreeable to the employee and the supervisor, but must be taken within 30 days of the time the compensatory time was earned, unless approved by department manager.

Continuing Education and Professional Development - Exempt only

Accrual of compensatory time for attendance at continuing education or professional development activities is at the discretion of, and by prior agreement with the employee's supervisor, or the System Director. Approval will be based on the value of the particular continuing education or professional development activity to SCLS.

For approved conferences, compensatory time will not be accrued for weekdays but can be accrued for conference attendance and travel on weekends up to a maximum of 8 hours per day.

End of the Year Carryover - Entitled Only

Earned but unused compensatory time may be carried over into a new year, but must still be taken within 30 days of the time the compensatory time was earned, unless approved by department manager.

OVERTIME

Policy statement and eligibility - Non-exempt only

Employees covered by the overtime provisions of the Fair Labor Standards Act and applicable state law will be paid straight time for hours worked up to 40 per week. If an employee works more than 40 hours in a single workweek, the employee will be paid at time and one half the employee's regular rate of pay for hours worked in excess of 40 per week.

Calculating Earned Overtime -- Non-exempt only

An employee's total hours worked for a single workweek are used to determine overtime earned. Vacation time, personal time, sick time, holiday time, bereavement time, paid time for jury duty, paid time for office closures due to severe weather and emergency conditions or other hours paid but not worked are **not** considered "hours worked". An employer may "adjust schedules" within a work week to avoid an employee working overtime.

CONTINUING EDUCATION AND STAFF DEVELOPMENT

Policy Statement

In order for the SCLS to provide leadership to its member libraries, it is necessary to keep SCLS staff members abreast of new developments in their special areas of expertise. The SCLS provides for participation in such professional organizations and activities as will advance the goals and objectives of the SCLS and its member libraries. This is done by allowing staff members time off from their regular duties to attend functions, and reimbursement for reasonable expenses, including dues to recognized professional organizations in which involvement is deemed beneficial to the SCLS.

Requests and Payment

Requests to attend continuing education or staff development events should be made to the employee's supervisor at least 6 weeks in advance whenever possible, especially when an expense advance is requested. Requests should be made on the standard Professional Development Request form. When submitting a Professional Development Request form, cash advances may be requested. All expenses must be submitted on a mileage/expense form with appropriate receipts.

Note: See Compensatory Time section of this handbook for important information pertaining to continuing education and staff development.

EXPENSE REIMBURSEMENT

Policy Statement

SCLS employees shall be reimbursed for reasonable and necessary expenses of South Central incurred in the performance of their assigned duties including attending continuing education and staff development events. SCLS will not reimburse employees for expenses

that SCLS management, in its sole discretion, deems to be unreasonable or unnecessary for the efficient performance of such employee's assigned duties. Employees shall record and turn in such expenses monthly on a form provided, along with appropriate receipts, to the SCLS HR & Finance Coordinator. Expenses must be reimbursed in the calendar year in which they occur. Any expenses not submitted by the deadline for the December bills will not be reimbursed.

Acceptable Work-related Expenses Include the Following:

Mileage Reimbursement Policy -- SCLS will reimburse employees for

- mileage for work-related personal automobile use, based on the State of Wisconsin's current rate as adjusted by the State.
- mileage for travel between work sites and for parking costs incurred for such trips. SCLS will not reimburse employees for travel between an employee's home and that employee's primary work site.
- travel between an employee's home and a non-primary work site, SCLS will reimburse employees for mileage equivalent to the lesser of either the distance
 - from the employee's primary worksite to the non-primary work site, or the
 - distance from the non-primary worksite to the employee's home.

Car Rental Procedure Policy: We need to review this procedure — may be out of date

- **SCLS staff may rent a vehicle for work purposes, with coordinator approval.**
- **Vehicles must be rented with a SCLS credit card in order to be covered under the SCLS vehicle insurance policy.**
- **Recommended Procedure: Car Rentals vs. Mileage Reimbursement**
- **The purpose of this procedure will be to provide guidance to SCLS staff members regarding when it would be recommended to rent a car to travel for work purposes vs. using a personal vehicle and claiming mileage reimbursement.**
- **All SCLS Staff: Given the current mileage reimbursement rates and average car rental costs, SCLS staff should rent a car for any work-related travel over 225 miles round trip through SCLS's account with its contracted car rental provider using SCLS's credit card account.**
- **1) In the event an employee who is driving the employee's own personal vehicle, while on the job, during work hours, gets into an accident, both the employee's personal insurance policy and the SCLS commercial policy would respond for the damages/liability. The employee's personal insurance policy would cover damage to employee's vehicle. The SCLS policy will cover bodily injury & property damage liability related to the accident/injuries.**
- **2) The SCLS auto insurance policy does not pay for an employee's deductible in the event of an accident. However, per the Expense Reimbursement policy in the SCLS Employee Handbook (page 22) "An employee whose private vehicle is involved in an accident while that vehicle is being used to conduct system business (other than commuting to or from the employee's primary work site) shall be reimbursed for any deductible called for by the employee's private insurance policy, not to exceed \$1,000 per incident."**
- **3) SCLS auto insurance does cover rented vehicles for liability and physical damage. It does not cover the "out of service" fee charged by car rental agencies for the period of time an auto is out of service for repairs. As long as a rental car**

was rented with the permission of SCLS, the coverage does not differ in the event the car was rented in the employee's personal name as vs. in SCLS's name.

- 4) Enterprise Car Rental reserves the rental cars in the employee's name, however we have a corporate account number which is 44D1210. We have a credit card on file, but employees must still take SCLS card with them to rent the car.
- 5) The SCLS credit card covers rental cars, out of service fees, administrative and towing fees. **Therefore ALL cars rented for SCLS work purposes MUST be rented with the SCLS credit card.**

Meal Reimbursement Policy -- Employees may be reimbursed for the following meals:

- When traveling overnight on behalf of SCLS, employees will receive the Wisconsin Out of State per diem rate of reimbursement for meals. These rates will be automatically adjusted at and when the Wisconsin Out of State per diem is adjusted.
- When the meal occurs within the context of a work-related meeting on behalf of SCLS, employees will receive the Wisconsin Out of State meal rate of reimbursement for that meal.
- When an employee attends a conference or workshop that spans the customary lunch hour, and lunch is not provided, employees will receive the Wisconsin Out of State meal rate of reimbursement for that meal.
- If an employee is unexpectedly asked to leave the employee's primary worksite and perform a SCLS task off-site, and that task spans the customary lunch hour, the employee will receive the Wisconsin Out of State meal rate of reimbursement for that meal.
- SCLS will cover the actual cost of a meal when it is included in a program. In such cases, the employee will not receive any additional meal reimbursement for that meal.
- SCLS will not reimburse purchases of alcoholic beverages.

The Wisconsin Out of State meal rate of reimbursement shall be listed and updated on the Employee Mileage and Expense Reimbursement Form. Meal receipts are not required. If an employee is traveling for work purposes for an entire day that encompasses breakfast, lunch and dinner, the employee may receive the maximum daily per diem rate of reimbursement which can be proportioned at the employee's discretion.

Other acceptable expenses include:

1. Reasonable lodging expenses for the location of the approved event.
2. Reasonable public transportation rates in connection with a work assignment.
3. Miscellaneous expenses including such items as conference registrations and parking in connection with a work assignment.
4. An employee whose private vehicle is involved in an accident while that vehicle is being used to conduct system business (other than commuting to or from the employee's primary work site) shall be reimbursed for any deductible called for by the employee's private insurance policy, not to exceed \$1,000 per incident.
5. Please reference the Purchasing Policy in the Accounting Policies and Procedures Manual for information on all other types of expenditures.

INSURANCE

SCLS has established a variety of employee benefit programs for eligible employees. This handbook contains a very brief description of the benefits to which some employees may be eligible and does not change or otherwise interpret the terms of official plan documents. An employee's eligibility and rights, if any, can be determined only by referring to the full text of the official plan documents. SCLS reserves the right to amend, modify, or terminate any or all of the benefit plans described herein. For more complete information regarding any of our benefit programs, please contact the HR & Finance Coordinator.

For detailed information, please visit <http://etf.wi.gov> ~~click member, retiree, etc. at top of web page~~. See Appendix D for a checklist of insurance changes needed for "Life Changing Events."

Coverage

Entitled: SCLS pays full premiums for disability, life and dental insurance coverage for entitled employees, and pays the maximum employer premium contribution allowed by applicable law toward single or family health coverage (currently 88% of the average premium cost of the qualified Tier 1 plans offered within the county). Coverage is available for entitled employees that are able to provide satisfactory underwriting qualifications to the carrier. Children, step children and legal wards may be covered under the health insurance plan until the end of the month in which they turn 26 years old. It is the employee's responsibility to notify SCLS within 60 days of the dependent losing eligibility.

Non-entitled: Employees regularly scheduled to work 29 hours per week or less will be offered benefits in accordance with the policies of the Wisconsin State Retirement System and the Department of Employee Trust Funds. Calculation of hours worked annually for participating WRS part-time employees, for the purposes of health insurance benefits, is outlined in Appendix G.

General Information

Life Insurance: Basic and supplemental coverage is equal to 2 times an employee's annual salary, and includes coverage for accidental death and dismemberment. At the employee's option and expense, additional coverage may be added. An employee who is eligible for WRS enrollment must complete a life insurance application within thirty days after the hire date. If the employee chooses to elect life insurance, the coverage effective date is the first of the month following thirty days after the date of hire. Coverage end date is the end of the month in which the employee terminates employment.

Medical: See exact details on policy

Per the ETF Local Health Insurance Employer Administration Manual: Immediately upon hire, employers must provide newly eligible employees with the current *It's Your Choice Decision and Reference Guides* (ET-2128d and ET-2127r, respectively) and the *Health*

Insurance Application/Change Form (ET-2301). All eligible employees must either enroll online via myETF Benefits or submit a completed application/change form, including those who do not wish to enroll and are choosing to waive/decline coverage (refer to subchapter 402).

Employees must enroll within 30 days of the employee's date of hire. Coverage is effective the first of the month on or following receipt of the application by the participating employer. Employees may also enroll/change enrollment during the It's Your Choice Open Enrollment period each fall. Coverage is effective January 1 of the following year. Coverage end date is the end of the month in which the employee terminates employment. (COBRA continuation may be available as applicable by law, at the employee's expense.)

Income Continuation: This program provides replacement income during a period of disability. It is designed to protect income during short or long periods of disability and is available at no cost to the employee. Effective May 1, 2017, new employees who are eligible for WRS enrollment will be immediately eligible for ICI coverage and must enroll within 30 days of date of hire. If the WRS eligibility date is 1/1/~~2017~~2025, the ICI coverage effective date would be 1/1/~~2017~~2025. If the WRS eligibility date is 1/2/~~2017~~2025, coverage effective date would be 2/1/~~2017~~2025. Employees hired before November 2, 2016 are still required to meet the six month WRS service obligation. Coverage end date is the end of the month in which the employee terminates employment.

Dental: ~~Dental coverage is available to entitled employees. Premiums are paid by SCLS. The dental plan is a separate, stand-alone plan offered independently from the insurance programs provided through the Department of Employee Trust Funds (ETF). This program has no deductible and is available at no cost to the employee.~~ Orthodontic service is available with some limitations. Please consult your provider handbook or contact the SCLS Office Manager for details. ~~Dental coverage is available to entitled employees.~~ The coverage effective date is the first of the month following thirty days after the date of hire. Coverage end date is the end of the month in which the employee terminates employment. (COBRA continuation may be available as applicable by law, at the employee's expense.)

Benefit booklets: Benefit booklets and miscellaneous information regarding ~~ETF provided~~ insurance offered above are available online at the www.etf.wi.gov website. Hard copies may also be requested from the SCLS Office Manager. Insurance information is issued to all qualifying employees. To the extent there is any discrepancy between the information provided in the Employee Handbook and the benefit plan document, the benefit plan document governs.

COBRA

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of an employee's termination of employment with SCLS or loss of eligibility to remain covered under our group health insurance program as a result of other "qualifying events," as defined by law, the employee and the employee's eligible dependents may have the right to continued coverage under the SCLS health insurance program for a limited period of time at the employee's own expense. Consult the SCLS Office Manager for details.

Flexible Spending Account - Entitled Only

Employees scheduled 30 or more hours per week are eligible to participate in the SCLS Flexible Spending Account (FSA) Plan. The FSA plan allows employees the opportunity to set aside money from each paycheck into an account on a pre-tax basis to pay for qualifying expenses.

The following plans are currently available to eligible employees:

- Premium Only Plan - Eliminates FICA, and in most states Federal and State income taxes, on the employee's share of most group insurance premiums.
- Health Care Flexible Spending Accounts - Eliminates FICA, and in most states Federal and State income taxes, on unreimbursed employee health care expenses like deductibles, co-payments, vision care, dental care and many other expenses.
- Dependent Care Flexible Spending Accounts - Eliminates FICA, and in most states Federal and State income taxes, **on up to \$5,000 (or \$2,500 if filing separately) of** employment related child care expenses annually.

Employee participation in the above plans is voluntary. Enrollment information will be distributed to eligible employees prior to the beginning of each plan year. Employees have the option of enrolling and/or changing their elections at this time. Once elections have been made for the plan year, they cannot be changed, unless a qualifying event occurs. Newly hired eligible employees may elect to start participation in the FSA Plan upon hire. The plan year will be the calendar year. Unclaimed elections at year-end that are over the IRS allowed **\$500.00** roll-over amount will be forfeited.

WISCONSIN RETIREMENT FUND

Policy Statement

SCLS participates in the Wisconsin Retirement Fund, which is operated by the State as a part of the Wisconsin Department of Employee Trust Funds **(DEFT)**.

The three major factors used in determining the employee's retirement annuity are age, "final average compensation," and "creditable service" as those terms are defined and as administered by the DETF.

SCLS is required to contribute to the Fund each month an amount which, when added to the employee's contributions and to the investment income from total contributions, will provide the amount necessary to pay the benefits that the employee earns.

Eligibility

Eligibility for participation in the Wisconsin Retirement System is outlined in the Wisconsin Retirement System Administration Manual ET-1127, chapter 3—WRS Eligibility Determination.

SCLS pays the employer's share of the retirement contribution and employees must pay

the employee share of the retirement contribution in accordance with current, applicable law. If an employee worked for a WRS participating employer prior to July 1, 2011, then the employee may be eligible for Wisconsin Retirement System (WRS) benefits if expected to work 600 hours per year (determined by WRS eligibility requirements). An employee who has not worked for a WRS employer prior to July 1, 2011, must expect to work 1,200 hours per year and expect to be employed in a position for at least one year from the date of hire to be eligible for the WRS benefits. These eligibility criteria may be met at the time of hire, when expectations of the position change, on the one-year anniversary of the date of employment or during a 12-month rolling look-back if not WRS eligible within the first year of employment. Once an employee participates in WRS, that employee will continue to be WRS eligible regardless of reduction of schedule.

Employees who leave SCLS after meeting the hour requirements may apply to the Wisconsin Retirement Fund for this employee contribution as a separation benefit, or may, under some circumstances, remain vested with the Retirement Fund. A separation benefit form may be requested from the Wisconsin Retirement Fund.

DEFERRED COMPENSATION PLAN

Employees may elect to participate in the Wisconsin Deferred Compensation Program, a 457 Plan. It is a supplemental retirement plan that gives the employee the opportunity to reduce current taxes by selecting from a variety of investment options. Employees may also put payroll-deducted funds into other savings plans of their own choosing that are independent of savings and investment programs available to employees through SCLS. Contact the HR & Finance Coordinator for more information.

WORKER'S COMPENSATION

SCLS complies with [the](#) Worker's Compensation Law set forth under Chapter 102 of the Wisconsin Statutes and Administrative Regulations. SCLS requires that if an employee is injured on the job, that employee must report the injury to the employee's supervisor immediately. The employee should promptly secure necessary medical aid and may use the medical provider of the employee's choice (except in cases of medical emergency). The employee's supervisor will file an accident report with the HR & Finance Coordinator within 48 hours of the injury, with the exception of the Delivery personnel, whose [Delivery Services Coordinator or](#) Operations Manager files these reports directly with the insurance agency and provides Human Resources a copy. Specific worker's compensation benefits available to an employee are prescribed by law and depend on the circumstances of each case. SCLS reserves the right to request the employee to submit to reasonable medical examinations for the purpose of reviewing claims for compensation.

TIME OFF AND PAID BENEFIT TIME

HOLIDAY TIME

SCLS is officially closed on the following holidays:

New Year's Day	Thanksgiving Day
Martin Luther King Day	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

Some SCLS departments may be partially staffed or open on recognized holidays. Employees may be expected to work on recognized holidays if the building is not closed.

Entitled: A "work day," for the purposes of calculating holiday time, is defined in accordance with an employee's current work schedule.

Unless a department needs to be open or partially staffed, the employee will receive the day off. Non-exempt Entitled employees will be paid at their regular straight-time hourly rate for their standard work day on the holiday. Exempt employees will be paid their weekly salary for workweeks in which holidays fall. If the employee is expected to work on a recognized holiday, a non-exempt employee will receive pay at a rate of time and one-half the employee's hourly rate of pay for each hour worked and an exempt employee will receive compensatory time at a rate of one and one-half hour for every hour worked, or pay at a rate of time and one-half as decided by SCLS management.

Non-Entitled and Temporary/LTE: Unless a department needs to be open or partially staffed, the employee will have the day off without pay. If the employee is expected to work on a recognized holiday, the employee will receive pay at a rate of time and one-half of the employee's regular hourly rate.

Procedures for Holidays Occurring On Weekends or Unscheduled Work Days – Entitled Only

If a holiday falls on a weekend, at the discretion of each department, one of the following will happen:

1. Monday will be observed and the department office will be closed.
2. The employee will receive another day off as a floating holiday.
3. The employee will be paid straight time for the employee's standard work day.

If a holiday falls on an entitled employee's normal day off, at the discretion of each department, one of the following will happen:

1. The employee will receive another day off as a floating holiday.
2. The employee will be paid straight time for the employee's regularly scheduled hours

Arrangements for Use of Floating Holiday Time – Entitled Only

Floating holidays must be used within 60 days of the date of the holiday at a time mutually agreeable to the employee and the supervisor or the floating holiday will be lost. Unused floating holidays will not be paid out at termination of employment. Floating holidays may not be taken in advance of the recognized holiday except with management pre-approval.

VACATION TIME

Policy Statement

A “work day,” for the purposes of calculating vacation time, is defined in accordance with an employee’s regular work schedule. Thus, for an employee regularly scheduled to work 30 hours per week, a standard day shall be 6 hours. For an employee regularly scheduled to work 40 hours per week, a standard day is 8 hours. If an employee chooses to take unpaid leave during the year, vacation time may or may not be adjusted to reflect the number of hours worked, as decided by the SCLS Director at the employee’s-employer’s sole discretion.

Time Granted – Entitled Only

Entitled hourly employees will be granted annual vacations according to the following schedule:

1-5 consecutive years of service	10 work days
6-10 consecutive years of service	15 work days
11-15 consecutive years of service	20 work days
16+ consecutive years of service	25 work days

Scheduled increases to vacation time will begin the month following the employees’ 5-year, 10-year and 15-year anniversary dates and are calculated on a pro-rated basis from the employee’s benefitted date of hire.

Entitled salaried staff members are granted annual vacations according to the following schedule:

1-15 consecutive years of service.....	22 work days
16+ consecutive years of service.....	27 work days

The additional days of vacation time shall be awarded on the staff member’s 15-year anniversary as a benefitted employee.

Calculation of Earned Vacation Time – Entitled Only

Vacation time is figured for the calendar year, January 1 through December 31 and pro-rated for employees who begin work with SCLS during the year. Vacation time shall be earned at the rate of 1/12 of the employee’s annual vacation time benefit per month.

Arrangements for Use

Vacation days are scheduled subject to the approval of the employee’s supervisor. Employees should complete the appropriate form to request time off. Requests will be granted or denied in accordance with the operational needs of SCLS. Any request for 5 or more consecutive work days off should be made at least one month prior to the proposed absence. Approved time off must be recorded by the employee on the individual’s online calendar. The department coordinator will record the approved time off on the shared online vacation calendar.

Time off requests under 8 hours do not require the completion of a time off request form.

However, the employee should communicate the change in schedule to the employee's supervisor and record it on the **SCLS shared individual's online calendar**.

Entitled: Vacation time shall be available for use at the start of the year in which it is to be earned. New employees shall not take leave until completion of the training period unless allowed by special permission of the employee's supervisor and/or SCLS Director.

End of Year Carry Over – Entitled Only

Vacation totaling no more hours than five of the employee's average work days may be carried forward into a new year. Carried over vacation hours will be tracked separately and must be used first in the new year. Unused vacation in excess of this amount (except in case of extraordinary circumstances and with the specific permission of the System Director) will be transferred to accumulated sick leave or lost. Employees hired in July-December of the preceding calendar year shall be afforded an opportunity to take vacation earned during the preceding calendar year in addition to their vacation for the current year.

Change of Employment

In the event an employee changes from an Entitled position to a Non-Entitled or LTE position, the employee shall be paid out for any qualifying vacation hours, prior to the change in employment status. The value of vacation taken but not yet earned shall be deducted from the final paycheck. The amount of vacation time available to the employee is calculated, based on vacation time carried over from the previous year and the amount earned in the current calendar year, prorated at the rate of 1/12 of the employee's annual vacation time benefit per month.

End of Employment – Entitled Only

At termination of employment, the amount of vacation time available to the employee is calculated, based on vacation time carried over from the previous year and the amount earned in the current calendar year, prorated at the rate of 1/12 of the employee's annual vacation time benefit per month. The value of vacation taken but not yet earned shall be deducted from the final paycheck or the value of vacation earned but not taken shall be added to this check.

PERSONAL TIME

Policy Statement – Entitled Only

A "work day," for the purposes of calculating personal time, is defined in accordance with an employee's regular work schedule. Thus, for an employee regularly scheduled to work 30 hours per week, a standard day shall be 6 hours. For an employee regularly scheduled to work 40 hours per week, a standard day is 8 hours.

Time Granted – Entitled Only

Every entitled employee shall receive personal time equivalent to 3 and 1/2 work days per calendar year. Personal time will be pro-rated for new employees in the same manner as vacation. Personal time is intended for the unscheduled and emergency personal needs of SCLS employees.

Arrangements for Use – Entitled Only

If an employee is either using personal time to take a day off or arrive late, the employee must inform the employee's supervisor prior to the start of the employee's shift **and record it on the SCLS shared individual's online calendar**. If an employee needs to use personal time to leave early the employee must inform the employee's supervisor as soon as possible prior to leaving the shift.

A new employee may take personal time during the employee's training period subject to the approval of the employee's supervisor.

Change of Employment

In the event an employee changes from an Entitled position to a Non-Entitled or LTE position, the employee shall forfeit any remaining unused personal time hours, prior to the change in employment status. Any personal time hours already used will be considered earned and will not be pro-rated.

End of Year or Employment – Entitled Only

Personal time cannot be carried over from one year to the next and employees will not be compensated for unused personal time at termination. Any personal time hours already used will be considered earned and will not be pro-rated.

SICK TIME

Policy Statement

Absence due to personal illness, medical or clinical appointments, injury, or pregnancy, as well as to care for a spouse/significant other, spouse/significant other's sibling, sibling, sibling's spouse, parent/guardian, spouse/significant other's parent/guardian, child, child's spouse, grandparent, or grandchild ~~—~~ whose illness requires the employee's direct care, will be subject to the following policies and procedures. Non-entitled and Temporary/LTE employees will not be paid for time missed due to absences for health or medical reasons.

Definition of "child": A biological, adopted or foster child, stepchild, legal ward, or a child of a person having responsibility for day-to-day care for the child.

Definition of "parent": A biological parent, an adoptive, step or foster parent, or any other individual who was responsible for the day-to-day care of the employee when the employee was a child.

Calling In Absent Due To Health or Medical Reasons

Any employee who is absent due to health or medical reasons shall notify the SCLS office, or a specific supervisor if required by policies of that department, prior to the start of the employee's regularly scheduled workday or **shift and will record the absence on the individual's online calendar upon return to work, and shall record it on the SCLS shared calendar**. If additional sick days are required, notification must be renewed each day unless the employee is hospitalized or such notification is waived for a specific period of time by the department supervisor. If an employee must leave during a workday for health reasons,

the SCLS office or the appropriate supervisor must be notified. When calling in absent due to health or medical reasons, an employee will be required to use available sick time for those hours. If none is available, then the employee must use available personal or vacation time. An employee cannot adjust a schedule on a different day to reduce **# the number** of sick time hours used, unless that week's schedule was changed before calling in sick or making arrangements to use sick time.

Pre-arranged sick time

If an employee has arranged for a medical procedure or appointment that requires a full day or more of sick time, the employee should complete a time-off request form to notify the supervisor of the intended time off. If the time-off request is for fewer than 3 days, the employee will be required to use available sick time for those days. If none is available, then the employee must use available vacation, personal or comp time.

All pre-arranged sick time requests of 3 days or more must be submitted to HR & Finance Coordinator for evaluation of FMLA use. Use of sick time or other forms of paid time off during an FMLA approved leave of absence will be determined by the department supervisor and the HR & Finance Coordinator, in consult with the employee.

An employee should take into consideration the business needs of SCLS and the employee's work schedule when making medical appointments. The employee's supervisor should be notified of a pre-arranged medical appointment as soon as the appointment is made to allow sufficient time to schedule coverage, if necessary.

For applicable positions, all changes to an employee's regular schedule, whether pre-arranged or not, should be indicated on the SCLS shared individual's online calendar.

Ability to Resume Duties

SCLS may require any employee who has been absent due to health or medical reasons to submit a physician's certificate stating that the employee is **fully able** to return to work before the employee may return to work.

Absences of 3 or More Consecutive Days

Employees (full and part-time) utilizing 3 or more consecutively scheduled sick days are required to submit a written statement from a physician indicating that there was a medical reason(s) for the employee's absence unless waived by the department supervisor or director. The department supervisor will be responsible for tracking attendance and requesting the employee to obtain the doctors' written statement.

Improper Use of Sick Time

In the event an employee calls in absent for fraudulent purposes, the employee shall be subject to disciplinary action by the employer. Employees calling in absent due to health or medical reasons may not be employed elsewhere during the absence.

In the event an entitled employee is paid for sick time for fraudulent purposes, the employee

Commented [A9]: An employer may have a duty to provide reasonable accommodation to a qualified individual with a disability. Accordingly, it is generally impermissible to condition employment on the employee's ability to perform "full" duty work.

shall be subject to refunding amounts so received and may be subject to further disciplinary action by SCLS, up to and including termination.

Paid Sick Time Eligibility - Entitled Only

SCLS employees regularly scheduled to work 30 hours or more per week are eligible to earn paid sick time for use only when necessary for legitimate health and medical reasons. Paid sick time may be used only after it has been earned.

Accumulation of Paid Sick Time – Entitled Only

A “work day,” for the purposes of calculating sick time, is defined in accordance with an employee’s regular work schedule. Thus, for an employee regularly scheduled to work 30 hours per week, a standard day shall be 6 hours. For an employee regularly scheduled to work 40 hours per week, a standard day is 8 hours.

Eligible SCLS employees will earn sick days at the rate of “1” work day per month, which they may draw upon as required by illness, injury, disability, or pregnancy. New employees are granted 6 days of sick time at the start of employment and begin to accrue additional time in the 7th month of employment.

Unused sick time shall accumulate from year to year in the employee’s account.

An employee utilizing paid sick time continues to accumulate sick time during the period of absence. An employee may accumulate sick time while on an unpaid leave of absence only if the leave qualifies as FMLA leave. See [Accumulation of Benefits During Unpaid FMLA Leave](#) policy.

Change of Employment

In the event an employee changes from an Entitled position to a Non-Entitled or LTE position, the employee shall forfeit any remaining unused sick time hours, prior to the change in employment status. Any sick time hours already used will be considered earned and will not be pro-rated.

End of Employment – Entitled Only

Sick time is forfeited (i.e., is not paid) if an employee ceases to work for SCLS for any reason other than retirement. At retirement, an employee’s health insurance or dental insurance coverage (employee may select only one) may be extended for one additional month for every 10 work days of accumulated sick time, for up to a total of one year in the case of employees who have accumulated the full 120 work days allowed.

NURSING EMPLOYEES

For up to one (1) year after a child's birth, any employee who is breastfeeding their child will be provided reasonable break times to express breast milk. To ensure privacy, SCLS will provide a private room, other than a restroom, free from intrusion by co-workers or the public, to express milk. The room will be clearly designated and either have a lock or a sign on the door to indicate the room is in use. Nursing employees will also have access to a

refrigerator to store their breast milk expressed at work under this policy. Employees are responsible for labeling their milk with their name and the date on which it was expressed. Employees should work with their supervisor to schedule break times, as needed. Breaks of more than 30 minutes in length will be unpaid and should be recorded on timecards. Employees who have any questions or concerns regarding this policy should contact human resources staff.

LEAVES OF ABSENCE

FAMILY AND MEDICAL LEAVE POLICY **(INCLUDING MATERNITY LEAVE)**

Eligible employees may request family and medical leave for purposes outlined in the provision of FMLA and WFMLA. An employee planning to use family and medical leave should submit a Family and Medical Leave Employee Request form to the employee's supervisor outlining the employee's plan for leave, including purpose of leave, dates for leave (if known), use of sick/vacation/unpaid time and intention for paying for health benefits, if necessary. The HR & Finance Coordinator will return the required FMLA documentation to the employee confirming the understanding for the leave. See Appendix B for details on FMLA and WFMLA policies.

BEREAVEMENT LEAVE

Entitled: System employees regularly scheduled to work 30 hours or more per week, may take up to three work days of bereavement leave, not to exceed a total of 24 hours, within 21 days of the death of a family member, without loss of pay, for the death of a spouse/significant other, spouse/significant other's sibling, sibling, sibling's spouse, parent/guardian, spouse/significant other's parent/guardian, child, child's spouse, grandparent, or grandchild.

Definition of "child": A biological, adopted or foster child, stepchild, legal ward, or a child of a person having responsibility for day-to-day care for the child.

Definition of "parent": A biological parent, an adoptive, step or foster parent, or any other individual who was responsible for the day-to-day care of the employee when the employee was a child.

Non-Entitled and Temporary/LTE: System employees requesting time off for a death in the immediate family will be granted necessary time off without pay.

JURY DUTY

Any employee required to serve on a jury shall receive full pay for the duration of such service. A copy of the letter to report to jury duty should be attached to an employee's time sheet when the employee returns to work. Compensation received by an employee from the court system for the employee's time spent serving on jury duty must be signed over to SCLS, with the exception of mileage reimbursement, which remains the employee's.

MILITARY DUTY

SCLS will comply with all state and federal regulations regarding leave for military service. An employee granted leave as required by law shall also receive reimbursement when the employee's daily military salary is less than the employee's daily salary from SCLS, in an amount equal to the difference.

UNPAID LEAVES OF ABSENCE

Policy Statement

The SCLS Director, or **department Manager-coordinator**, may, in appropriate circumstances, grant leaves of absence without pay. Leave without pay shall be granted only when it is in the best interests of SCLS to do so or as otherwise required by law. Requests for leave of absence shall be made in writing, and approved prior to the taking of such leave. Employees will not be granted leaves of absence from SCLS to be employed elsewhere. In the case of leave of absence due to illness, the employee may be required to obtain a physician's statement supporting the need for leave and a physician's statement of release for work before returning to duty.

As An Extension of Sick Leave

When such leave is requested as an extension of sick leave, the employee will be required to submit a physician's report, including a statement on the nature of the illness or injury.

Leave Extension

If an employee is unable to return to work on the date stipulated, the employee must submit a written request to extend the employee's leave of absence, which is subject to the approval of the System Director or Department Coordinator. If by the expiration of the leave of absence, an extension is not requested and granted, and the employee has not returned to the employee's position, the employee shall be considered to have resigned from SCLS employment.

Reinstatement from Unpaid Leave

At the expiration of a leave without pay, the employee shall be reinstated in the position the employee vacated or in an equivalent position, which is vacant at the time, and if the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee shall be considered to have resigned from SCLS employment, but could be considered for future vacancies.

Employee Benefits – Entitled Only

Accumulation of Benefits During Unpaid Leave

For Entitled employees who are in a status of unpaid FMLA leave, the following benefits shall continue to be accrued during leave:

Sick Time: Will continue to be accrued and earned monthly, during the FMLA leave, at the rate it was accrued prior to leave.

Holidays: Will continue to be accrued and earned during FMLA leave based on the scheduled hours prior to leave.

This ONLY applies to unpaid leaves of absence that qualify for FMLA. This does not apply to an unpaid leave of absence that is not FMLA. Employees on unpaid leave of absence that is not FMLA will not accrue or earn sick time or holiday pay while on leave.

Once the employee returns from unpaid FMLA leave status, and resumes a regular work schedule, sick time and holiday pay will then be accrued and earned at a rate based on the employee's current work schedule upon return to work.

For Entitled employees who are in a status of unpaid leave (FMLA or not), the following benefits shall NOT continue to accrue:

Vacation Time: Will not be earned or accrued during any form of unpaid leave of absence, FMLA or not FMLA.

Personal Time: Will not be earned or accrued during any form of unpaid leave of absence, FMLA or not FMLA.

Once the employee returns from unpaid leave status, and resumes the employee's regular work schedule, vacation and personal time may be issued to the employee for the remainder of the calendar year, based on the employee's schedule upon return to work, and pro-rated for the portion of the calendar year remaining.

Insurance and retirement benefits may be retained while an employee is on leave without pay (whether FMLA or not FMLA), but may or may not be required to be paid in full by the employee as dictated by existing FMLA, Department of Employee Trust Funds (ETF), and Wisconsin Retirement System (WRS) regulations.

CONDUCT

GENERAL CONDUCT AND DISCIPLINARY ACTION

Policy Statement

SCLS employees are expected to maintain professional standards of conduct which enhance the efficiency and effectiveness of the organization, and maintain a safe and pleasant work environment for all. All employees should avoid any activity, investment, or interest that might reflect unfavorably upon the integrity or good name of themselves or of SCLS. Conflicts between the private interests of an employee and the legitimate business interests or investments of SCLS generally arise whenever the personal interests or investments of the employee run contrary to the responsibilities the employee owes to SCLS. Decisions involving the business of SCLS should not be made on any basis other than the best interests of SCLS and the libraries and public it serves. Conduct which does not uphold these standards will be evaluated with regard to its detriment to the organization, and the employee responsible for such conduct will be so informed. Actions to correct such conduct or prevent its recurrence may include counseling, further training and evaluation, verbal or written warnings, probation, suspension, and/or termination. The decision to impose or not to impose any disciplinary action shall be at the sole and absolute discretion of the management of SCLS management.

Employee Grievance Procedure

Purpose. This grievance procedure and appeal process is adopted pursuant to Sec. 66.0509(1m), Wis. Stats., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety. This policy applies to all employees of South Central Library System (SCLS) who are subject to the provisions of Sec. 66.0509, Wis. Stats., as amended from time to time.

Policy. Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when an employee's conduct is detrimental to the interests of the SCLS. Disciplinary action may call for any or all of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. SCLS reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Definitions for Terms Used In This Grievance Procedure. The following terms shall have the following meanings:

“Days” means business calendar days, excluding recognized holidays, Saturdays and Sundays.

“Discipline” means any employment action that results in disciplinary suspension without pay, or disciplinary reduction in pay or other benefits. These are the only types of disciplinary disputes that may be filed under the Employee Grievance Procedure. The term “discipline” in reference to the types of disputes that may be

filed under the Employee Grievance Procedure, does not include verbal notices or reminders; performance evaluations; documentation of employee acts and/or omissions in an employment file; non-disciplinary demotions; non-disciplinary adjustments to compensation or benefits; actions taken to address job performance such as establishment of a performance improvement plan; placing an employee on paid leave pending an internal investigation; action taken pursuant to an ordinance enacted pursuant to Sec. 19.59(1m), Wis. Stats.; changes in job assignments or locations; or other personnel actions taken by the employer for non-disciplinary reasons.

“Grievance” means any dispute between SCLS and an employee or group of employees which involves discipline, termination or workplace safety as defined in this Grievance Procedure.

“Governing Body” means the SCLS Board of Trustees.

“Hearing Officer” means the impartial hearing officer required to be selected pursuant to Sec. 66.0509(1m)(d)2, Wis. Stats. The Hearing Officer, if such person is required, shall be selected through a request made by SCLS to the Wisconsin Employment Relations Commission to appoint one of its staff as the Hearing Officer.

“Termination” means a discharge from employment for rule violations, poor performance, acts detrimental to the employer, lack of qualification or license or other inability to perform job duties, or acts of misconduct. The term “termination” does not include: a voluntary **quit/resignation**; completion of seasonal employment; completion of temporary assignment; completion of contract; layoff or failure to be recalled from layoff at the expiration of the recall period; retirement; job abandonment; or any other cessation of employment not involving an involuntary termination.

“Workplace Safety” means conditions of employment affecting an employee’s physical or mental health or safety and resulting from any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety or SCLS policy relating to safety of the physical environment, safe operation of workplace equipment and tools or provision of protective equipment.

Grievance Process.

- A. Written Grievance. Any employee who desires to follow this Grievance Procedure must file with the System Director, a written grievance that must contain all of the following:
1. The name and position of the employee filing it;
 2. A statement of the issue(s) involved;
 3. A statement of the relief sought;
 4. A detailed explanation of the facts supporting the grievance;
 5. The date(s) the event(s) giving rise to the grievance took place;
 6. The identity of the policy, procedure or rule that is being challenged;
 7. The steps the employee has taken to review the matter either orally or in writing, with the supervisor; and
 8. The employee’s signature and date of execution.

- B. Steps of the Grievance Procedure. Before filing a written grievance, employees should first discuss complaints or questions with the supervisor. Every reasonable effort should be made by the supervisor and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

Step 1 – Written Grievance Filed with System Director. The employee must prepare and file a written grievance within five (5) days of when the employee knows or should have known, of the events giving rise to the grievance. The System Director or the Director's designee will investigate the facts giving rise to the grievance and inform the employee of the Director's decision, if possible, within ten (10) days of receipt of the grievance.

Step 2 – Appeal to the Personnel Committee of the SCLS Board of Trustees.

If the grievance is not resolved at Step 1, the employee may appeal, in writing, to the Personnel Committee within five (5) days of the System Director's response. The Personnel Committee will consider the appeal and inform the employee of the Committee's decision within ten (30) days of receipt of the appeal to Step 2.

Step 3 – Impartial Hearing Officer. If the grievance is not resolved at Step 2, the employee may request in writing, within five (5) days following receipt of the Personnel Committee's decision, a request for written review by the Hearing Officer. In all cases, the grievant shall have the burden of proof to support the grievance. The Hearing Officer will determine whether the System Director acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. The Hearing Officer will determine what type of hearing is necessary. The Hearing Officer shall prepare a written decision, as soon as reasonably practicable, but in no event more than thirty (30) days after the date of any hearing. Copies of the decision shall be distributed to all interested parties.

Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the System Director may request within five (5) days of receipt of the written decision from the Hearing Officer a written review by the Governing Body. The Governing Body shall not take testimony or evidence; it may only determine whether the Hearing Officer reached an arbitrary or incorrect result based on a review of the record before the Hearing Officer. The matter will be scheduled for the Governing Body's next regular meeting. The Governing Body will inform the employee and the System Director of its findings and decision in writing within thirty (30) days of the Governing Body meeting. The Governing Body shall decide the matter by majority vote and its decision shall be final and binding.

Miscellaneous Matters.

- A. An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. An employee will not be compensated for time spent in processing the employee's grievance through the various steps of the grievance procedure.
- B. All timelines may be extended by mutual written agreement of the System Director and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.
- C. If the last day on which an event is to occur is a Saturday, Sunday, or legal holiday, the time limit is extended to the next day which is not a Saturday, Sunday or legal holiday. A grievance or request for an appeal is considered timely if received during normal business hours or if postmarked by 11:59 pm on the due date.
- D. The employee and the System Director may mutually agree in writing to waive a step or multiple steps within the procedure.
- E. Granting the requested or agreed upon remedy resolves the grievance.
- F. The Hearing Officer may require the employee and/or the System Director or the Personnel Committee to submit materials related to the grievance and witness lists in advance of any hearing in order to expedite the hearing. The Hearing Officer shall sustain or deny the decision of the System Director. The Hearing Officer is not given authority to modify the decision so made. The Hearing Officer is not given authority to grant in whole or in part the specific request of the grievant. Within thirty (30) days after the hearing, the Hearing Officer will issue a decision in writing indicating the findings and reasons for the decision.
- G. If the Hearing Officer's decision on any grievance is appealed, only the issues raised in the hearing may be appealed. Other issues are not subject to modification in the appeal process.
- H. The Hearing Officer's written decision must contain:
 - 1. A statement of pertinent facts surrounding the nature of the grievance.
 - 2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
 - 3. A statement outlining the timeline to appeal the decision.

Representation. Both the employee and ~~the~~ SCLS may be assisted by a representative of their own choosing in person or **by teleconference virtually at any point during the grievance process.**

Consolidation. The Board of Trustees and/or Hearing Officer may consolidate grievances where a reasonable basis for consolidation exists. If more than one (1) employee is grieving the same issue or circumstance, a single grievance form may be used. A group grievance must be signed by all grieving employees and must indicate that it is a group grievance at the first step in the grievance process.

Costs. Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including attorney fees. The fees of the impartial Hearing Officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half. The fees of the Hearing Officer will be established by resolution duly adopted from time to time by the Governing Body.

PRIVACY OF DOCUMENTS AND COMMUNICATION

All SCLS equipment, as the property of SCLS, is subject to monitoring for the purposes of increased security and efficiency, including but not limited to computers, vehicles, and phones. Employees should not consider any documents or communication or other property transmitted or stored on/in SCLS equipment as private. Because SCLS is a public institution, any documents or communication may be subpoenaed and/or may otherwise be accessible as a public record. SCLS also reserves the right to review any documents or communication created during the course of business.

USE OF SCLS AND SCLS CUSTOMER RESOURCES

SCLS employees shall use SCLS and SCLS customers' equipment and other resources responsibly. It is an employee's responsibility to obtain permission from a supervisor before using any SCLS resource for personal reasons.

Any misuse of, or damage to, any SCLS or SCLS customer resources due to employee negligence, whether through on-the-job or personal use with or without permission, may result in disciplinary action.

ACCEPTABLE USE POLICY FOR SCLS NETWORK

See Appendix C for complete details.

USE OF LIBRARY MATERIAL

Policy Statement

SCLS employees must check out any library materials before using them.

Staff ILS Privileges

SCLS employees are expected to abide by the rules governing staff use of library materials. If an employee uses the employee's staff privileges and ability to override blocks or otherwise provides special treatment (for the employee, the employee's family, or friends) that would not be allowed for other patrons, it will be regarded as an abuse of the privilege and may result in disciplinary action including but not limited to loss of the privilege and termination of employment.

See the "Adult Staff [ADS] privileges and use of Internal [INT] patron category" policy located on the SCLS website/ILS Support/ILS Policies webpage.

SCLS DRUG-FREE WORKPLACE POLICY

Policy Statement

As required by the Drug-Free Workplace Act of 1988 and as may be applicable to SCLS, South Central Library System (SCLS) hereby notifies employees that it is the goal of SCLS to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of any controlled substance or any other substance that impairs performance is prohibited in SCLS workplaces or as part of SCLS work activities.

Discipline

Employees who violate this prohibition are subject to corrective disciplinary sanctions ranging from educational and rehabilitation efforts up to and including termination of employment. The decision to impose or not to impose any disciplinary sanction on such employee shall be at the sole and absolute discretion of the management of SCLS.

Notification of Conviction

Any employee who is convicted of a criminal drug statute violation in the workplace must notify the employee's supervisor within five (5) working days of such conviction. The SCLS shall take appropriate disciplinary action against the employee and/or require the employee to participate satisfactorily in a substance abuse assistance treatment or rehabilitation program within thirty (30) days from the employee conviction notice.

Abuse Assistance

Employees who think they may have a substance abuse problem are urged to voluntarily seek assistance. Assistance in locating drug and alcohol counseling and rehabilitation programs is available on request from the SCLS HR & Finance Coordinator.

OTHER CONDUCT

Personal Calls

Personal calls, except in the case of emergency, should be taken or made during an employee's allowed break or lunch time. As a courtesy to other staff, personal cell phones should be silenced during work hours. No staff members driving a vehicle on official SCLS business should be using a cell phone in any manner, including, but not limited to, text messaging and talking, while driving.

Smoking

Smoking is not allowed in SCLS offices and SCLS vehicles.

Outside Consultation/Presentations

If an employee decides to provide outside consultation or presentations outside of the scope of employment with SCLS during the employee's normal working hours, the

employee shall use the employee's own vacation time to cover the absence. Consulting/presenting for profit cannot be done for SCLS customers. While employed with SCLS and working the employee's normal hours, an employee shall not charge a library or client for the employee's services. If an employee chooses to provide consultation/presentations outside of working for SCLS the employee shall inform the customer that the employee is not representing SCLS

Appendix A

COMPENSATORY “COMP” TIME POLICY

The compensatory time policy was established to clarify this policy for everyone so as to ensure that all staff members are being provided the same benefits fairly and equitably across all departments. It also ensures that staff members have a manageable work load and it provides parameters to manage work demands in excess of the regular job duties. It was put in place to create an environment where staff members are balanced and happy, and allows SCLS a means by which to compensate an “exempt” staff member for work performed, by request of a supervisor, above and beyond the employee’s regular work duties and responsibilities or schedule. By definition, “exempt” employees are exempt from earning overtime pay above 40 hours worked per week. While it is an optional benefit for “exempt” staff to earn compensatory time, it must also be balanced with the spirit, or intent, of being a salaried, “exempt” employee who is guaranteed a salary which is not subject to reduction because of variations in quality or quantity of work performed but is not eligible for overtime pay.

The basics of earning Comp Time:

- Each SCLS staff member is expected to plan the employee’s schedule accordingly so as to complete the employee’s regular job duties as outlined in the employee’s job description. As each staff member works at the staff member’s own pace, this may mean a 40-hour work week, or some weeks it may mean more hours. As exempt employees, we work until the job is done and receive a predetermined salary as compensation for each workweek, which is not subject to reduction because of variations in the quality or quantity of work performed. Simply working over 40 hours in a week, to perform regularly assigned duties, does not qualify an employee for comp time.
- If an employee finds that the employee often needs to work extra hours in order to perform the employee’s regularly assigned duties, that employee is encouraged to review the **employee’s** job description with the employee’s supervisor. SCLS’ goal is to ensure that staff members have a manageable work load.
- Per the SCLS Compensatory Time Policy, comp time will be granted, in certain situations, when an employee is expected to complete additional duties, outside of the employee’s regular work schedule or responsibilities. Examples include: attending evening meetings, responding to an emergency call, completing a task at a distant site with one visit, covering a shortage of staff due to illness.
- Earning comp time must be pre-approved by a supervisor.
- Use of comp time must be pre-approved by a supervisor.
- Staff members may not “bank” time in preparation for pre-planned days off, and claim comp time for those days. For example, if employee A is planning to take off Friday, and works extra hours on Monday and Tuesday to get the work completed, this employee will not be allowed to use the “extra” hours worked on Monday and Tuesday as comp time for the pre-planned day off on Friday. Personal or vacation hours will be used for that day off.
- Comp time must be used within 30 days of the time it was earned, unless approved by a department manager.
- For approved conferences, per the SCLS policy, comp time will not be accrued for weekdays but can be accrued for conference attendance and travel on weekends, up to a maximum of 8 hours per day.
- Slight adjustments to a staff member’s schedule are allowed, as pre-approved by a supervisor. This type of schedule adjustment may not be possible in positions where a defined set of service hours are maintained.

Appendix B

FAMILY AND MEDICAL LEAVE POLICY

Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act of 1993, as amended (“**FMLA**”), the Wisconsin Family and Medical Leave Act, as amended (“**WFMLA**”), or both. There are different eligibility requirements for these laws, different rights under the laws, and different procedural requirements for employees to follow. The purpose of this policy is to briefly describe employees’ rights and responsibilities under these laws.

ELIGIBILITY REQUIREMENTS

A. FMLA

The general eligibility requirements under the **Federal** Family and Medical Leave

Act are:

1. The employee must have been employed by the South Central Library System (“SCLS”) for a total of at least twelve (12) months (not necessarily consecutive but employment periods prior to a break in service of seven (7) years or more will not be counted unless the break in service is for the purpose of fulfilling National Guard or Reserve military service obligations); and
2. The employee must have worked at least 1,250 hours during the twelve (12) months preceding the commencement of the leave.

B. WFMLA

The general eligibility requirements under the **Wisconsin** Family and Medical Leave Act are:

1. The employee must have been employed by SCLS for more than fifty-two (52) consecutive weeks; and
2. The employee must have worked at least 1,000 hours during the fifty-two (52) week period preceding the commencement of the leave, including paid time off.

If an employee meets the eligibility requirements of either law, then the employee may be eligible for certain forms of family and medical leave under the law.

TYPES OF LEAVE

A. FMLA

The types of leave available under the **Federal** Family and Medical Leave Act are:

- Up to a total of twelve (12) work weeks of unpaid leave during the calendar year for any one or more of the following reasons:
 1. For the birth or placement of a child for adoption or foster care; or
 2. To care for an immediate family member (spouse, child or parent) with a serious

- health condition; or
3. To take personal medical leave if the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position; or
 4. For a "qualifying exigency" arising out of the fact that the employee's spouse, parent or child is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces, including the National Guard or Reserves. Qualifying exigencies include issues arising from a military member's short notice deployment, attending certain military events, arranging for alternative child care, for certain activities relating to care of the military member's parent, addressing certain financial and legal arrangements, attending certain counseling sessions, taking up to 15 calendar days of leave to spend time with a military member who is on short-term, temporary rest and recuperation leave, attending post-deployment briefings and meetings, and any other event that the employee and SCLS agree is a qualifying exigency.
- Up to a total of 26 work weeks of unpaid leave during a single 12-month period (starting with the first day of leave and ending 12 months after that date) to care for a covered service member (a current member of the Armed Forces, including a member of the National Guard or Reserves who has a serious injury or illness incurred in the line of duty on activity duty that may render the service member medically unfit to perform assigned duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability list) or a covered veteran. Eligible employees are the spouse, child, parent or "next of kin" (defined as the nearest blood relative of the injured or recovering service member, other than the service member's spouse, parent or child, unless the service member has specifically designated, in writing, another blood relative for purposes of caregiver leave) of the covered service member. An eligible employee is entitled to a combined total of 26 work weeks for any FMLA-qualifying reason during the single 12-month period provided the employee is entitled to no more than 12 weeks of leave for one or more of the other FMLA-qualifying reasons listed above.

For #2 above, "spouse, child, and parent" are defined as follows:

"Spouse" means husband or wife as defined or recognized under state law for purposes of marriage.

"Child" means a biological, adopted or foster child, stepchild, legal ward, or a child of a person having day-to-day care responsibilities for the child, who is under age 18 or who is age 18 years or older and is "incapable of self care because of a mental or physical disability."

"Parent" means biological parent, an adoptive, step or foster parent, or any other individual who was responsible for the day-to-day care of the employee when the employee was a child. This term does not include parents-in-law.

For #4 above, "child" means the employee's biological, adopted or foster child, stepchild, legal ward or a child for whom the employee had day-to-day responsibilities, who is on active duty or call to active duty, and who is of any age. The same definition applies for purposes of "child" of a covered service member.

A husband and wife who are both eligible for **FMLA** leave and are both employed by SCLS are permitted to take only a combined total of twelve (12) weeks of leave during a twelve (12) month period for the birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition. Likewise, a husband and wife who are eligible may be limited to a total of 26 workweeks of leave during a "single 12-month period" if the leave is taken for birth of the employee's child or to care for the child after birth, for placement of a child with the employee for adoption or foster care or to care for the child after placement, to care for the employee's parent with a serious health condition or to care for a covered service member with a serious injury or illness.

B. WFMLA

The types of leave available under the **Wisconsin** Family and Medical Leave Act are:

- Up to six (6) work weeks of unpaid family leave in a 12-month period (calendar year) for:
 1. The birth of the employee's natural child if the leave begins within sixteen (16) weeks of the child's birth.
 2. The placement of a child with the employee for adoption or as a precondition to adoption if the leave begins within sixteen (16) weeks of the child's placement.
- Up to two (2) work weeks of unpaid family or medical leave in a 12-month period (calendar year):
 1. To care for the employee's child, spouse, domestic partner, or parent of the employee or the parent of the domestic partner/spouse, if the employee has a serious health condition; and
 2. For an employee who has a serious health condition whereby the employee is unable to perform the employee's employment duties.

For Section B above, "spouse, domestic partner, child, and parent" are defined as follows:

"Spouse" means an employee's legal husband or wife.

"Domestic partner" has the meaning given in Wis. Stat. § 40.02(21c) or § 770.01(1). Under Wis. Stat. § 40.02(21c), domestic partner means an individual in a domestic partnership between two individuals that satisfies all of the following: (a) each individual is at least 18 years old and otherwise competent to enter into a contract; (b) neither individual is married to, or in a domestic partnership with, another individual; (c) the two individuals are not related by blood in any way that would prohibit marriage under Wis. Stat. § 765.03; (d) the two individuals consider themselves to be members of each other's immediate family; (e) the two individuals agree to be responsible for each other's basic living expenses; and (f) the two individuals share a common residence, even if any of the following applies: (1) only one of the individuals has legal ownership of the residence; (2) one or both of the individuals have one or more additional residences not shared with the other individual; or (3) one of the individuals leaves the common residence with the intent to return.

Under Wis. Stat. § 770.01(1), domestic partner means an individual who has signed and filed a declaration of domestic partnership in the office of the register of deeds of the county in which the person resides satisfying all of the following criteria: (a) each individual is at least 18 years old and capable of consenting to the domestic partnership; (b) neither

individual is married to, or in a domestic partnership with, another individual; (c) the two individuals share a common residence, even if any of the following applies: (1) only one of the individuals has legal ownership of the residence; (2) one or both of the individuals have one or more additional residences not shared with the other individual; or (3) one of the individuals leaves the common residence with the intent to return; (d) the two individuals are not nearer of kin to each other than 2nd cousins, whether of the whole or half blood or by adoption; and (e) the individuals are members of the same sex.

“Child” means a biological, adopted or foster child or treatment foster child, stepchild, or legal ward, who is under age 18 or who is 18 years or older and is incapable of self care because of a serious health condition.

“Parent” means biological parent, foster parent, treatment foster parent, adoptive parent, stepparent, or legal guardian of an employee or an employee’s spouse or domestic partner.

The leave may be taken, under either the FMLA or WFMLA, in increments of less than a full workday. Employees should make a reasonable effort not to unduly disrupt the operation of SCLS when scheduling such a leave.

PAID LEAVE

An employee is not entitled to be paid for the employee’s leave under either the FMLA or the WFMLA.

A. FMLA

The **Federal** Family and Medical Leave Act permits employees to substitute unused accumulated paid leave, such as vacation, sick leave, personal days or floating holidays, for portions of unpaid FMLA leave provided the employee follows the same procedures of SCLS’s leave policy applicable to other employees for use of that type of leave. Substitution of sick leave is limited to those situations for which SCLS would normally provide for sick leave; substitution of vacation, personal days or floating holidays is allowed for any situation covered under the FMLA. Substitution of paid time may be required by SCLS prior to granting leave without pay.

B. WFMLA

The **Wisconsin** Family and Medical Leave Act permits employees to substitute unused accumulated paid leave of any type provided by SCLS for all or any part of unpaid **WFMLA** leave for any reason.

BENEFIT CONTINUATION

The employee’s health, dental, life and disability insurance benefits will continue during the duration of the leave period under the same circumstances and conditions as existed prior to the leave. Employees remain responsible for payment of any employee portion of the premiums. If the employee chooses not to return to work for reasons other than a continued serious health condition or other circumstances beyond the employee’s control, SCLS may recover the premium from the employee that it paid for its portion of the health insurance

during any portion of unpaid leave.

RETURN TO WORK

Upon return from a leave under the FMLA and WFMLA, an employee will be restored to the employee's original position, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment, including returning to the same shift. An employee will not lose any employee benefit that the employee had earned before taking leave.

NOTICE, LEAVE REQUESTS AND DESIGNATION OF LEAVE

Employees who wish to use family and medical leave under either the Wisconsin or Federal law must provide reasonable notice of the employee's intent to do so.

A. FMLA

Under **Federal** law, at least 30 days' advance notice must be provided when the need for the leave is foreseeable.

B. WFMLA

Under **Wisconsin** law, advance notice of leave must be given in a reasonable and practical manner.

Under either law, employees must try to schedule the leave so as not to unduly disrupt SCLS operations. Advance notice is not required for emergency situations.

Employees must submit an "Employee Request Form" at the time of the request for leave under **FMLA** or **WFMLA**.

The HR & Finance Coordinator will inform the employee whether the employee is eligible for leave and whether the requested leave is approved or denied via the *Notice of Eligibility and Rights & Responsibilities* and *Designation Notice* forms or other appropriate form specific to WFMLA only. The employee will be notified if additional information is required. If the employee is determined ineligible for leave or if the leave request is not approved, the HR & Finance Coordinator will provide a reason.

The HR & Finance Coordinator will complete the *Designation Notice* for each leave request for employees determined eligible for FMLA leave. If an employee has requested intermittent leave, the HR & Finance Coordinator will provide notice of the amount of leave counted against the employee's leave entitlement upon employee request, but no more often than once in a 30-day period and only if leave is used in that period.

INTERMITTENT LEAVE

Intermittent Leave (e.g., separate "blocks" of time) or leave on a reduced schedule is available under both the Federal and Wisconsin law.

A. FMLA

1. Under the **Federal** Family and Medical Leave Act, intermittent leave or leave on a reduced schedule may be taken when there is a medical need for such leave and the medical need can best be accommodated through an intermittent or reduced leave schedule; and
2. The leave is being used (a) for the employee's own serious health condition, or (b) to care for or provide psychological comfort to a family member with a serious health condition; or (c) to care for or provide psychological comfort to a covered service member with a serious injury or illness; or
3. The leave is being used for a qualifying exigency.
4. May be taken at the discretion of SCLS when taken for (a) the birth of the employee's child, or (b) placement of a child with the employee for adoption or foster care.

B. WFMLA

1. Under the **Wisconsin** Family and Medical Leave Act, intermittent leave or leave on a reduced schedule may be taken for (a) the birth of the employee's child, or (b) placement of a child with the employee for adoption or as a precondition to adoption; or
2. When the leave is being used (a) for the employee's own serious health condition, or (b) to care for or provide psychological comfort to a spouse, child, domestic partner, parent or the parent of a domestic partner with a serious health condition.

CERTIFICATION

Certification of a health care provider may be required by SCLS.

A. FMLA

SCLS may require that a Certification of Health Care Provider form be completed whenever an employee requests leave under **FMLA**:

1. For the serious health condition of the employee that prevents the employee from performing one or more of the essential functions of the position; or
2. To care for a family member who has a serious health condition.

SCLS may require that a Certification of Qualifying Exigency for Military Family Leave or Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave be completed for qualifying exigency leave or military caregiver leave.

Employees will be allowed at least fifteen (15) calendar days to return the completed certification form. If the employee fails to provide timely medical certification, leave may be denied until the required certification is provided.

SCLS may generally request medical recertification at reasonable intervals, but not more often than every thirty (30) days unless:

1. The employee has requested a leave extension.
2. Circumstances described by the original certification have changed significantly.
3. SCLS receives information which casts doubt upon the continuing validity of the certification; or
4. The employee is unable to return to work after **FMLA** leave because of a serious

health condition of the employee, the employee's family member or a serious injury or illness of a covered service member and SCLS is unable to recover health insurance premiums it paid on the employee's behalf during a period of unpaid FMLA leave.

For conditions with a minimum duration of greater than 30 days, recertification will not be requested until expiration of the minimum duration unless one of the conditions listed above exists.

Also, annual medical certification may be required for serious health conditions extending beyond a single year in duration. Recertifications may be required every six months in connection with an absence.

SCLS may require an employee on **FMLA** leave to report periodically on the employee's status and intent to return to work.

Fitness-for-Duty Certification

At the time leave is approved (*Designation Notice*), SCLS will notify employees in writing whether a fitness-for-duty certification is required prior to returning to work.

1. A fitness-for-duty certification can be required from employees returning from continuous leaves but not after each absence taken on an intermittent or reduced leave schedule, except as provided under Paragraph 2.
2. A fitness-for-duty certification can be required every 30 days during intermittent or reduced schedule leaves if a reasonable safety concern exists.

B. WFMLA

SCLS may require that a Certification of Health Care Provider form be completed whenever employee requests leave under **WFMLA**.

1. For the serious health condition of the employee that prevents the employee from performing one or more of the essential functions of the position; or
2. To care for a spouse, domestic partner, child, parent or parent of a domestic partner who has a serious health condition.

Employees will be allowed at least fifteen (15) calendar days to complete the medical certification form. If the employee fails to provide timely medical certification, leave may be denied until the required certification is provided.

DENIAL OF FMLA/WFMLA LEAVE REQUESTS

Requests for leave under **FMLA/WFMLA** can be denied when:

1. The employee does not meet the eligibility requirements as outlined in this policy;
2. The condition is not for an **WFMLA/FMLA**-qualifying purpose;
3. The employee has failed to provide timely advance notice; or
4. Medical or other required certification has not been provided as required.

COORDINATION OF THE FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA) WITH WISCONSIN FAMILY AND MEDICAL LEAVE ACT (WFMLA) AND OTHER LEAVE BENEFIT PROVISIONS

Employees generally **may not** use benefits provided under **FMLA in addition** to benefits provided under the **WFMLA** or administrative/personnel policies. Leave qualifying under both laws (**FMLA** and **WFMLA**) will generally be counted against the employee's entitlement under both laws when FMLA and WFMLA cover the same period of leave for the same purposes, as well as against the employee's entitlement under administrative/personnel policies.

Employees will not be interfered with, restrained or denied the exercise of their rights under the FMLA and/or WFMLA. Employees will not be disciplined or discharged for requesting or taking leave covered by the FMLA and/or WFMLA, for opposing any practice made unlawful under the FMLA and/or WFMLA, or for involvement in any proceeding under or relating to the FMLA and/or WFMLA.

It is not possible to spell out all rights and responsibilities of our employees under the two family and medical leave laws. Questions or requests for additional information should be directed to the HR & Finance Coordinator.

Appendix C

ACCEPTABLE USE POLICY FOR SCLS NETWORK

Policy Statement

SCLS provides internetworked computing services to libraries in south central Wisconsin. South Central technology staff manages the networks through which these services are provided. Individual libraries within SCLS define “conditions of use” for facilities under their control. These local policies must be consistent with this overall policy but may provide additional detail, guidelines and/or restrictions. Management personnel at individual libraries assume responsibility for informing their staff of this Acceptable Use Policy and their own local policy. The following is a list of activities which constitute unacceptable use of the SCLS Network. Please note that this list is by no means exhaustive, but is an attempt to provide a framework for activities which fall into the category of unacceptable use.

Privacy

Users shall not seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.

Copyright & Plagiarism

Users shall not copy, transmit, or disclose protected data, software, or documentation without proper authorization.

Users should assume that any software they did not create is copyrighted. They shall not distribute copyrighted or proprietary material without the written consent of the copyright holder.

Security

Users who are allotted individual accounts under their local policies shall abide by the security policies and procedures administered by SCLS.

Users shall not seek to gain unauthorized access to information resources.

Users shall be responsible for properly safeguarding any administrative data and shall be responsible for any activity that occurs under their administrative ID and password.

Indemnification

SCLS shall not be liable for any indirect, incidental or consequential damages (including lost data, information or profits) sustained or incurred in connection with the use, operation or inability to use the system.

SCLS shall not be liable for damages resulting from anonymous users' activity on the network.

The addition of unauthorized peripheral equipment to the network is strictly prohibited. SCLS shall not be liable for damage resulting from the attachment of foreign components to the network.

Legal Constraints

Users are not to use the network or its resources for any purpose that violates any U.S. or Wisconsin State laws. Restrictions apply to all Internet resources including the use of electronic communications forums.

Ultimate responsibility for traffic that does or does not conform to this policy shall be with the individual end-user who originates that traffic.

Federal and state laws ultimately determine whether or not there is a legal right to privacy of electronic mail, conferences, and computer files and the context of any such privacy rights.

Resource Utilization

Any use of the network for private commercial endeavors or excessive use, as determined by SCLS, for non-work related purposes shall be prohibited.

Remedies and Recourse

In the event that prohibited activity is detected or suspected, SCLS shall initiate an investigation that may result in suspension of authorization of computing services to the individual or account that violates this policy, or other disciplinary measures as deemed appropriate. Prohibited activity may lead to prosecution.

Appendix D
CHECK LIST FOR LIFE CHANGING EVENT
(Marriage, Divorce, Adoption, Birth, Death)

Health Insurance

- Add Dependent
- Change from Single to Family
- Change from Family to Single
- Cancel Coverage

Dental Insurance

- Change from Single to Family
- Change from Family to Single
- Cancel Coverage

Life Insurance

- Add Additional Coverage (out of pocket expense)
- Cancel Coverage

Vision Insurance

- Change from Single to Family
- Change from Family to Single
- Cancel Coverage

Flexible Spending Account (FSA)

- Change election amount
- Cancel Coverage

Appendix E

HEADQUARTERS SUPPLEMENT to the SCLS EMPLOYEE HANDBOOK

The SCLS facility, located at 1650 Pankratz Street in Madison, Wisconsin, encompasses all SCLS departments: Administration, Consulting, Technology, ILS and Delivery. For the purposes of this handbook, the Headquarters half of the building will include the Administration, Consulting, Technology and ILS departments. The Delivery half of the building will include the Delivery department.

Headquarters Building

The SCLS Headquarters building is defined as the combined facility located at 1650 Pankratz Street in Madison, WI, which encompasses all SCLS departments: Administration, Consulting, Technology, ILS and Delivery. For the purposes of this supplement, the Administrative half of the building will include the Administration, Consulting, Technology and ILS departments. The Delivery half of the building will include the Delivery department.

Work Schedules Building Hours

The Headquarters office Administrative half of the Headquarters Headquarters half of the facility building is regularly scheduled to be open from 8:00 A.M. to 4:30 P.M. Work schedules should be set with the employee's supervisor to ensure that the open hours for help desks and the headquarters the office are covered. Some flexibility in schedule and location (working outside of the office) may be possible, but must be pre-approved by the employee's supervisor. See Working Remotely policy.

Closing Procedures

If an employee is the last person to leave the SCLS facility at the end of any day, that employee must arm the alarm to secure the building. Please follow posted closing procedures.

Use of SCLS copier/printer

The SCLS copier/printer located in the work room can be used by all staff for personal use at a rate of \$0.05 per page for black & white and \$0.10 per page for color.

Breaks and Meals

The general practice is not to schedule formal break times, but to get a beverage, stretch, make a short personal phone call, or have a casual conversation as needed. Such breaks in work are paid but should not exceed a total of 30 minutes of the work day. Employees can also take a 30 minute unpaid lunch break on or off the premises, if desired, during the work day.

Notification of Absence

If an employee is going to be more than 15 minutes late, or will be absent for a day of work not previously approved by their supervisor, the employee should notify the employee's supervisor, email the scls-hq-scls-all email list to notify staff of the absence and should update the information on the individual's online calendar upon return to work.

If the Office Manager will be absent, that person must also contact the HR & Finance Coordinator or the ~~System-SCLS~~ Director. ~~If both the HR & Finance Coordinator and the System-SCLS Director are unavailable, then the Office Manager must contact another staff member, or another staff member, if both are unavailable,~~ to notify them of the absence and to alert them to open the building and check voicemail. ~~Staff who work in the Reception area of the Administrative-Headquarters half of the building are encouraged to use the Reception 411 Slackinternal IM channel to communicate any changes in their regular schedules.~~

Holidays ~~Review this language and adjust for delivery~~

The SCLS Headquarters office is officially closed on all holidays listed in the Employee Handbook. ~~Please see Appendix F: SCLS Delivery Policies and Procedures for exceptions pertaining to holiday hours and operations.~~ Many staff members request time off on the same days around holidays, but there must be sufficient staffing so help desk phones and open office hours are covered. For Thanksgiving, Christmas, and the New Year, Coordinators will set a date by which requests for time off should be made within their departments ~~so as to provide adequate coverage, and will create an equitable holiday schedule.~~

If an employee is expected to work on a holiday, the employee will receive pay at a rate of time and one half.

Requesting time off

Time off requests for a one-time request for less than one full day should be made to the employee's supervisor. Requests for one full day or more, and requests for less than one day that are reoccurring (30 minutes every other Monday, for example) should be made using the time off request form. Employees should indicate any time off on the ~~individual's~~ online calendar. ~~If the time off request is for one full day or more, the time off should be indicated on the online vacation calendar as well.~~

Use of ~~Shared online Calendar~~calendar: Headquarters employees, ~~including Delivery managers,~~ are expected to indicate the following things on their ~~shared individual online~~ calendars:

- Their regular schedule as a day-long event on each work day.
- Any deviations from this regular schedule.
- Any use of sick, personal, or vacation time. Vacation time should not be added to the online calendar until approved by the employee's supervisor.

~~Employees whose positions do not require the use of a shared calendar (ie: drivers) are exempt from this requirement.~~

Monthly Benefit Sheets

Any deviations from a regular employee's regular schedule, including sick, personal, vacation, bereavement and holiday paid time off, must be recorded on the monthly benefit sheet. Benefit sheets must be submitted to the employee's supervisor by the first business day of each month. Supervisors must submit their department's staff benefit sheets to the Office Manager within 3 business days after the last day of each month.

Letting others know when a staff member is out of the office

To provide the best possible service to our libraries, staff should do the following:

- ~~If a staff member is going to be gone 2 consecutive days or more, send information to (Consulting Services Coordinator Public Library Administration Consultant) for inclusion in the "Top 5" for the appropriate week.~~

- Set up a conditional message on voicemail to alert people that the staff member is out of the office.
- Send an email to some SCLS email lists when staff member is going to be out of the office (if appropriate).
- Set an auto-responder on email to notify people of absence. Include an alternate contact person for assistance.
- Change voicemail to let people know when staff member will be out of the office for two days or more. Include an alternate number for assistance.
- Always indicate an alternate number on voicemail to use in case of emergency.

Severe weather

If the Headquarters [office building](#) is to be closed due to severe weather, or a declared emergency condition, the [SCLS](#) Director or Coordinator in charge will email the [scls-all](#) email list to notify staff that the office will be closed. [Please see Appendix F: SCLS Delivery Policies and Procedures for severe weather procedures specific to the Delivery department.](#) In the event it is deemed necessary to close the facility for an emergency condition, employees who have the ability to work remotely will work in remote status.

If the Headquarters [office building](#) is not closed, an employee may choose to use personal or vacation time for that day. As with other notification of absence, the employee should email the [scls-hqscls-all](#) email list to notify staff of the absence and update the information on the online calendar, if possible.

Performance [reviewsevaluations](#)

Annual [reviews-performance evaluations](#) will be scheduled for every staff member. [Additional reviews-evaluations](#) will be scheduled for newer staff members, or as otherwise deemed necessary for any staff member.

Appendix F

SCLS DELIVERY POLICIES & PROCEDURES

OVERVIEW

The SCLS Delivery Policies and Procedures are in place to inform employees what the expectations are in relation to different job performance areas, how to manage different aspects of employment at SCLS Delivery and to provide supplemental information to SCLS Policies contained in the SCLS Employee Handbook.

These policies and procedures have been determined based on the job performance history of delivery staff over the years and the business needs of our delivery operation.

SCLS Delivery staff is encouraged to direct any questions about these policies and procedures, and provide any feedback to the Delivery Services Coordinator or Operations Manager.

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Schedules and Attendance

1. Work Schedules
2. Breaks
3. Absences and Tardiness
4. Time Off
5. Holidays
6. Severe Weather

Performance Expectations and Evaluations

1. General Performance Expectations
2. Security
3. Cell Phone and Personal Electronics Use
4. Use of SCLS Resources
5. Employee Evaluations

SCHEDULES AND ATTENDANCE

WORK SCHEDULES

Non-Salaried Hourly non-exempt Employees (Drivers)

- The Delivery Services Coordinator will determine the basic framework for the Delivery schedule.
- The Delivery Services Coordinator can change the basic schedule framework at any time to fit the business needs of SCLS.
- The supervisor/manager responsible for daily workflow scheduling will, using the staff's availability, determine the regular schedule for each scheduling period. All Driver schedules will be revised when there is a change in full-time driver personnel or as the Coordinator determines is necessary. Driving shift schedules are posted in along the wall of the supervisors' offices in the main sorting area. Corey verify on the route box cabinet.
- Employee requests to alter their schedule should be made in writing to the supervisor/manager responsible for daily workflow scheduling.
- Employees are responsible for updating the scheduling supervisor/manager with any changes to their availability. All driving staff is expected to assist with filling in open shifts when possible.

Salaried Exempt Employees (Managers and Supervisors)

- The Delivery Services Coordinator will determine the schedule for salaried employees. The Delivery Services Coordinator can change a salaried employee's schedule at any time to fit the business needs of SCLS. Requests to alter a schedule should be made to the Delivery Services Coordinator.

All SCLS Supervisors must meet the following availability requirements:

- Available as needed, outside normal scheduled hours, to meet operational needs during regular weekly hours of operation: Monday through Friday 6:30 a.m. to 5:30 p.m.
- As assigned, be able to respond to facility and service needs outside of normal weekly hours of operation.
- Supervisors are required to be available to work on holidays SCLS deemed necessary to operate its delivery service.
- Supervisors are normally scheduled for 40 hours per week of accountability during normal weekly hours of operation. Supervisory Staff must remain accountable for all hours for which they are scheduled each day.

BREAKS

General Considerations

"Used break time" includes but is not limited to the following: taking/making personal phone calls; using time for a breather, snack or meal whether stopping while on a route or at the delivery facility; or leaving the facility/vehicle to smoke.

Salaried Employees (Managers and Supervisors)

- Each supervisor is allowed up to a total of 30 minutes of paid break time each day.
~~• Break time is not scheduled and staff must be available at all times of their work day to assist with operational needs.~~

- ~~Supervisors may take up to 10 minutes of paid break off site. If they are gone for more than 10 minutes, the break will be unpaid and the supervisor must use personal, vacation or previously earned compensatory time.~~
- Staff must work their complete scheduled shift whether they have taken all 30 minutes of their allowed paid break time or not.

Slight adjustments to supervisory schedules are allowed, as pre-approved by the employee's supervisor. This type of schedule adjustment may not be possible in positions where a defined set of service hours are maintained.

Hourly Employees

- The amount of break time allowed for each shift is posted along with weekly scheduling information.
- When and where breaks may be taken (whether on route, at the delivery facility or a combination of the two) is indicated on route trip sheets, as applicable.
- Allowed breaktime is determined by the shift length. If an employee is scheduled for 8 hours but gets reassigned to a 12-hour shift, the employee will be allowed the amount of break time allocated to a 12-hour shift. Likewise, if an employee is scheduled for 8 hours but uses paid time off to work a reduced schedule, the employee will be allowed the amount of break time allocated to that shorter shift.
- Staff must complete their scheduled shifts whether they have used a shift's fully allowed paid break time or not.

ABSENCES AND TARDINESS

How to Call In Absent or Late

All employees must call -608-267-1964 (the current general staff line) and leave a voice mail message a minimum of one hour before prior to the start of a shift to call in absent or report that you will be late. During open hours (6:30 – 5:30) all attendance calls should go to the work floor number: 608-266-6039 to speak directly to a supervisor or manager. Messages should not be left on any other staff phone line.

Excessive Absenteeism and Tardiness

When an employee is absent, arrives late and leaves early, it will be noted and tracked for determining whether an employee's attendance meets satisfactory performance expectations.

TIME-OFF REQUESTS

The following is the time-off request policy for all SCLS Delivery Staff.

- Requests for time-off may not be submitted more than 6 months in advance of the first day of the period of time being requested off.
- Time-off requests, paid or unpaid, must be submitted in writing using a time-off request form and must be approved by a supervisor.
- Requests for weekdays off should be placed at least 2-1 weeks in advance of the requested time off.
 - The Fleet Manager may request a day off with less than two-one weeks advance notice. The Fleet Manager will submit such requests to the Delivery Services Coordinator for approval.
- Requests are considered on a first submitted basis.

- No requests will be approved after notification has been posted that time-off for a period of dates will not be accepted. Time-off requests are approved according to our ability to staff all shifts for a particular day.

It is best to submit a request for a period of time a person thinks the person will be traveling even though plane tickets and/or other travel arrangements haven't be finalized. Requests may always be rescinded or adjusted should travel plans change.

For everyone's information, there typically are more requests than can be approved during the following times of the year:

- The week of the 4th of July.
- The week of Thanksgiving.
- The weeks around Christmas and New Year's.

A request for any exception to the above policies must be made in writing to the Delivery Services Coordinator.

Monthly Benefit Sheets

Any deviations from a regular employee's regular schedule, including sick, personal, vacation, bereavement and holiday paid time off, must be recorded on the monthly benefit sheet. Benefit sheets must be submitted to the employee's supervisor by the first business day of each month. Supervisors must submit their department's staff benefit sheets to the Office Manager within 3 business days after the last day of each month.

HOLIDAYS

SCLS Delivery may be partially or fully open and staff must be available to work on the following days: Martin Luther King Jr. Day; Friday after Thanksgiving; New Year's Eve.

~~Part-time~~ All staff will be asked to volunteer for to work any or all of these holiday shifts. The number of volunteers will determine the Delivery schedule for these holidays, according to seniority. When not enough staff volunteer to fill scheduled holiday shifts, staff with the least seniority are expected to work as needed.

~~Full-time~~ staff (hourly) must work at least one "working" holiday, but could be required to work more than one in the event of a staff shortage. Staff with the least seniority are expected to work more than one holiday as needed.

~~At least one manager must work each of these holidays. Managers must work at least one holiday, but could be required to work more than one in the event of a staff shortage. Staff with the least seniority are expected to work more than one holiday as needed.~~ The Fleet Mechanic Manager is not required to work on holidays. Full-time Driving Staff Only: When a SCLS paid holiday falls on a weekend, staff will be compensated at their regular rate of pay for 8 hours of time. When a SCLS paid holiday falls on a weekday a driver is not scheduled, they will receive paid time for 8 hours if they are scheduled for 40 hours per week (or a percentage if they are scheduled for less than 40 hours).

SEVERE WEATHER

General Considerations

The Delivery Services Coordinator determines what service will be provided on days when inclement weather and adverse road conditions exist. On days when weather may impact our ability to drive routes, the Coordinator, before 5:30 a.m., will "test drive" local interstate, state and county highways, in addition to local roads, review traffic conditions. Road conditions as reported by the state patrol, school closings, and weather radar and forecasts are also monitored as part of the decision making process.

If a scheduled delivery route is cancelled on a given day, drivers may be required to do an alternate route or accompany another driver on their scheduled route.

Supervisors and Managers (some or all) may be required to report to work even in the event of a total Delivery shut-down.

The Delivery Services Coordinator may appoint someone to make severe weather related decisions in the Coordinator's absence.

When Routes Are On The Road:

Delivery drivers and supervisors will decide together when a route will return early or when certain stops will be skipped, should conditions warrant it.

How to Get Information

- In the event of severe weather, the Delivery Services Coordinator will text delivery staff individually, alerting staff to any changes or cancellations.
- Those employees scheduled to report to work after 6:30 am will be called by a supervisor if they are not needed to report to work.

Compensation

- If an employee does not work at all or if that employee works only a part of a shift due to severe weather, the employee will be paid at the regular rate for up to the total hours for which that employee was scheduled for that day.

PERFORMANCE EXPECTATIONS & EVALUATIONS

GENERAL PERFORMANCE EXPECTATIONS

Route Times

The length of time a route is expected to take has been established according to normal driving conditions with the expectations that drivers are being safe, working at a reasonable pace and following all posted traffic laws. Under normal driving conditions, drivers are expected to return to the delivery facility by the times indicated on each route's trip sheet.

When a driver encounters driving conditions/delays that will cause the driver to return to the delivery facility after the noted route time, the driver must call in to inform a supervisor of the delay.

Route Exchanges

Drivers must accurately drop off and pick up all scheduled materials at each stop on a route.

Vehicles and Driving

All drivers are expected to drive SCLS vehicles in a manner that is safe and respectful of other drivers on the road. Drivers should not operate an SCLS vehicle in any manner that will negatively impact the reputation of SCLS.

Drivers must maintain an insurable, clean driving record, per the Employee Driving Record Policy.

When indicated on a route trip sheet, drivers must perform vehicle checks as noted. It is expected that all drivers will report any vehicle issue to the Fleet Manager, **Fleet Mechanic** or other supervisor as soon as possible.

Employee Driving Record Policy

Delivery drivers with SCLS must maintain a valid Regular Class D Motor Vehicle Operator's License with the State of Wisconsin Department of Transportation. Delivery drivers agree to allow SCLS to obtain and monitor on an on-going basis employees' Motor Vehicle Records (MVRs) from the State of Wisconsin Department of Transportation.

Qualifying for and maintaining a driving position at SCLS will be reviewed should an employee's MVR reflect any, though not limited to, of the following convictions, accidents, or combinations of convictions and accidents in the last three (3) years:

Driving While Intoxicated (DWI) or Driving Under the Influence (DUI)

One or more serious violations including:

1. Reckless/Careless driving
2. Leaving the scene of an accident
3. Disobeying emergency vehicles
4. Failure to stop for a school bus
5. Hit and run
6. Failure to stop for an officer
7. Carrying open intoxicants

Two accidents, two violations, or a combination of one accident and any single violation

Violations included, but not limited to:

1. Speeding
2. Failure to yield
3. Following too closely
4. Inattentive driving
5. Illegal passing
6. Failure to give proper signal
7. License suspension or revocation due to traffic violations

Required Reporting of Accidents and Violations

- Accidents (while operating SCLS vehicles): Must be reported immediately.
- License Suspension or Revocation: Must be reported the next business day.
- Moving Violations: Must be reported within three (3) business days of conviction.
- Serious Moving Violations: Must be reported the next business day after citation issuance.

Sorting

All employees are expected to be accurate and neat when sorting library materials. Employees must ask for assistance when unsure of how to properly route an item. Staff must maintain a reasonable work pace in comparison with other sorting staff.

Reporting and Detail Management

All staff must completely and accurately fill out any route or job related paperwork including, but not limited to, trip sheets, time sheets, special request forms, DVS counting forms, etc. In addition, it is important for all staff to pay attention to details as needed including, but not limited to, keeping vehicles refueled as required, properly stocking vehicles, reporting route and other problems or information to appropriate staff, etc.

SECURITY

Library and Delivery Alarms

If an employee has to disarm an alarm upon entry into a library, it is the employee's responsibility to re-arm that alarm when leaving the building for the last time, unless otherwise instructed by library or Delivery supervisors.

If an employee is the last person to leave ~~our Delivery~~the SCLS Headquarters facility at the end of any day, that employee must arm the alarm to secure the building. Please follow posted closing procedures.

Library and Delivery Door Locks

If an employee has to unlock a door to gain entry into a library, it is that employee's responsibility to lock that same door when leaving the building for the last time, unless otherwise instructed by library or Delivery supervisors.

If an employee is the last person to leave our Delivery facility at the end of any day, that employee must lock the exterior gate to secure the parking lot.

Vehicle and Route Library Keys

Employees must keep track of the library/van keys while on route and then return them to the route box at the completion of each route.

Locking Van Doors at Designated Delivery Stops

At certain delivery stops, employees are required to lock their vehicle. Route directions will indicate at which locations this is necessary.

Handling Tripped Alarms and Alarm Malfunctions

If an employee is unable to disarm the alarm or notice a malfunction of the alarm while at any library, that employee should call Delivery Management staff immediately. Unless otherwise instructed by a supervisor, that employee must wait for the security response personnel to arrive in the case of a tripped alarm.

Delivery Drivers Safety and Security Procedure for Closed Facilities

To provide a consistent message, enhance the safety of drivers, and provide security to our customers' facilities, the following procedures were written regarding exchanges at libraries that are officially closed to public access.

Should Delivery Staff be asked for access to a closed facility:

1. Delivery staff will politely decline requests for library access from any library staff, potential patrons, or unknowns while the building is officially closed.
2. Delivery staff will be aware of their surroundings and make subtle attempts to lock the facility prior to such requests if possible.

Should an individual insist upon being allowed entry or physically move to enter:

1. Drivers will engage only polite verbal requests and not escalate with any verbal warnings or physical actions to block anyone who tries to gain access.
 - a. If a person physically moves past the driver and enters the library, the driver will not physically prevent them from doing so. They will also not verbally escalate the situation by warning them of any official consequences.
 - b. The Driver will leave the facility as the driver normally would (locking and re-arming the alarm)

If an individual gains entry:

1. The Driver will determine an immediate threat of danger to themselves or the facility and dial 9-1-1 if necessary.
 - a. The Driver will then notify Delivery Management who will take steps to notify Library Staff and/or local officials of the encounter.

If there is no immediate danger to the Driver or the Facility:

1. The Driver will immediately contact the Delivery Management Staff for further guidance.
 - a. Delivery Management will take steps to notify Library Staff and/or local officials of the encounter.

Our intent is to establish consistency across the entire customer base and inform them of our procedures anytime they are put into action. Should concerns or questions arise from any member library about our policy, SCLS will address them and make good-faith efforts to modify or further detail our responses.

Our primary goals are to:

1. Keep drivers safe from an escalating situation;
2. Keep facilities secure from people who have not been granted access by official means;
3. Have all drivers apply these principles evenly to our entire customer base.

It should be noted that drivers will be given latitude to determine if there is an emergency situation that would be an exception to the policy. This may include situations of severe weather, a person in immediate danger, or health emergencies. The driver can make judgments that are in line with common-sense and/or human compassion. Should that exception arise, the driver may need to employ immediate 9-1-1 contact, but will also notify Delivery Staff for a formal report of such incidents.

CELL PHONE AND PERSONAL ELECTRONIC DEVICE USE

SCLS bears no liability or responsibility for damage to personal cell phones or other personal devices used by employees on the job.

Personal Electronic Devices

- Wearing head phones, ear buds, etc. to listen to any personal electronic device is strictly prohibited when an employee is operating a SCLS vehicle.
- Personal listening devices may not be worn while making the exchange at any stop on any route or while loading or unloading at our facility.
- Personal listening devices may be worn while performing sorting duties *only*. For the protection of all staff, the volume must be kept at a level that allows the wearer to hear all safety and procedural instructions and/or warnings from Supervisors and other staff.

SCLS Van Cell Phones

- No use of cell phones while driving with the exception of GPS. Receiving and making calls/texts with cell phones should only be done while safely stopped.
- Personal calls should be made only on an as needed basis and staff should keep the length of the calls as short as possible.
- If a driver is called while stopped, please answer.
- If a driver is driving while a call is made to that van, the driver should not answer. The caller will leave a voice mail. The driver can check the voice mail (and call back if needed) when the driver gets to the next stop or, if the driver is more than 15-20 minutes away from the next stop, the driver may pull off the road at the next safest and convenient location to check the message (and call back if needed).

Personal Cell Phone Use

- The use of personal cell phones either while driving or when inside libraries and other exchange sites is prohibited.
- As a courtesy to other staff, personal cell phones should be silenced when an employee is on the sorting floor. *Emergency* incoming or outgoing calls/texts should be taken/made off of the sorting floor.
- All non-emergency personal cell phone calls/texts should be taken/made during an employee's break time only.

USE OF SCLS RESOURCES

Use of SCLS Vehicles

All SCLS vehicles are to be used for scheduled routes only. Supervisors may authorize the use of a SCLS vehicle for special runs, errands, meetings, or projects. SCLS vehicles may not be taken home before, during or after a route.

Use of SCLS in-house telephones

The ~~telephones in our the (Administrative) Headquarters break room reception area~~ can be used by staff for local calls. Use of the phones should be done on break time and staff should keep the length of the calls as short as possible. Long distance calls may be made in emergency situations with approval from a supervisor.

Use of SCLS computers

The computers located in the offices are for management use only. The computer in the break room is for general staff use, usage should follow the guidelines posted near this computer. In addition to the posted guidelines, staff should conduct their use of the computer appropriately. Please remember the break room is for all staff to use and SCLS policy regarding conduct is that employees maintain a pleasant work environment free from harassment and hostility. Lastly, the computer and network is the property of SCLS and therefore its use and information contained on it is the property of SCLS and subject to review by SCLS.

Use of SCLS gas cards

SCLS gas cards cannot be used for personal gas or merchandise purchases. Receipts for all SCLS vehicle gas purchases should be given to the Fleet Manager.

Use of SCLS ~~copy machine copier/printer~~

~~For personal copies, the SCLS copier/printer located in the work room y machine can be used by all staff for personal use at a rate of \$0.05/per copypage for black & white and \$0.10 per page for color.~~

Use of library materials

SCLS provides a means through which library materials can be checked out to SCLS staff. Employees may ~~not put into the stereo, play in the van, take into the break room, or take home~~ **not use** any library item that is not checked out to that employee.

Use of Delivery facility/equipment

The SCLS facility and all equipment are for the use of job related purposes only. Manager approval is needed if an employee wants to use any SCLS property for personal use.

PERFORMANCE EVALUATIONS

New Employee Evaluation

Road Tests

All new employees that will be driving SCLS vehicles will be given a road test upon hiring that must be passed to the satisfaction of our fleet department. Successful completion of the road test is a contingency for continued employment. The road test will consist of both vehicle operational training and a driving skills assessment conducted by a member of our fleet department.

Skills Assessment

Within the first 5 months of employment, each new employee will be administered a skills assessment by supervisory staff to evaluate an employee's knowledge and retention of sorting, loading and route procedures and details. When administering the skills assessment, supervisory staff will take into consideration areas of the delivery operation that typically are not part of a particular employee's normal workflow schedule.

Yearly Performance Evaluations

Each employee will have a performance evaluation at least once yearly. The performance evaluation consists of a standard written form that indicates job performance levels achieved by an employee for the previous year and provides goals and objectives for the coming year relative to their position description and based on supervisor assessment. Employees have the opportunity to provide self-evaluation commentary and personal goals during the evaluation meeting with their respective supervisors.

Full-Time and Part-Time Employees

The Delivery Services Coordinator and the Operations Manager will administer the yearly performance evaluations.

Part-Time Employees

~~The Delivery Services Coordinator and the Operations Manager will administer yearly performance evaluations.~~

Yearly Performance Evaluation Results

Employees receiving satisfactory evaluations will be eligible for merit based pay increases as scheduled according to their current position's anniversary date.

If an employee receives less than a "satisfactory" rating in any appraisal factor category or as an overall rating, the employee will be subject to improvement and/or corrective measures that may include but are not limited to: retraining in one or more areas, verbal warning, written warning, probation, suspension, demotion, not earning merit based pay increases, or termination.

Appendix G

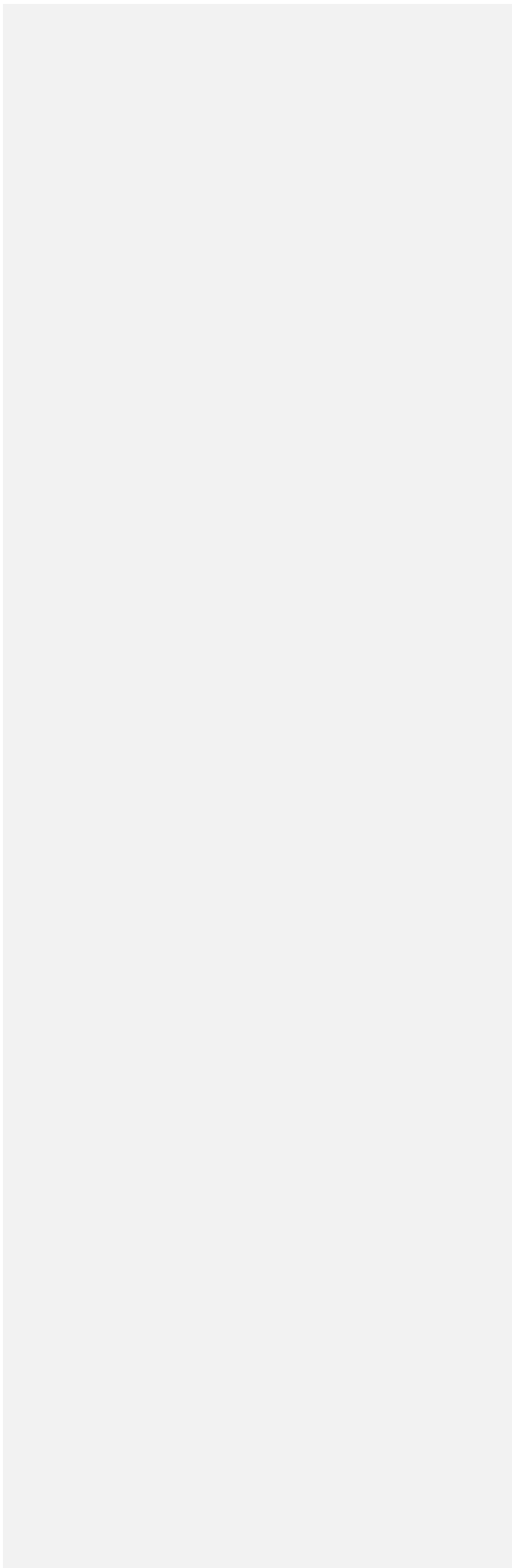
Calculation of Annual Hours Worked for Part-Time Qualifying WRS Employees

All WRS participating employees (part-time and full-time) will be offered the opportunity to make/change their health insurance elections each year during It's Your Choice Open Enrollment. The percentage of health insurance premiums (25% or 50%) that SCLS will contribute for part-time employees will be based on whether they work over/under 1044 hours per year, per ~~the ETF Local Employer Health Insurance Standards, Guidelines and Administration Manual~~ ~~ETF Local Health Insurance Employer Administrative Manual~~, chapter 2, section ~~204205B~~. ~~(Is this information still correct? It looks like the title of the document is not, so thought I would double check.)~~

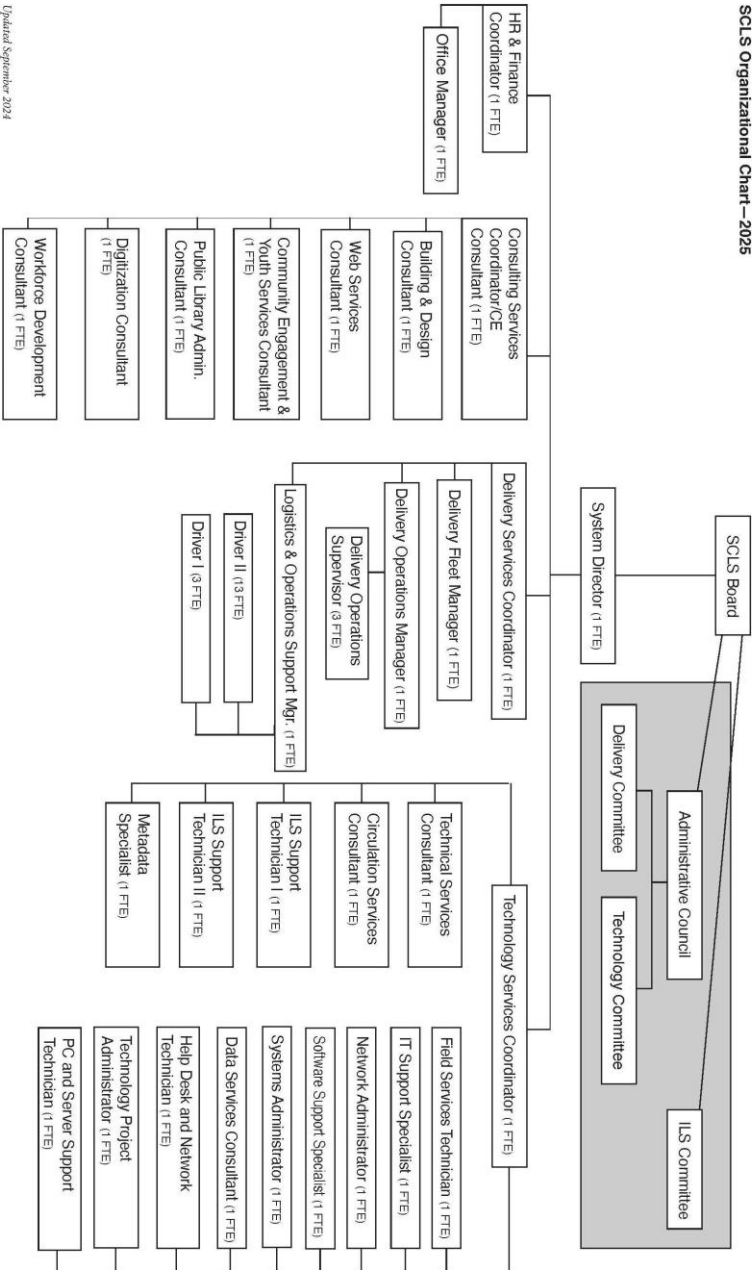
Part-time hours worked per year will be calculated using a 12 month look-back method using 10/1 of the previous year through 9/30 of the current year as the time period. This number of hours will be used to determine the percentage of insurance premiums SCLS will pay for each part-time employee, effective the upcoming calendar year.

The contribution amount will be set for the year. Each subsequent year, SCLS will calculate the hours worked per year in the same manner for the next upcoming IYC Open Enrollment period and calendar year. The percentage of insurance premiums paid by SCLS will only change if the part-time employee becomes a full-time employee (working 30 or more hours per week). In this case WRS regulations and SCLS Employee Handbook policies for full-time entitled employees will apply.

Appendix H
Organizational Chart

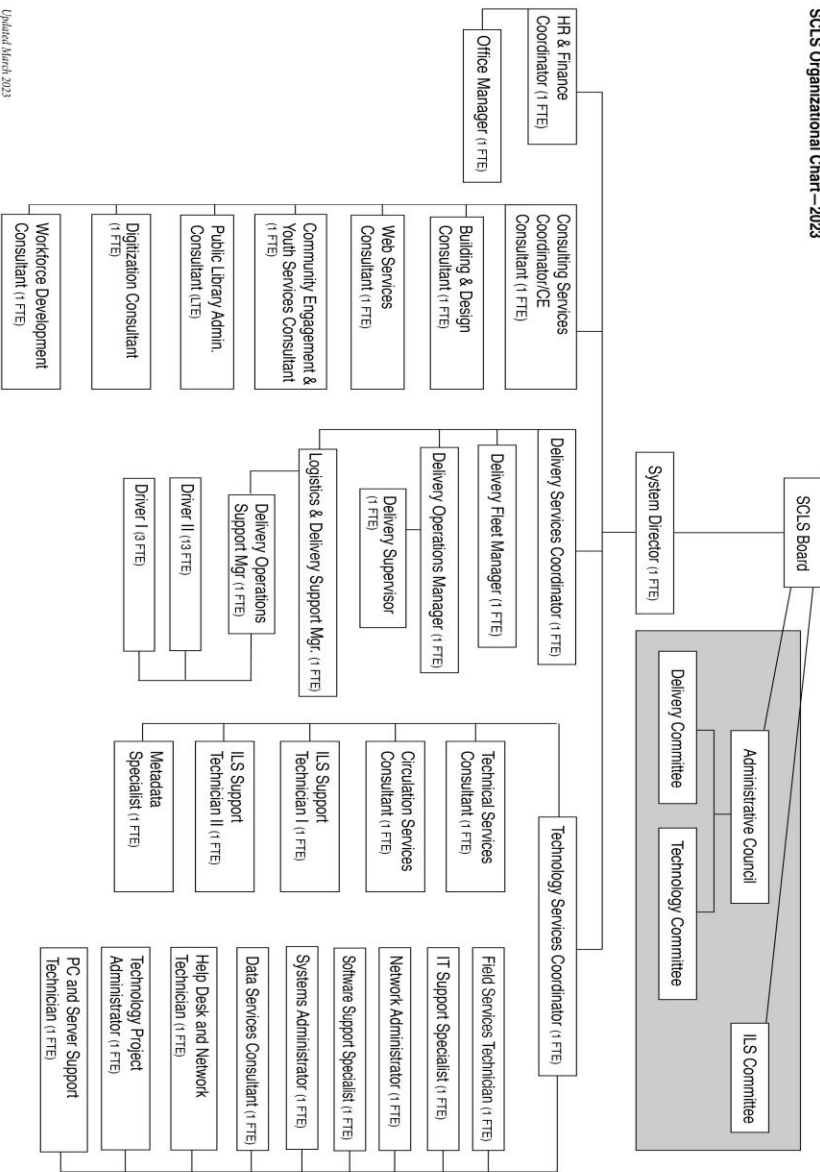


SCLS Organizational Chart—2025



Updated September 2024

SCLS Organizational Chart – 2023



Updated March 2023