



Community Meeting Room, 5647 Broad Street, Greendale, WI 53129

1) Call to Order	
2) Compliance with Open Meetings Laws: A quorum of the Village Board of Trustees may be in attendance but no formal Board action will be taken.	
3) Public Comments	
4) Approval of the Minutes: January 15, 2020 meeting	ACTION
5) Approval of Financial Reports:	ACTION
a) Check Register: January 2020	
6) Review of Financial Statements:	
a) Expenditures to Actual Comparison: December 2019; January 2020	INFORMATION
b) Revenue to Actual Comparison: December 2019; January 2020	INFORMATION
c) Balance Sheet: not available yet per Treasurer	INFORMATION
7) New Business:	
a) Consider a motion to approve submittal of 2019 Wisconsin Public Library Annual Report to DPI ATTACHMENT	ACTION
b) Consider a motion to adopt the Village of Greendale Personnel Manual, and Library Personnel Manual Amendments with Work Rules ATTACHMENTS	ACTION
c) Board Self Evaluation reminder	DISCUSSION
d) Code of Conduct Policy revision review ATTACHMENT	DISCUSSION
8) Informational and Discussion Items:	
a) Director's Report	
b) Library Staff Reports	
c) President's Report	
d) Foundation/Friends Board Report	
9) Correspondence	
10) Adjournment	

**Library Board Minutes
GREENDALE PUBLIC LIBRARY
Wednesday, January 15, 2020**

President Amidzich called the Regular meeting of the Greendale Public Library Board of Trustees to order at 5:30 PM.

Trustees Present: Amidzich, Dombrowski, Genz, Jensen, Unger
Excused: Huberty
Also Present: Van Klooster- Library Director

Library Director Van Klooster stated that the Agenda for this meeting had been published in compliance with the Open Meetings Law.

PUBLIC COMMENTS

NONE

APPROVAL OF THE MINUTES

Trustee Jensen moved, Trustee Dombrowski seconded approval of the December 18, 2019 minutes.

Ayes: All
Noes: None
Motion to approve: Carried

APPROVAL OF FINANCIAL REPORTS

Check Register: December 2019

Trustee Jensen moved, Trustee Dombrowski seconded approval of the December 2019 expenditures in the total amount of \$14,143.67

Ayes: All
Noes: None
Motion to approve: Carried

REVIEW OF FINANCIAL STATEMENTS

- a) Expenditures to Actual Comparison: December 2019
- b) Revenue to Actual Comparison: December 2019
- c) Balance Sheet: November 2019

NEW BUSINESS

- a) Fine-free youth overdue at Wauwatosa

Van Klooster reviewed his memo noting this is simply an FYI in the context of previous informal discussions the Library Board has had on this topic. He has no recommendations at this time.

INFORMATIONAL AND DISCUSSION ITEMS

- a) Director's Report: Van Klooster gave an update on Librarian recruitment
- b) Library Staff Report: no highlights
- c) President's Report: None
- d) Friends/Foundation Report: No meeting

CORRESPONDENCE

ADJOURNMENT

The meeting adjourned at 6:30 PM.

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
56256						
JANI-KING OF MILWAUKEE						
01/20	07-51-61100	MAINT SUPPLIES-BUILDING	01/03/2020	237.05	MIL12190675/M	CLEANING SUPPLIES 49%
Total 56256:				237.05		
56289						
NEWPORT NETWORK SOLUTIONS INC						
01/20	07-51-51200	OPERATING EQUIPMENT	01/10/2020	3,113.97	6535	CAMERA INSTALL-LIBRARY
Total 56289:				3,113.97		
56291						
OFFICE COPYING EQUIPMENT LTD						
01/20	07-51-51200	OPERATING EQUIPMENT	01/10/2020	9.79	AR101855	TONER-FREIGHT CHARGES
01/20	07-51-51200	OPERATING EQUIPMENT	01/10/2020	174.78	AR102129	COPIES
Total 56291:				184.57		
56292						
PLYMOUTH ROCKET INC						
01/20	07-51-51200	OPERATING EQUIPMENT	01/10/2020	1,150.00	RENEWAL	RENEWAL (01/01/2020 TO 01/01/2021)
Total 56292:				1,150.00		
56297						
TODAYS BUSINESS SOLUTIONS INC						
01/20	07-51-51200	OPERATING EQUIPMENT	01/10/2020	2,728.40	10021	AGREEMENT
Total 56297:				2,728.40		
56309						
MILWAUKEE COUNTY FEDERATED						
01/20	07-51-51200	OPERATING EQUIPMENT	01/17/2020	122.83	FL-03257	NOTIFICATIONS, FORMS, POSTAGE, ECOM
01/20	07-51-83000	CAPITAL OUTLAY-EQUIPMENT	01/17/2020	84.93	FL-03257	TBS SERVER AND PAYMENT
01/20	07-51-75023	LIBRARY - MCFLS RECIP EXP	01/17/2020	229.36	FL-03257	REPLACEMENT/MANUAL/LOST REIMBURSE
Total 56309:				437.12		

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
56317						
SYNCB/AMAZON						
01/20	07-51-55100	OFFICE SUPPLIES	01/17/2020	297.99	10-11/2019	DIGITAL SIGN TV
01/20	07-51-56504	YOUTH BOOKS	01/17/2020	34.29	10-11/2019	YOUTH BOOKS
01/20	07-51-75023	LIBRARY - MCFLS RECIP EXP	01/17/2020	43.66	10-11/2019	YOUNG ADULT MEDIA RECIP
01/20	07-51-75023	LIBRARY - MCFLS RECIP EXP	01/17/2020	103.85	10-11/2019	ADULT MEDIA RECIP
01/20	07-51-75023	LIBRARY - MCFLS RECIP EXP	01/17/2020	37.00	10-11/2019	YOUTH MEDIA RECIP
01/20	07-51-75028	LIB DONATION PURCHASE	01/17/2020	265.77	10-11/2019	DISPLAY MATERIALS, WORLD LANGUAGE B
01/20	07-51-75031	LIBRARY PROGRAMS	01/17/2020	84.65	10-11/2019	DICKENS/TEEN/DISPLAY SUPPLIES
Total 56317:				867.21		
56329						
GREENDALE PUBLIC LIBRARY						
01/20	07-51-61100	MAINT SUPPLIES-BUILDING	01/24/2020	19.91	2018/2019	OFFICE SUPPLIES
01/20	07-51-56300	TRAINING	01/24/2020	10.00	2018/2019	DIRECTOR INTERVIEWS-LUNCH
01/20	07-51-61100	MAINT SUPPLIES-BUILDING	01/24/2020	15.81	2018/2019	CLEANING SUPPLIES
01/20	07-51-61100	MAINT SUPPLIES-BUILDING	01/24/2020	14.77	2018/2019	TOILET REPAIR
01/20	07-51-56506	SERIALS	01/24/2020	8.00	2018/2019	NEWSPAPERS
01/20	07-51-75031	LIBRARY PROGRAMS	01/24/2020	28.19	2018/2019	LDAC MEETING
01/20	07-51-61100	MAINT SUPPLIES-BUILDING	01/24/2020	4.05	2018/2019	CERTIFIED PATRON LETTER
01/20	07-51-75031	LIBRARY PROGRAMS	01/24/2020	10.98	2018/2019	PROGRAM REFRESHMENTS
01/20	07-51-61100	MAINT SUPPLIES-BUILDING	01/24/2020	9.48	2018/2019	TOILET REPAIR
01/20	07-51-75031	LIBRARY PROGRAMS	01/24/2020	22.48	2018/2019	MCFLS MEETING
Total 56329:				143.67		
122312821						
ACH US BANK PCARD						
01/20	07-51-75031	LIBRARY PROGRAMS	01/30/2020	17.30	12-JORDAN	Teen Program
01/20	07-51-55100	OFFICE SUPPLIES	01/30/2020	9.23	12-REINKE	supplies for organization of storage room downs
01/20	07-51-75031	LIBRARY PROGRAMS	01/30/2020	6.89	12-SCHNEI	Program-Adult Supplies
01/20	07-51-75031	LIBRARY PROGRAMS	01/30/2020	11.85	12-SCHNEI	Program-Teen Supplies
01/20	07-51-56300	TRAINING	01/30/2020	25.72	12-SCHNEI	Conference Lodging Credit
01/20	07-51-75031	LIBRARY PROGRAMS	01/30/2020	51.61	12-SCHUMA	Walmart - Dickens volunteer snacks
01/20	07-51-55100	OFFICE SUPPLIES	01/30/2020	257.02	12-SCHUMA	Demco - Office Supplies
01/20	07-51-55100	OFFICE SUPPLIES	01/30/2020	316.55	12-SCHUMA	Demco - Office Supplies
01/20	07-51-55100	OFFICE SUPPLIES	01/30/2020	90.73	12-SCHUMA	Demco - Office Supplies
01/20	07-51-55000	COMMUNICATIONS	01/30/2020	330.00	12-VANKLO	YellowPagesListingsAllCLC

M = Manual Check, V = Void Check

GL Period	GL Acct No	GL Account	Check Issue Date	Check Amount	Invoice Number	Description
01/20	07-51-61100	MAINT SUPPLIES-BUILDING	01/30/2020	39.40	1513197	Floor mats Library
01/20	07-51-55100	OFFICE SUPPLIES	01/30/2020	10.55	401633102	USPS - Return shipping, holdshelf dividers
01/20	07-51-55100	OFFICE SUPPLIES	01/30/2020	28.54	411063094	Office Depot - Dec Office Supplies
01/20	07-51-55100	OFFICE SUPPLIES	01/30/2020	40.84	414121943	Office Depot - Dec Office Supplies
01/20	07-51-61100	MAINT SUPPLIES-BUILDING	01/30/2020	15.20	418650954	Office Depot - Cleaning supplies
01/20	07-51-55100	OFFICE SUPPLIES	01/30/2020	15.92	418650954	Office Depot - Dec Office Supplies
01/20	07-51-75028	LIB DONATION PURCHASE	01/30/2020	97.59	794108	Adult Audiobooks Donation
01/20	07-51-51200	OPERATING EQUIPMENT	01/30/2020	8.66	D92973	DigitalSignMountingHardware
01/20	07-51-51200	OPERATING EQUIPMENT	01/30/2020	12.54	D93266	DigitalSignMountingHardware

Total 122312821:

1,334.70

Grand Totals:

10,196.69

Account Number	Account Title	Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	17,245.75	231,687.00	226,076.57	5,610.43	97.58%
07-51-42200	SALARIES - TEMPORARY	12,080.29	161,857.00	149,512.04	12,344.96	92.37%
07-51-42300	SALARIES - OVERTIME	.00	.00	194.13	194.13-	.00
07-51-45100	HEALTH INSURANCE	4,970.26	60,400.00	58,045.54	2,354.46	96.10%
07-51-45200	LIFE INSURANCE	32.64	400.00	548.57	148.57-	137.14%
07-51-46100	SOCIAL SECURITY	1,232.70	18,457.00	16,530.97	1,926.03	89.56%
07-51-46200	WRS EMPE/EMPR	1,388.32	19,499.00	18,670.19	828.81	95.75%
07-51-46300	MEDICARE	392.78	5,707.00	5,078.75	628.25	88.99%
07-51-51200	OPERATING EQUIPMENT	4,268.05	21,320.00	19,413.12	1,906.88	91.06%
07-51-53920	MCFLS COMPUTER CONTRACT	.00	20,900.00	20,526.00	374.00	98.21%
07-51-55000	COMMUNICATIONS	330.00	.00	330.00	330.00-	.00
07-51-55100	OFFICE SUPPLIES	1,192.06	9,500.00	10,422.32	922.32-	109.71%
07-51-56100	MEMBERSHIP DUES	.00	6,310.00	950.00	5,360.00	15.06%
07-51-56300	TRAINING	15.72-	2,500.00	3,384.98	884.98-	135.40%
07-51-56500	ADULT BOOKS	.00	25,000.00	28,648.40	3,648.40-	114.59%
07-51-56501	YOUNG ADULT BOOKS	.00	1,500.00	1,746.37	246.37-	116.42%
07-51-56502	ADULT AUDIO BOOKS	.00	600.00	827.67	227.67-	137.95%
07-51-56503	ADULT LARGE PRINT	.00	1,000.00	441.21	558.79	44.12%
07-51-56504	YOUTH BOOKS	34.29	21,000.00	24,836.13	3,836.13-	118.27%
07-51-56505	YOUTH MEDIA	.00	.00	.00	.00	.00
07-51-56506	SERIALS	8.00	4,000.00	4,416.13	416.13-	110.40%
07-51-56508	MCFLS DATABASES	.00	9,200.00	7,511.00	1,689.00	81.64%
07-51-57100	UTILITIES	4,395.18	26,250.00	26,071.19	178.81	99.32%
07-51-61100	MAINT SUPPLIES-BUILDING	355.67	8,150.00	5,279.59	2,870.41	64.78%
07-51-75023	LIBRARY - MCFLS RECIP EXP	413.87	9,300.00	10,194.03	894.03-	109.61%
07-51-75028	LIB DONATION PURCHASE	363.36	13,000.00	11,990.63	1,009.37	92.24%
07-51-75031	LIBRARY PROGRAMS	522.95	10,000.00	8,665.66	1,334.34	86.66%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	84.93	10,000.00	11,044.60	1,044.60-	110.45%
07-51-83100	LIBRARY RFID FUND	.00	.00	.00	.00	.00
07-51-83200	CLC JOINT EXPENSE	.00	.00	.00	.00	.00
07-51-83300	LB TO CLC CONTRIBUTION	.00	.00	.00	.00	.00
07-51-83400	LIBRARY LIGHTING	.00	.00	.00	.00	.00
07-51-83500	SERVICE AGREEMENT	.00	.00	.00	.00	.00
07-51-92900	MISCELLANEOUS	.00	1,000.00	574.36	425.64	57.44%
Total LIBRARY:		49,295.38	698,537.00	671,930.15	26,606.85	96.19%
Net Grand Totals:		49,295.38-	698,537.00-	671,930.15-	26,606.85-	96.19%

Account Number	Account Title	12/19 Current Month Actual	2019 Current Budget	2019 Current year Actual	Remaining	% of Budget
LIBRARY FUND						
07-00-21102	PROPERTY TAX LEVY	.00	630,000.00	630,000.00	.00	100.00%
07-00-21123	LIBRARY - MCFLS RECIP	.00	9,300.00	10,849.61	1,549.61-	116.66%
07-00-22515	DONATIONS LIBRARY	3,010.39	13,000.00	13,924.72	924.72-	107.11%
07-00-22958	LIBRARY COPIER SALES	312.32	5,000.00	4,821.30	178.70	96.43%
07-00-22959	LIBRARY FINES	1,161.51	11,000.00	13,883.84	2,883.84-	126.22%
07-00-22960	LIBRARY BOOK CHARGES	267.10	1,000.00	2,106.76	1,106.76-	210.68%
07-00-22965	CLC REVENUES	.00	.00	.00	.00	.00
07-00-22968	OTHER REVENUES	86.00	1,000.00	1,183.99	183.99-	118.40%
07-00-29900	OPER TRANS IN/OUT	.00	.00	.00	.00	.00
Total 07:		4,837.32	670,300.00	676,770.22	6,470.22-	100.97%
Net Total LIBRARY FUND:		4,837.32	670,300.00	676,770.22	6,470.22-	100.97%
Net Grand Totals:		4,837.32	670,300.00	676,770.22	6,470.22-	100.97%

VILLAGE OF GREENDALE

LIBRARY FUND EXPENDITURE

PERIOD 1/20

LIBRARY FUND

Account number	Account Title	2020 Current Budget	2020 Current Year Actual	01/20 Current Month Actual	Remaining	% of Budget
07-51-42100	SALARIES - REGULAR	236,300.00	14,199.68	14,199.68	222,100.32	6%
07-51-42200	SALARIES - TEMPORARY	171,700.00	10,614.00	10,614.00	161,086.00	6%
07-51-42300	SALARIES - OVERTIME	-	-	-	-	-
07-51-45100	HEALTH INSURANCE	59,800.00	4,314.63	4,314.63	55,485.37	7%
07-51-45200	LIFE INSURANCE	500.00	29.64	29.64	470.36	6%
07-51-46100	SOCIAL SECURITY	17,788.00	1,067.05	1,067.05	16,720.95	6%
07-51-46200	WRS EMPE/EMPR	18,792.00	1,201.36	1,201.36	17,590.64	6%
07-51-46300	MEDICARE	5,916.00	336.36	336.36	5,579.64	6%
07-51-51200	OPERATING EQUIPMENT	23,200.00	3,878.40	3,878.40	19,321.60	17%
07-51-53920	MCFLS COMPUTER CONTRACT	20,900.00	-	-	20,900.00	0%
07-51-55000	COMMUNICATIONS	1,050.00	-	-	1,050.00	0%
07-51-55100	OFFICE SUPPLIES	8,800.00	-	-	8,800.00	0%
07-51-56100	MEMBERSHIP DUES	1,800.00	-	-	1,800.00	0%
07-51-56300	TRAINING	2,500.00	-	-	2,500.00	0%
07-51-56500	ADULT BOOKS	20,000.00	-	-	20,000.00	0%
07-51-56501	YOUNG ADULT BOOKS	1,500.00	-	-	1,500.00	0%
07-51-56502	ADULT AUDIO BOOKS	600.00	-	-	600.00	0%
07-51-56503	ADULT LARGE PRINT	1,000.00	-	-	1,000.00	0%
07-51-56504	YOUTH BOOKS	20,000.00	-	-	20,000.00	0%
07-51-56505	YOUTH MEDIA	-	-	-	-	-
07-51-56506	SERIALS	4,000.00	-	-	4,000.00	0%
07-51-56508	MCFLS DATABASES	8,500.00	-	-	8,500.00	0%
07-51-57100	UTILITIES	26,250.00	-	-	26,250.00	0%
07-51-61100	MAINT SUPPLIES-BUILDING	8,100.00	-	-	8,100.00	0%
07-51-75023	LIBRARY - MCFLS RECIP EXP	8,000.00	-	-	8,000.00	0%
07-51-75028	LIB DONATION PURCHASE	13,000.00	-	-	13,000.00	0%
07-51-75031	LIBRARY PROGRAMS	8,000.00	-	-	8,000.00	0%
07-51-83000	CAPITAL OUTLAY-EQUIPMENT	8,800.00	-	-	8,800.00	0%
07-51-83100	LIBRARY RFID FUND	-	-	-	-	-
07-51-83200	CLC JOINT EXPENSE	-	-	-	-	-
07-51-83300	LB TO CLC CONTRIBUTION	-	-	-	-	-
07-51-83400	LIBRARY LIGHTING	-	-	-	-	-
07-51-83500	SERVICE AGREEMENT	-	-	-	-	-
07-51-92900	MISCELLANEOUS	1,200.00	-	-	1,200.00	0%
Total 07:		697,996.00	35,641.12	35,641.12	662,354.88	5%
Net Grand Totals:		697,996.00	35,641.12	35,641.12	662,354.88	5%

VILLAGE OF GREENDALE

LIBRARY FUND REVENUES

PERIOD 1/20

LIBRARY FUND

Account number	Account Title	01/20 Current Month Actual	2020 Current Budget	2020 Current Year Actual	Remaining	% of Budget
07-00-21102	PROPERTY TAX LEVY	-	648,000.00	-	648,000.00	0%
07-00-21123	LIBRARY - MCFLS RECIP	-	8,000.00	-	8,000.00	0%
07-00-22515	DONATIONS LIBRARY	273.65	13,000.00	273.65	12,726.35	2%
07-00-22958	LIBRARY COPIER SALES	229.95	5,000.00	229.95	4,770.05	5%
07-00-22959	LIBRARY FINES	614.23	11,000.00	614.23	10,385.77	6%
07-00-22960	LIBRARY BOOK CHARGES	(7.00)	1,000.00	(7.00)	1,007.00	-1%
07-00-22965	CLC REVENUES	-	-	-	- -	
07-00-22968	OTHER REVENUES	102.00	1,000.00	102.00	898.00	10%
07-00-29900	OPER TRANS IN/OUT	-	-	-	- -	
Total 07:		1,212.83	687,000.00	1,212.83	685,787.17	0%
Net Total LIBRARY FUND:		1,212.83	687,000.00	1,212.83	685,787.17	0%
Net Grand Totals:		1,212.83	687,000.00	1,212.83	685,787.17	0%



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

I. GENERAL INFORMATION					
1. Name of Library		2. Public Library System			
3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date	
6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director			
13. Library Website URL		14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets	
17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?				
19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks		
20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?			22. DUNS Number <i>Nine digits</i>	
II. LIBRARY COLLECTION					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>					
2. Electronic Books <i>E-books</i>					
3. Audio Materials					
4. Electronic Audio Materials <i>Downloadable</i>					
5. Video Materials					
6. Electronic Video Materials <i>Downloadable</i>					
7. Other Materials Owned <i>Describe</i>					
8. Electronic Collections <i>Locally Owned or Leased</i>					
9. Total Electronic Collections <i>Local, regional, and state</i>					
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>					

III. LIBRARY SERVICES

1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
3. Number of Registered Users				4. Reference Transactions		5. Library Visits	
a. Resident		b. Nonresident		c. TOTAL		a. Method	
						b. Annual Count	
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits		9a. Local Electronic Collection Retrievals	
a. Method		b. Annual Count		a. Method		b. Annual Count	
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books		b. E-Audio		c. E-Video		d. Total Uses of Electronic Works	
						e. Uses of Children's Electronic Materials	
11. Programs and Program Attendance Annual Count							
a. Children (0-11)		b. Young Adult (12-18)		c. Other (all ages)		d. TOTAL	
Number of Programs							
Total Attendance							
11. Number of Public Use Computers							
a. Total		b. Internet Access					

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count					

V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service** *Only joint libraries report more than one municipality here*

Municipality Type	Name	Amount

Subtotal 1

2. County**a. Home County Appropriation for Library Service**

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount

Subtotal 2b

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year**c. Other State Funded Program**

Subtotal 3

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount

Subtotal 4

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount

Subtotal 5

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.***7. All Other Operating Income****8. Total Operating Income** *Add 1 through 7***9. What is the current year annual appropriation provided by your governing body(ies) for your public library?****10. Was your library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)**

Report operating expenditures from all sources. Do not report capital expenditures here.

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian							

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

Other Persons Holding the Title of Librarian (FTE)

Subtotal 2a

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County				
3. Circulation to Nonresidents Living in Another County in Your System				
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System				
5. Circulation to All Other Wisconsin Residents		6. Circulation to Persons from Out of the State		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a.		f.	
b.		g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

- | | | |
|--|---|---|
| 1. Does your library provide wireless Internet access for patrons' mobile devices? | 2. What type of Internet connection do you have? <i>Mark all that apply</i>
<input type="checkbox"/> a. State TEACH line
<input type="checkbox"/> b. Other broadband connection
<i>Local cable, telco, community network, etc.</i> | 3. Does your library use any type of Internet filtering software or service?
<input type="checkbox"/> a. Yes, on all Internet workstations
<input type="checkbox"/> b. Yes, on some Internet workstations
<input type="checkbox"/> c. No filtering on any Internet workstation |
|--|---|---|

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Self-directed Activities				
	Total Self-directed Activity Participation				

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☐ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☐ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☐ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☐ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☐ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☐ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☐ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- ☐ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☐ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☐ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☐ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

	STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS	
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As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

The _____ Board of Trustees hereby states that in 2019, the _____

Name of Public Library *Name of Public Library System / Service*

- ☐ **did** provide effective leadership and adequately meet the needs of the library.
- ☐ **did not** provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*


Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

	CERTIFICATION	
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The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature 	Name of President <i>Print or type</i>	Date Signed
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	COMMENTS	
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DRAFT

VILLAGE OF GREENDALE

INTEROFFICE MEMORANDUM



To: Village of Greendale Employees

From: Sarah Weishar, Assistant Village Manager

Re: New Personnel Manual

Date: February 21, 2020

Currently the Village has many different places to look for Village policies, benefit information, etc. including a Personnel Ordinance, a Benefit Resolution and other policies. In order to provide a place where employees could find all information in one place a Personnel Manual was created. As part of this Manual some new policies were added, some past practices that were not written down were included and some benefits were changed.

The Board adopted this Manual on February 11, 2020 and it takes effect March 1, 2020. The Manual will be available on the employee intranet on the website. The table of contents has been set up to link to the correct page, for example if you click on “Hours of Work” it will take you to page 14. Also, for the exhibits if you click on the section it will take you to the right page (i.e. click on 1.23 Harassment and Discrimination in the Workplace on page 12 and it will take you directly to that policy).

Below are a list of the changes that were made:

New Policies that were added:

- Equal Employment Opportunities (Section 1.3)
- Anti-Nepotism Policy (Section 1.11)
- Grievance Procedure (Section 1.22)
- Violence in the Workplace (Section 1.26)
- Alcohol and Other Drug Free Workplace (Section 1.27)
- Outside Employment (Section 2.7)
- Weapons Policy (Section 2.13)
- Tobacco Free Workplace Policy (Section 2.14)
- Family and Medical Leave Act Policy (Section 3.6)

Benefit changes that were made:

- **Police Dispatcher Hours of Work** – The requirement that the request to switch shifts with another Dispatcher would be denied if that person has sufficient vacation time left was removed.

- **Comp Time** – Comp time must be taken by November 30th or it will be paid out, general government employees can carryover up to 32 hours into the next year, or 33.6 for Police Lieutenants and Sergeants.
- **Double time on Holidays** – Only applies to Public Works employees now
- **Sick Leave Maximum Accumulation/Disability Plan** – Public Works employees previously were capped at 150 days, but other general employees were allowed up to 165 days. In order to make everyone even their maximum sick time is now increased to 165 days and they no longer receive the disability plan.
- **Sick Leave (Catastrophic Sick Leave)** – Certain employees had a catastrophic sick leave bank, the new Personnel Manual allows all employees to bank an extra 35 days of sick leave, but it may only be used for a serious health condition, the entire sick leave balance must be used before the catastrophic account is used and it will never be included in the payout at retirement.
- **Bereavement Leave** – Increase from 3 days to 10 for death of a spouse or child and increase of 1 day to 3 days for death of a grandchild, the rest of the bereavement days remained the same. For Fire Captains that would increase from 1 duty day to 3 duty days for spouse or child
- **Part-Time Health Insurance** – Available to any employee working 30 or more hours a week, calculated at a different rate than full-time employees, in accordance with the Affordable Health Care Act.
- **Retiree Health Insurance** – Currently Dispatchers and Public Works employees that were hired after January 1, 2013 were not given any retiree health insurance, but with the adoption of the Personnel Manual they are given 3 years of insurance at age 62 with 10 years or more of service. Any new hires on or after March 1, 2020 will not receive any retiree health insurance, which includes all non-represented employees.
- **Task Rate** – Public Works – Instead of providing an additional hour of overtime for those working on the backhoe or underground there will be a set dollar amount of \$50 per incident for utility work.

Please review the new Personnel Manual and provide to your Supervisor the signed receipt that you have reviewed the Manual (on page 41 of the document) by April 30, 2020.

VILLAGE OF GREENDALE PERSONNEL MANUAL



Adopted: February 11, 2020 (effective March 1, 2020)

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ABOUT THE PERSONNEL MANUAL

This personnel manual applies to all full-time employees of the Village. The personnel manual applies to part-time and temporary employees as specifically provided in each section. If any provision of this personnel manual conflicts with the provisions of a collective bargaining for employees covered by such an agreement, the terms of the collective bargaining agreement shall prevail.

Although the personnel manual provides answers to many questions you may have about the Village's employment policies and practices and benefits available to you, it is not possible to answer every question that you may have as an employee. The Village continues to value ongoing interchange among all of us as we work together as a team. If you have questions that are not addressed in this personnel manual or something is unclear to you, please discuss it with your immediate supervisor.

You are responsible for reading this personnel manual. Evaluation of your performance will in part be based on your adherence to the policies and procedures of the Village.

Notwithstanding any provision of this personnel manual, the Village may and will make employment-related decisions on a case-by-case basis. No employee of the Village has any authority to enter into any contract for employment, express or implied, for any specified period of time. This personnel manual is not intended to create, nor does it create, any contractual rights, express or implied, nor does it guarantee employment.

The provisions of the personnel manual are guidelines. The Village, at its option, has the right to establish, maintain, revise, delete and enforce any provision or parts of any provision in this personnel manual at any time without prior notice. The Village will make every reasonable effort to keep you informed of any changes to the provisions contained in this personnel manual. Only the Village Board may alter or modify any of the provisions in this personnel manual. No statement or promise by a supervisor, manager, or department head constitutes or should be interpreted as constituting a change in policy or an agreement with any employee.

To the extent that any policy may conflict with federal, state, local laws, an applicable collective bargaining agreement, the Village will abide by the applicable federal, state, local law, or collective bargaining agreement provision.

CHAPTER 1: EMPLOYMENT PRACTICES

SECTION 1.1 CIVIL SERVICE SYSTEM

The Village has adopted a civil service system that is intended to comply with Wisconsin law, and provides civil service protections for certain classified positions.

SECTION 1.2 CLASSIFIED AND UNCLASSIFIED SERVICE

- A. All offices and positions in the public service in the Village shall be divided into classified and unclassified service.
 - 1. Unclassified service. Shall include:
 - a. All officials elected by the people.
 - b. All members of boards and commissions.
 - c. Election officials.
 - d. Personnel of the Police and Fire Departments who are under the jurisdiction of the Police and Fire Commission.
 - e. Public Health Administrator/Health Officer.
 - f. Village Manager and other heads of departments.
 - 2. Classified service. All other offices and positions, however created or filled, shall be included in the classified service, except temporary work or work created for relief purposes, the distribution of which shall be on a fair, equitable and just basis.
 - 3. All officers and employees holding positions for one year who are made subject to the provisions of this chapter shall hold their positions as civil service employees without examination. It is the intent of this chapter to recognize previous service for the Village as giving civil service status in the same manner as employees selected after the passage of this chapter. Seniority shall be computed from the date of employment by the Village. Employees who have less than one year of actual service shall be regarded as holding their positions as probationers and shall serve the balance of their probationary periods before their appointments become complete. Officers of the Police and Fire Departments who have less than one year of actual service shall serve the balance of their probationary period before their appointments become complete.

SECTION 1.3 EQUAL EMPLOYMENT OPPORTUNITIES

It shall be the policy of the Village of Greendale to recruit and select the most qualified persons for positions in the Village government, including full-time, part-time and limited term appointments. Recruitment and selection shall be conducted in a manner that insures equal employment opportunity for all persons on the basis of merit without regard to race, color, age, religion, creed, sex, sexual orientation, national origin, ancestry, political belief, arrest, conviction, disability, use or nonuse of lawful products off Village premises during nonworking hours, military service, marital status, and any other category protected by federal or state law. This applies to all employment decisions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, termination, and other conditions of employment. Goals of this policy are that persons of disadvantaged groups be fairly represented by the Village's work force and that promotional opportunities are provided for qualified employees.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these to the attention of their immediate supervisor, Department Head or the Village Manager. Employees can raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

SECTION 1.4 FILLING A VACANT POSITION

All recruitment and selection procedures must follow the Village's Recruitment and Selection Policy which is attached to this document.

SECTION 1.5 EXAMINATION OF APPLICANTS

- A. The Village Manager, or designee, shall conduct written, oral and performance examinations to determine the fitness of applicants for all positions in the classified service. The Village Manager shall refuse to examine an applicant or shall after examination remove his or her name from the employment list if the applicant fails to meet the qualifications established for the class of position for which he or she applies or if he or she fails to comply with the personnel rules.
- B. The Village Manager may obtain such technical assistance as he or she deems necessary in the conduct of any examination. The request for such technical assistance shall be submitted to the Village Board for authorization if any compensation is to be paid.
- C. All tests shall be public, competitive and open to all persons who are eligible to appointment to any position within the class for which such examinations are held, within the limitations specified in this section, the classification plan and the rules promulgated by the Village Manager. All tests shall be designed to fairly determine the capacity of the persons examined to perform the duties of the position of the position to be filled. No questions in any test shall relate to any religious or political opinion or affiliation.
- D. Notice of all examinations shall be posted in at least three public places and posted in a newspaper, online publication used for job recruitments and/or with trade organizations prior to the examination.

SECTION 1.6 EMPLOYMENT LISTS

After each examination the Village Manager, or designee, shall prepare an employment list of those candidates who have secured a passing grade as established for that examination arranged in order of the rating received. Names added by any subsequent examination shall be placed on the list in the same manner as the original list was prepared. The duration of such employment lists and the conditions upon which names may be stricken therefrom shall be fixed by rule.

SECTION 1.7 REEMPLOYMENT LISTS

Any person who has held a permanent position in the classified service from which he or she has resigned in good standing, has been laid off for reasons not discreditable to his or her or is on an authorized leave of absence shall be entitled to have his or her name placed on a reemployment list for certification to vacancies in the classified service, provided that he or she so requests in writing within one year from the date that his or her resignation, layoff or leave of absence became effective. The name of each such person shall be placed on the reemployment list considered most appropriate by the Village Manager. The order in which such names are arranged on each reemployment list shall be determined by the Village Manager in accordance with the

service ratings obtained by the former employee while in the service, the length of previous service and the conditions surrounding separation from the service. Each name placed on a reemployment list shall be removed after two years. A person on the reemployment list shall be given preference in any appointment in his or her classification.

SECTION 1.8 PROMOTION LISTS

As far as practicable and feasible, vacancies in the classified service shall be filled by the promotion of persons holding positions in a lower classification. Promotional examinations shall be open only to persons in the classified service who meet the requirements established by the classification plan. Promotion lists shall be established of all persons receiving a passing grade as a result of such examinations, in the same manner as employment lists are prepared, and shall be continued for a period to be fixed by rule.

SECTION 1.9 PRE-EMPLOYMENT PHYSICALS

Every prospective employee for a permanent full or part-time position is required to pass a physical examination, drug testing and alcohol testing after a conditional offer of employment. The examination and/or testing must be conducted by a licensed physician before being hired. This examination is administered by a physician arranged for by the Village. The cost of such examination shall be paid for by the Village.

SECTION 1.10 BACKGROUND INVESTIGATIONS

See Reference and Background Checks Policy attached to this Manual.

SECTION 1.11 ANTI-NEPOTISM POLICY

All Village employees can expect fair and impartial treatment from supervisors or employees with oversight authority. A familial, close personal, or financial relationship between a supervisor or employee with oversight authority and an employee whom they have direct influence over exposes them to possible charges of conflict of interest, favoritism, bias and inappropriate conduct that may adversely impact the performance of Village functions or the working environment. It is essential to avoid situations which may lead to personal or perceive favoritism, bias, conflict of interest or inappropriate conduct.

Village employees shall not be involved in any decision making by the Village relating to the hiring, appointment, promotion, evaluation or any other employment action of any person related to them by blood or marriage.

The Village shall attempt to avoid placing family members in direct or indirect supervisory/subordinate employment relationships within a department or in positions where the relationship has the potential for creating an adverse effect on supervision, safety, security or morale. Where a marriage occurs between two Village employees and creates such a situation, reasonable efforts will be taken to move one or the other so as to comply with the intent of this policy.

Violations of this policy including, but not limited to, failure to disclose nepotistic relationships, will be investigated by the Department Director or the Village Manager's Office. Policy violations may result in discipline of employees up to and including termination of employment. Supervisors may also be disciplined for taking employment actions based upon nepotistic

relationships.

SECTION 1.12 PROBATIONARY APPOINTMENT

- A. All original and promotional appointments and reemployments shall be made for a probationary period of one year; provided however, that this period may be extended by the Village. After one year from the date of the appointment or reemployment, no salary or compensation payment shall be made unless the services of the employee during the probationary period have been satisfactory.
- B. This probationary period shall be deemed to be a part of the examining process for determining the qualifications of candidates. During such period the Village Manager may discharge such probationer without any reason being given therefor. However, upon dismissal during or at the termination of a probationary period of a promotional appointment, the employee shall be reinstated in his or her former position from which he or she was promoted, even though this necessitates the layoff of the employee occupying his or her former position.

SECTION 1.13 PROVISIONAL APPOINTMENTS

The Village Manager may provisionally appoint persons to fill any vacancy. No person shall be given a provisional appointment in any one or more positions for more than an aggregate period of three months in any twelve-month period, nor shall more than one provisional appointment be made to any position within any twelve-month period.

SECTION 1.14 TEMPORARY APPOINTMENTS

The Village Manager may fill temporary positions for not longer than 90 days.

SECTION 1.15 EMERGENCY APPOINTMENTS

In order to prevent the stoppage of public service or inconvenience to the public, emergency appointments may be made by the Village Manager without regard to the provisions of this chapter, but no such appointment shall continue for longer than 10 days. The Village Manager shall file a statement with the Village Board as to the nature of the emergency.

SECTION 1.16 CLASSIFICATION OF POSITIONS

- A. The Village Manager shall prepare a classification of positions based on the duties and responsibilities of all positions in the classified service of the Village, such classifications to be submitted to the Village Board for review and approval.
- B. The position classification shall include titles and written specifications for the various classes of positions. Each class shall include all positions in classified service which are sufficiently similar with respect to duties, responsibilities and authority so that the same descriptive title may be used to designate each position allocated to the class and so that the same requirements as to education, experience, intelligence, general and specialized knowledge, skill, physical condition and other qualifications may be demanded of incumbents for the proper performance of their duties. The class titles of the classifications shall be used in all personnel, budget and financial records and communications.

SECTION 1.17 SALARY PLAN

- A. The Village Manager shall prepare an equitable salary plan fixing minimum and

maximum salary or wage rates for each class of position, and the plan shall become effective upon approval of the Village Board. The plan may be revised by the Village Manager whenever changing conditions require and shall be submitted to the Village Board for approval, except as provided in Section 1.20 (B). Wage rate increases shall be submitted to the Village Board for approval at the time the budget comes up for consideration for the next fiscal year.

- B.** The Village Manager can make changes in salary and wage rates within the approved salary plan for individual employees during the fiscal year if the Village Manager determines using his/her professional expertise that it is in the Village's best interest to do so.

SECTION 1.18 PRACTICES FORBIDDEN

No person shall deceive or obstruct any person in respect to his or her rights under the provisions of this manual or shall falsely mark, grade, estimate or report upon any test or standing of any persons tested hereunder, or aid in so doing, or furnish to any person (except in answer to inquiries of the Village Manager) any special information for the purpose of either improving or injuring the rating of any such person for appointment or employment. No person shall use or promise to use his or her influence of official authority to secure any appointment or prospect of appointment to any position classified under this manual as a reward or return for personal or partisan service. No public officer or employee shall by means of threats or coercion induce or attempt to induce any person holding a position in the classified service to resign his or her position or to take a leave of absence from duty or to waive any of his or her rights under this chapter. A resignation executed previous to appointment shall be of no effect. Any employee violating this section shall forfeit any rights of employment under this manual or in the classified service of the Village.

SECTION 1.19 DISCIPLINE

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 the employee's conduct is detrimental to the interests of the Village. Disciplinary action may call for any 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. The Village reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

SECTION 1.20 SUSPENSIONS

The Village Manager may at any time suspend any person in the classified service for disciplinary reasons not to exceed 10 working days without right of appeal. Additional suspensions within a six-month period which would have the effect of making the period of suspension for the employee involved total 20 working days shall constitute a dismissal.

SECTION 1.21 REMOVALS AND LAYOFFS

- A.** The Village Manager may at any time remove or demote any employee of the classified service for reasonable cause. Upon dismissal, demotion or suspension for disciplinary

reasons exceeding 10 working days or layoff exceeding five working days, the Village Manager shall give the employee a written statement of the specific reasons for his or her dismissal, suspension, demotion or layoff.

- B. Nothing in this section shall prevent the Village Manager from laying off any classified employee whenever he deems it necessary because of a material change in duties or organization or because of a shortage of work or funds.

SECTION 1.22 GRIEVANCE PROCEDURE

A grievance shall mean a dispute regarding the application of Village policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. Discipline shall include oral or written discipline submitted to an employee's personnel file, demotion or suspension without pay. Termination means discharge from employment. Layoffs (reduction in force) are not considered terminations and are not subject to this procedure. A workplace safety shall be defined as conditions of employment relating to safety of the physical work environment, tools and equipment, protective equipment, training and warning requirements. A grievant may be any employee of the Village.

- A. Timeline and Procedures: Grievances shall be processed in accordance with the following procedures and timelines established.
 - 1. Step 1: Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the Village Manager.
 - 2. Step 2: If the grievance is not satisfactorily resolved by the immediate supervisor, the grievant may submit it to the Village Manager within five (5) days after having received the answer in Step 1. The Village Manager, or his/her designated representative, shall meet with the grievant in an effort to resolve the issue raised by the grievance. Within ten (10) days after the meeting, the Village Manager shall respond to the grievance in writing.
 - 3. Step 3: If not settled in Step 2 the grievance may be appealed to an Impartial Hearing Officer (IHO) designated by the Village. Written notice of appeal shall be submitted within seven (7) days of the decision of the Village Manager or his/her designee. The hearing before the IHO will be held as soon as practicable. A transcript will be prepared for each hearing before the IHO, and the parties shall share the costs equally. The IHO shall prepare a written decision to both parties within thirty (30) days of the hearing. The IHO's decision will be based on the evidence and whether a rational basis exists to support the Village's decision. The decision of the IHO shall be limited to the denial of the grievance, granting the grievance or remanding the grievance to the Village Manager for additional proceedings. The decision of the IHO shall be limited to the precise issue raised in the grievance at the time of the appeal to the IHO. The IHO shall have no authority to add to, modify or delete from the Village policies.
 - 4. Step 4: If not settled in Step 3, either party may, within seven (7) days appeal the decision of the IHO to the Village Board by filing a written appeal with the Village Clerk. If requested by the appealing party, the Board shall schedule a meeting to review the record and the decision of the IHO within thirty (30) days after the

receipt of the appeal or the transcript, whichever is later. The meeting will be conducted according to procedures established by the Board in advance. This meeting shall afford the grievant and the Village the opportunity to meet with the Board to explain the grievance, review the proceedings before the IHO and to allow the parties to state their respective positions on the grievance. If a meeting is not requested the Board shall review the evidence from the hearing before the IHO and the decision of the IHO. The decision of the Board shall be limited to denial of the grievance, granting the grievance or remanding the grievance to the IHO for additional proceedings. The decision of the Board shall be limited to the precise issue raised in the grievance and shall be final and binding.

- B. **Timeline Requirements:** If the Village fails to give a written answer in Steps 1 or 2 within the timeframe, the grievant may immediately appeal to the next step. Grievances not processed to the next step within the prescribed time limits shall be considered dropped. If it is impossible to comply with the time limits due to illness, work schedules, vacations, etc. these limits may be extended by mutual consent in writing.
- C. **Dispute Statement and Remedy:** The written signed grievance shall give a clear and concise statement of the alleged grievance, including the facts upon which the grievance is based, the issue involved, the specific policies alleged to have been violated if any, and the relief sought. At each stage of the appeal process the appealing party must state the reason(s) why the appealing party disagrees with the action or decision. The written grievance will only be processed if all the required information is provided by the grievant. While the written grievance may not be amended following the decision at Step 2, the remedy requested may be modified at any time without prejudice to the aggrieved party's position in the appeal.
- D. **Representation:** Consistent with the procedures and the terms of this policy either party may utilize a designated representative to assist in processing the grievance at any step.

SECTION 1.23 HARASSMENT AND DISCRIMINATION IN THE WORKPLACE

The Village strictly prohibits harassment and discrimination. Employees are expected to abide by the Village's Harassment and Discrimination in the Workplace Policy attached to this manual.

SECTION 1.24 AMERICANS WITH DISABILITIES ACT (ADA) TITLE I POLICY

See the Village's Americans with Disabilities Act (ADA) Title I Policy attached to this manual.

SECTION 1.25 AMERICANS WITH DISABILITIES ACT (ADA) TITLE II POLICY

See the Village's Americans with Disabilities Act (ADA) Title II Policy attached to this manual.

SECTION 1.26 VIOLENCE IN THE WORKPLACE

The Village is committed to providing a safe and healthy work environment for all Village employees. The Village will not tolerate any threatening or abusive conduct or acts of violence against an employee or third party by an employee or third party on Village property, on a Village-controlled site or in connection with Village employment or while on Village business.

All employees are responsible for reporting to management any threats or violence that they have been subjected to or witnessed in the workplace. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or

violent or that could endanger the health and safety of an employee resulting from their work as a Village employee or while on Village property. To the extent possible, the Village will keep any such report confidential; however, the Village cannot guarantee absolute confidentiality.

Any reported act or threat of violence will be taken seriously and investigated promptly. Any person reported to have made threats, exhibited threatening behavior or engaged in violent behavior will be removed from the premises as quickly as safety permits and shall remain off Village property pending the outcome of an investigation. Any violation of this policy by an employee may result in disciplinary action, up to and including termination. The Village reserves the right to take any legal steps needed to protect its employees or third parties on Village property including the involvement of law enforcement.

SECTION 1.27 ALCOHOL AND OTHER DRUG FREE WORKPLACE

The Village provides an alcohol and other-drug-free workplace. The use, distribution, possession or dispensing of any illegal drugs or controlled substances, except prescribed medication as provided in this policy, by any employee while at work, on Village property, in Village vehicles, or while performing work for the Village while off Village property is strictly prohibited. Employees are prohibited from reporting to work or working while under the influence of alcohol or other drugs, except as provided by this policy.

Medications prescribed by a physician may be possessed and used on premises during working hours by the employee for whom they were prescribed, as long as they have been legally prescribed for the employee, are kept in the original container and are used in strict accordance with the prescription. In the event an employee is prescribed a medication that might adversely impact his or her behavior, attitude or performance, the employee must inform his or her supervisor prior to reporting for work or working with the medication in his or her system.

The Village may require drug and/or alcohol testing under certain circumstances.

CHAPTER 2: CONDITIONS OF EMPLOYMENT

SECTION 2.1 HOURS OF WORK

A. Police Dispatchers. The following items pertain to Police Dispatchers only.

1. Full-time employees shall work on an average of forty (40) hours per week as scheduled by the Police Chief, and the normal workday will be eight (8) consecutive hours and the normal work schedule will be five (5) days of work followed by two (2) days off, followed by four (4) days of work followed by two (2) off days, or vice versa, then repeat the cycle. However, the Police Chief may, at his/her sole discretion, assign one (1) or more employees to work a five (5) day on, two (2) day off schedule, Monday through Friday. Full-time employees will receive a thirty (30) minute paid lunch break, whenever practicable during their tour of duty when no emergency exists, provided that the employee must stay at the Police Station and be subject to call during such lunch break.
2. Employees who voluntarily wish to switch their workdays shall submit a written request to the Chief of Police not less than forty-eight (48) hours prior to the first day involved in the switch. All employees involved in the switch must work in the same job capacity and be qualified to perform the work. Both employees involved in the switch shall sign the written request. The following information must be provided to the Chief of Police in the written request:
 - All the employees involved in the switch;
 - All the specific dates and shifts involved in the switch.

All dates and shifts involved in the switch must occur within a two (2) week pay period. All requests for switches shall be subject to the advance approval of the Chief of Police or the Chief's designee. No overtime shall be incurred as a result of the switch.

A request to switch a shift with another employee will be denied if the shift requested off was previously scheduled as a vacation, holiday or compensatory time off day, which was then subsequently canceled.

3. Vacation selections and shift assignments shall be based on seniority using a procedure developed by the Chief of Police. All vacation selections and shift assignments shall be subject to the approval of the Chief of Police or the Chief's designee.

B. Public Works Staff and Clerical Staff – Public Works, Health Department and Village Hall

1. The normal workday for all employees, excluding Water and Sewer Utility employees and clerical employees at the Village Hall, shall be established by the Village Manager. Public Works and Public Utility employees are allowed a thirty (30) minute unpaid lunch and one (1) fifteen (15) minute break, which includes wash up time, in the morning at times set by the Department head. A ten (10) minute wash-up time will be allowed prior to lunch and a ten (10) minute wash up time will be permitted prior to quitting for the day. All employees who voluntarily work through lunch will only receive the end of the day ten (10) minute wash up period.
2. Clerical employees at the Village Hall and Health Department shall work a work day

set by the Village Manager. The daily work schedule for such employees shall provide a thirty (30) minute unpaid lunch period and one fifteen (15) minute break in the morning, such periods to be staggered at times set by the Village Manager.

- C. Absences – In the event of illness or other absences whether for all or part of the workday, employees should notify their immediate supervisor as soon as possible and preferably at least two (2) hours prior to the employee's scheduled start time each day of absence. If an employee is absent from work due to illness or injury for three (3) consecutive work days, the employee may be required to submit a doctor's excuse or other medical authorization prior to being allowed to return to work. If an employee is asked to submit a medical authorization and fails to do so, the employee may be subject to discipline up to and including termination. Absence from work without permission or proper notification may result in discipline up to and including termination.

SECTION 2.2 OVERTIME

- A. Overtime General Government Employees (Village Hall, Public Works, Health Department, Administrative positions in the Police Department)
 - 1. The period for which time and one half (1.5) of the employee's regular hourly rate shall be paid for hourly non-exempt employees is for all hours above the regular working week or regular eight (8) hour day. All overtime must be approved in advance by an employee's supervisor. In lieu of overtime pay, such employee may, if agreeable to the Village Manager, receive compensatory time off on a time and one half (1.5) basis. All use of compensatory time is subject to advance approval of the Department head Employees shall not be allowed to elect compensatory time off when prohibited by the Fair Labor Standards Act. The maximum compensatory time that may be accumulated at one time is eighty (80) hours. All compensatory time must be taken or scheduled by November 30th of each year, or it shall be paid out at the next weekly pay period. Employee shall be allowed to carry over up to thirty-two (32) hours of compensatory time into the new calendar year.
 - 2. If an employee who has left work or was off of work on a particular day is required to return to work to take minutes at a meeting of the Village Board and/or Committee of the Village Board, such employee will be paid two (2) hours of pay at straight-time rate if the meeting is one and one half (1.5) hours or less in duration. If the length of the meeting exceeds one and one-half (1.5) hours, such employee will receive pay at time and one-half (1.5) for all hours worked. In lieu of pay under this section, such employee may, if agreeable to the Village Manager, receive compensatory time off as provided in this Section. All use of compensatory time is subject to advance approval of the Village Manager. Employees shall not be allowed to elect compensatory time off if prohibited by the Fair Labor Standards Act.
 - 3. Double time shall be paid for all hours worked by non-exempt employees in the Public Works Department on holidays, plus holiday pay.
- B. Overtime Police Dispatcher
 - 1. It is the policy of the Village to avoid the necessity of overtime. No overtime work shall be performed without the approval of the Police Chief or his/her designee and the Village shall not incur any obligation for unauthorized overtime worked. Employees shall be required to work overtime when requested by the Police Chief

- or his/her designee.
2. Full-time and part-time non-exempt employees shall receive time and one half (1.5) their regular hourly rate for all hours they are required to work in excess of eight (8) paid hours per day or forty (40) paid hours per week (thirty-two paid hours per week when the employee is regularly scheduled to work only four days in that week). Part-time employees shall receive time and one-half (1.5) their basic hourly rate for all hours they required to work in excess of forty (40) paid hours per week or eight (8) paid hours per day.
 3. Overtime shall be paid biweekly, provided, however, that in lieu of payment for overtime, an employee may elect to receive compensatory time off. The maximum compensatory time that may be accumulated at one time is eighty (80) hours. In the event an employee requests compensatory time off in lieu of payment for overtime for each period worked, the employee shall so indicate that on the overtime card submitted. For compensatory time, the year shall be December 1st to November 30th. All compensatory time off must be taken or scheduled by November 30th of each year, or it shall be paid for at the next biweekly pay period, provided however, that up to thirty-two (32) hours of compensatory time may be carried over into the next calendar year. All use of compensatory time shall be subject to the advance approval of the Chief of Police or the Chief's designee.

C. Overtime Police Non-Exempt Supervisors (Lieutenants and Sergeants)

1. Employees shall receive time and one-half their regular hourly rate (annual rate divided by 2,044 hours) for all overtime hours they are required to work. Overtime hours shall mean hours worked in excess of the following number of hours during the applicable biweekly pay period.

Number of Normal Workdays in the Biweekly Pay Period	Number of Hours
8	67.2
9	75.6
10	84.0

An employee will also receive time and one-half their regular hourly rate for hours worked in excess of 8.4 consecutive hours on a workday. Employees shall receive a minimum of two (2) hours compensation at time and one-half (1.5) for overtime not consecutive to a workday.

2. Overtime shall be paid biweekly; provided however, that in lieu of payment for overtime, an employee may elect to receive compensatory time off on the basis set. .For compensatory time, the year shall be December 1st to November 30th. All compensatory time off must be taken or scheduled by November 30th of each year, or it shall be paid for at the next biweekly pay period, provided however, that up to 33.6 hours of compensatory time may be carried over into the next calendar year. All use of compensatory time shall be subject to the advance approval of the Chief of Police or the Chief's designee.

D. Overtime Fire Captains

1. In the event an employee is required to work outside of the employee's regular duty hours to maintain whatever minimum standards of manpower are determined by the Fire Chief, the employee shall be paid at one and one-half (1.5) times

his/her basic rate of pay for all such hours worked. The base rate of pay shall be the employee's annual salary divided by 2,912 hours. Whenever applicable, such overtime shall be distributed on a seniority basis in rotation.

2. In the event a Fire Captain is called back to work or is required to work outside of the employee's regular duty hours for any reason other than stated in Section 1 above, the employee shall be paid at one and one-half (1.5) his/her basic rate of pay for all such hours worked with a minimum of two (2) hour's pay at time and one-half (1.5). After the second hour, a Fire Captain will be paid at one and one-half (1.5) times his/her basic rate of pay for such hours worked, divided in increments of ¼ hour at time and one-half (1.5).

When a Fire Captain is required to work prior to or to stay beyond any scheduled duty hours due to an emergency call, the employee shall be paid at one and one-half (1.5) times his/her basic rate of pay for such hours worked, the first one-half (0.5) hour will be divided in increments of ¼ hour at time and one-half (1.5). After the first one-half (0.5) hour, a Fire Captain will be paid a full hour's pay for any period of an hour worked. The definition of scheduled duty hours for Fire Captains to include any work day full or part, long overtime, short overtime, any type of comp time and previously planned special events.

3. Fire Captains attending training sessions outside of their regular duty hours, if such attendance at the school, class or training session has been authorized by the Fire Chief, will be paid at one and one-half (1.5) times their basic rate of pay for all such hours of attendance, with a minimum of one (1) hour's pay at time and one-half (1.5). After the first hour, an employee will be paid for a full hour's pay for any period of an hour worked.
4. Overtime shall be paid bi-weekly; provided however, that in lieu of payment for overtime an employee may elect to receive compensatory time on the basis set out above. All compensatory time must be taken or scheduled by November 30th of each year, or it shall be paid for at the next bi-weekly pay period. Compensatory time shall be taken at a time that does not create overtime and may be taken at one (1) to twenty-four (24) hour increments. The maximum amount of compensatory time that may be banked at any time will be seventy-two (72) hours. The Fire Chief may offer special compensatory time to employees for special assignments on a voluntary basis when an employee is not considered a responding member of the daily shift. Special compensatory time may be used as compensatory time as described above, however there is a ninety-six (96) hour limit on special compensatory time, it does not get paid unless employment ends and special compensatory time may be carried over into the following year/s.

SECTION 2.3 DUTY INCURRED INJURY PAY

In the event an employee, who is not otherwise covered by a union contract, sustains an injury within the scope of his or her employment as provided by Chapter 102 of the Wisconsin State Statutes and is eligible to receive Worker's Compensation payments for temporary-total or temporary-partial disability, he or she shall receive payment not to exceed his or her regular straight time net take home pay, for up to ninety (90) days from the date of the injury with no deduction from his or her sick leave account. Thereafter, the Village Board shall review each case to extend full payment with no deduction from sick leave for periods of time as may be determined. The Village shall be notified of all compensation payments made to the employee by the insurance

carrier under this arrangement. The employee shall turn over to the Village the payments received from the insurance carrier. The Village reserves the right to be subrogated to the employee's recovery rights against any third party to the extent of the payments made by the Village pursuant to this section. The Village also reserves the right to recoup, from the employee, wages or leave paid by the Village for duty incurred injury pay if said injury is denied or deemed non-duty related by the Village's insurance carrier.

Federal FMLA will run concurrent with worker's compensation provided that the injury meets the criteria for a "serious health condition" as defined by law. If an employee accepts a light duty assignment while on worker's compensation, that time will not count against the employee's family or medical leave entitlement. If the light duty position is declined and the employee elects to stay on FMLA leave, the employee may no longer qualify for the worker's compensation benefits.

Reference the Employee Injury and Illness Reporting and Investigation Policy for filing a worker's compensation claim.

SECTION 2.4 PERFORMANCE EVALUATIONS

The Village's employee's pay will be based on their performance. Annually the Village Manager shall coordinate the performance evaluation process. Department heads with the assistance of immediate supervisors shall conduct performance evaluations for each employee to determine the employee's pay for the current year.

SECTION 2.5 LOSS OF COMMERCIAL DRIVERS LICENSE

In the event that an employee who is required by the Village to maintain a CDL has such license suspended or revoked, the employee may be reassigned to available work within his/her classification that does not require a CDL, at the sole discretion of the Village. This reassignment will be for a maximum of twelve (12) months. The availability of work and the assignment of work will vary depending on the time of year, workload and budget constraints and will be determined exclusively by the Village. If no work or insufficient work is available the employee may utilize, in the following order, compensatory time, vacation time or unpaid leave until non-CDL work again becomes available.

This program shall be subject to the following restrictions:

The loss of the CDL must not be the result of employee conduct arising during or in the course or employment for the Village. If the employee loses his/her CDL as the result of conduct while on duty, the employee may be disciplined, up to and including termination.

- An employee who is assigned to non-CDL work will receive his/her current rate of pay while performing the non-CDL duties.
- The assignment to non-CDL work for any one employee shall not exceed twelve (12) months. If the employee is unable to regain his/her CDL or obtain an occupational license by the end of the 12-month period, employment will be terminated.
- A maximum of two employees will be assigned to non-CDL work at any particular time. Should a third employee have his/her CDL suspended or revoked, that employee will be subject to termination of employment.

- Each employee shall be eligible for this accommodation only one time during the course of his/her employment with the Village.

All employees who are required to have a valid CDL have the duty to report any offenses, tickets or violations which they receive to the Village Manager or his/her designee within five (5) working days of the violation. In addition, employees who are required to have a valid CDL are required to report any suspension, revocation or other loss of their regular or commercial driver's license. Failure to report pursuant to the above schedule shall make the employee in question ineligible for the provisions of this exemption, and may result in discipline up to and including termination.

SECTION 2.6 RESIDENCY

Employees shall be required, as a condition of employment, to reside within a fifteen (15) mile radius of the Village limits. New employees shall reside within such limits within one (1) month after completion of their probationary period. This requirement only applies to employees considered emergency personnel.

SECTION 2.7 OUTSIDE EMPLOYMENT

This section shall apply to Police Dispatchers and Police Supervisors. For all other employees, outside employment with other entities must not conflict, whether real or implied, with the duties of the employee, including an employee's ability to work his/her scheduled hours, work overtime, and/or respond to an emergency. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

All Dispatchers employees and Police Supervisors shall be allowed outside employment, provided the following conditions are met:

- A. Submit advance written notification to the Chief of Police of the type of employment and an estimated number of hours and specific times to be worked. The Chief of Police has the sole discretion to grant or deny the request. An employee may not begin working in outside employment until authorized by the Chief of Police.
- B. Such employment will not physically or mentally exhaust the employee to the point that his/her on-duty performance may be affected.
- C. Such employment will not create a conflict of interest or bring disregard to the Department.
- D. Such employment shall not be engaged in by the employee during the four (4) hour period prior to coming on duty without permission from the Chief of Police (this paragraph shall not apply to part-time employees).

SECTION 2.8 POLITICAL ACTIVITY PROHIBITED

No person holding a position under the classified service shall seek or accept election, nomination or appointment as an officer of a political club or organization or take an active part in any political campaign or serve as a member of a committee of such club or organization or seek signatures to any petition provided for by any law or act as a worker at the polls or distribute badges, pamphlets or handbills of any kind favoring or opposing any candidate for public office. However, nothing in this section shall prevent any such employee from freely

discussing his or her views as a citizen or from casting his or her ballot in any election. Any violation hereof shall be sufficient grounds for the discharge of an employee. No person in the classified service or seeking admission thereto shall be employed, promoted, demoted or discharged or in any way favored or discriminated against because of political opinions or affiliations or because of religious beliefs.

SECTION 2.9 ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS POLICY

See the Village's Electronic Communication and Information Systems policy attached to this manual.

SECTION 2.10 CODE OF ETHICS

All employees are obligated to comply with Greendale Municipal Code Section 1.13 Ethical Standards for Public Officials.

SECTION 2.11 TRAVEL POLICY

All employees must follow the procedures as set forth in the Village's Travel Policy for all work related travel, which is attached to this document.

SECTION 2.12 WORK RULES

The Village Manager shall prepare rules covering all phases of the Personnel program of the Village, such rules to be submitted to the Village Board for review and approval, which then shall have the force of law.

The Department of Public Works, Police and Fire Department also have adopted work rules related to positions in their Departments. Those are available for viewing in those Departments and a copy is provided to new employees.

SECTION 2.13 WEAPONS POLICY

The Village intends to promote a safe environment for employees and other individuals who interact with Village employees. A "weapon" is any device designed as a weapon and capable of producing death or harm to another person including, but not limited to, firearms, handguns and explosive devices. The possession or control of any weapon or threatening the use of a weapon in the course of employment by Village employees in any Village facility, during the performance of their job duties whether on or off Village property is strictly prohibited except for the following:

1. Use of a knife, such as a utility knife, with a blade no longer than three (3) inches in length for approved Village work; or
2. Law enforcement officers in the performance of their official duties.
3. This policy does not prohibit Village employees from storing a weapon in their personal vehicle while the vehicle is on Village property or while using their personal vehicle during the course of performance of the job duties for the Village. Weapons stored in an employee's personal vehicle while the vehicle is on Village property or while the vehicle is being used in the course of employment with the Village must be secured in the vehicle.

SECTION 2.14 TOBACCO FREE POLICY

The Village provides a smoking tobacco and smoke-free environment. There is no use of smoking tobacco or smoking including e-cigarettes allowed in buildings or in any Village equipment including Village owned vehicles. A violation of this policy may result in discipline, up to and including discharge.

CHAPTER 3: EMPLOYEE BENEFITS

The following are a listing of the benefits provided by the Village of Greendale to its non-represented employees. Non-representative employees are defined as full-time, eligible Village employees serving in professional, managerial, supervisory or administrative positions not covered by a union contract. Part-time employees are only eligible for benefits if specifically indicated below. The benefits contained herein do not necessarily apply to the Village's other represented employees except as they may have been addressed by the appropriate union contract. This list of benefits for non-represented employees do not supersede, enhance, reduce nor supplant those benefits provided to represented employees. Current Village union contracts include the Greendale Professional Police Officers Association – LAW, Local 505 and Greendale Firefighters Association – IAFF, Local 1777.

The Village has the sole discretion to determine what benefits will be provided and the level of benefits to be offered. The Village has the authority to modify or terminate any benefits described in this Manual, including but not limited to retirement benefits, and any benefit policies at any time.

SECTION 3.1: VACATION

- A. Non-represented employees, except Fire Department Captains, shall be provided vacation on the scheduled noted below. The Village Manager has the authority to negotiate additional vacation for new hires.
- First Year – 1 week
 - Second Year – 2 weeks
 - Eighth Year – 3 weeks
 - Fifteenth Year – 4 weeks
 - Twentieth Year– 4 weeks and 1 day
 - Twenty First Year – 4 weeks and 2 days
 - Twenty Second Year– 4 weeks and 3 days
 - Twenty Third Year– 4 weeks and 4 days
 - Twenty Fourth Year– 5 weeks
- B. Fire Department Captains shall be provided vacation on the schedule noted below:
- Within First Year – 0 workdays
 - After First Year of Continuous Service – 6 workdays
 - After Fifth Year of Continuous Service – 7 workdays
 - After Ninth Year of Continuous Service – 8 workdays
 - After Twelfth Year of Continuous Service – 9 workdays
 - After Fifteenth Year of Continuous Service – 11 workdays
 - After Nineteenth Year of Continuous Service – 12 workdays
 - After Twentieth Year of Continuous Service – 13 workdays
- C. Vacation for new non-represented employees shall be given based on a prorated schedule (i.e. An employee starting July 1st shall be given half of their entitled vacation

allotment). Upon January 1st of the next year they will receive the entire vacation allotment for their second year based on the schedule above.

- D. All non-represented employees will receive their entire annual vacation allotment on January 1st, but have not earned all of their vacation until December 31st. The employee's anniversary year shall be used for the purposes of calculating the number of weeks that are given on January 1st, based on the schedule in the Salary and Benefit Resolution. The month and date of the anniversary will not be used to calculate how much has been earned during the year after the first year of employment (see under Section C. New Employees above). In the year a non-represented employee resigns or retires or is terminated whether any vacation will be paid out to the employee or is owed back to the Village will be calculated based on January 1st through their final day with the exception of employees who received zero vacation hours during their first year of employment. *For example if an employee is given 80 hours of vacation January 1st and resigns on July 1st they have earned 40 hours of vacation. Any vacation balance above 40 hours will be paid out to the employee, any balance below 40 will be owed back to the Village.*

Those employees who received zero vacation hours their first year of employment will be calculated based on anniversary date.

- E. In the event an employee takes vacation time off before the employee is entitled to it under the above eligibility schedule and/or terminates his/her employment prior to being entitled, pay for such time off shall be deducted from the employee's final paycheck.
- F. Years of service shall not accrue during any period of layoff or unpaid leave of absence in excess of thirty (30) continuous calendar days. Employees on layoff or unpaid leave of absence in excess of thirty (30) continuous calendar days in any anniversary year will be entitled to a pro-rata amount of vacation for that anniversary year based on the period they were not on such layoff or unpaid leave of absence.
- G. In general, unused vacation may not be carried over to a subsequent calendar year. The Village Manager, however, has the authority to authorize unused vacation for non-represented employees to be carried over from one year to another. Employees are encouraged to utilize all of their earned vacation in the year entitled to minimize the need for vacation carryover.
- H. For Department of Public Works employees, all vacation schedules, including the number of employees who can be on vacation at the same time, shall be approved by the Director of Public Works. Any conflicts in vacation schedule shall be resolved in a seniority basis for those vacation selections which are made prior to April 1 of any year.

SECTION 3.2 HOLIDAYS

- A. The Village shall observe the following legal holidays except for Police Lieutenants, Police Sergeants, Dispatchers, and Fire Captains:
- New Year's Day
 - Memorial Day
 - Fourth of July
 - Friday before Easter – ½ day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day

- Either one (1) full day before Christmas (Christmas Eve) and a half ($\frac{1}{2}$) day before New Year's Day (New Year's Eve) or half ($\frac{1}{2}$) day before Christmas (Christmas Eve) and one (1) full day before New Year's Day (New Year's Eve)
- Three (3) Floater Holidays to be taken by the employee at the discretion of the Department head, except that all Village Hall employees shall take one (1) of their Floating Holidays on the day after Thanksgiving.
- One (1) additional floating Holiday for the Chief of Police, Police Captain and Fire Chief

If a holiday falls on a Saturday, the proceeding Friday shall be considered as the holiday. If a holiday falls on a Sunday the following Monday shall be considered as the holiday. If that day is also a holiday the next business day shall be considered as the holiday.

- B. The Village shall credit Police Lieutenants, Police Sergeants and Fire Captains with twelve (12) holidays on January 1st of every year, all of which may be taken as time off under the following guidelines:
1. A request for holiday time off cannot displace a previously scheduled compensatory day for another employee unless such holiday request was filed and time-stamped either prior to or at the same time as the compensatory request.
 2. Holiday time off cannot create overtime.
 3. Holiday time off must be taken in a full day or shift increment. Fire Captains may split three (3) of their full day holidays into six (6) one-half (1/2) days.
 4. Holiday time off may be canceled at any time prior to the date in question by the Chief or his/her designee based on unanticipated changes in staffing levels or other needs of the service as determined by the Chief.
- C. For Police Dispatchers in lieu of time off on the holidays listed below, on January 1 of every year employees will be credited on the books with 88.0 hours of holiday time. All holiday time off remaining on the books as of October 15, which has not been taken off nor scheduled and approved to be taken as time off by the end of the year shall be paid out in a separate check on the first payday in November. Provided, however employees who have a day scheduled to be taken off after the first pay period in November, but before the end of the year and the day off gets canceled, the employee shall have the option of rescheduling off with the approval of the Chief of Police or his/her designee, or being paid out on the first payday of January at the previous year's rate. In their initial calendar year of employment, new employees will be credited at the time of hire only with 8.0 hours of holiday time for each holiday which actually falls during the time they will be employed in that first calendar year. Employees who terminate employment during the year will have 8.0 hours of holiday time deducted from the employee's final paycheck for each holiday that occurs in the year after their termination in the event an employee has already taken holiday time associated with such holiday. The following will be used for the above determination for new and terminating employees: New Year's Day, the Friday before Easter Sunday, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and Employee's Birthday. Full-time employees who work a 5-2 work week Monday through Friday, will be granted off with pay on holidays listed in this section.

If a holiday falls on a Saturday, it will be observed on the following Friday; if it falls on a Sunday it will be observed on the following Monday. If Christmas Eve and New Year's Eve fall on a Friday they will be observed on the previous Thursday; if they fall on a Sunday they will be observed on the previous Friday.

Holiday time and compensatory time may be taken off under the following guidelines:

- An employee may, in lieu of holiday pay, request to take holiday time off.
- Requests for holiday or compensatory time off will be selected on a first come, first serve basis.
- Holiday time off or compensatory time off cannot create overtime.
- Holiday time off must be taken in 8.0 hour increments.
- Holiday time off will carry the same weight as a compensatory time off request, however, a vacation request has precedence over either holiday time off or a request for compensatory time off.
- Holiday time off and compensatory time off can be cancelled at any time prior to the date in question by the Chief of Police or his/her designee based on unanticipated changes in staffing levels or other emergency needs of the department as determined by the Chief of Police.

SECTION 3.3: SICK LEAVE

- A. Each regular full-time employee paid on an annual basis shall earn one (1) day per month to be accumulated for a total not to exceed 165 days, except for the following employees:

Fire Department Captains: Employees shall earn 18 hours per month to be accumulated for a total not to exceed 2,160 hours (90 days).

A day of sick leave shall not be earned for any month in which the employee, except Fire Captains, does not receive pay for at least twelve (12) regular work days. Fire Department Captains must receive pay for at least six (6) regular work days.

- B. Sick leave is hereby defined to mean the absence from duty of an employee due to illness, injury, quarantine due to contagious disease, or attendance upon a member of his or her immediate family if seriously ill or injured and requiring the care of such employee. Sick leave may also be used for medical and dental appointments, provided, however, that the employee shall attempt to schedule such appointments outside of work hours or near the start or end of their shift.
- C. A certificate from a physician shall be required as evidence for sick leave that exceeds three (3) consecutive work days. The Village may require certification from a physician at any time sick leave abuse is suspected and following prior notification to the employee.
- D. Catastrophic Sick Leave
1. Fire Department Captains. Effective January 1, 2006 Fire Captains shall be eligible to accumulate an additional catastrophic sick leave after accumulating the maximum amount of regular sick leave. Once a Captain has accumulated the maximum of 2,160 hours into their regular sick leave account, they may accumulate up to 340 additional hours of earned sick leave in their catastrophic sick leave account. The additional hours in the catastrophic sick leave account can only be used by the

- employee to treat a “serious health condition” as defined by the federal and state Family Medical Leave Act (FMLA) and only following the exhaustion of all accumulated sick leave in their regular sick leave account, except to the extent permitted by the Wisconsin FMLA. Catastrophic sick leave may never be rolled into an employee’s regular sick leave balance and may not be used towards sick leave payout calculation at retirement.
2. All other non-represented staff In addition to the maximum amount of sick leave which may be accumulated per this Section, an employee shall be allowed to earn and accumulate up to an additional thirty-five (35) days on account for catastrophic sick leave. The additional days accumulated in the Catastrophic Sick Leave Account can only be used by the employee for sick leave to treat a “serious health condition” as defined by the federal and state Family Medical Leave Act and only following the exhaustion of all accumulated sick leave in their regular sick leave account, except to the extent permitted by the Wisconsin FMLA. Catastrophic sick leave may never be rolled into an employee’s regular sick leave balance and may not be used towards sick leave payout calculation at retirement.
- E. The leave provided for in this Section will run concurrent with, and not in addition to, the FMLA leave provided for under Wisconsin and federal law.
- F. Sick Leave Accumulation – Retirement
1. Employees, except Fire Department Captains, who retire from the Village under the Wisconsin Retirement System and who have accumulated sixty (60) or more days of unused sick leave at the date of retirement shall be entitled to have 50% of their accumulated unused sick leave paid at their base rate of pay at the date of retirement up to a maximum of seventy-seven (77) days.
 2. Fire Department Captains who retire from the Village under the Wisconsin Retirement System and who have acquired thirty (30) or more days of unused sick leave shall be paid one-half of their accumulated unused sick leave not to exceed four hundred twenty (420) hours. If an employee has accumulated ninety (90) days of unused sick leave by the year he/she will retire, then they will be paid for twenty-six (26) days or 624 hours of pay even though they may have to use sick time for emergency purposes during the last year of service before they retire. Pay for accumulated sick leave will be paid at the employee’s annual base pay rate divided by 2,912 annual hours.
 3. The Village will provide eligible employees with the opportunity to participate in a post-employment health account at no cost to the Village. Any employee who retires and receives a severance benefit pursuant to this section shall have his/her severance payment made into the post-employment health insurance account. The post-employment health account shall be used to pay premiums as well as deductibles, co-pays, claims and other eligible medical expenses as permitted by the plan documents. The Village reserves the right to select the plan and the plan administrator. The governing documents will specify benefit levels, eligibility requirements and enrollment procedures. Employees are not eligible to receive cash instead of a payment into the post-employment health account.

SECTION 3.4 TERMINAL SEVERANCE LEAVE PAY

This section applies to Department of Public Works employees. Employees hired prior to

January 1, 2013 who retire from the Village under the Wisconsin Retirement System shall receive severance pay as follows:

- A. Employees who have accumulated at least sixty (60) or more unused days, but less than one hundred fifty (150) unused days, of sick leave shall receive severance pay of fifty percent (50%) of the total amount of unused sick leave accumulated, not to exceed fifty (50) days, such rate to be based on the base salary at the time of retirement. The Village will make this severance payment into the post-employment health plan described below. Employees are not eligible to receive cash instead of a payment into the post-employment health account.
Employees who have accumulated the maximum number of sick days as defined in Article XXIII shall at the date of retirement have his/her accumulated sick leave payout be increased from the current maximum of fifty (50) days to that of seventy-seven (77) days. This payment is based only on the employee having within their sick leave bank the maximum number of accumulated sick days. Those employees, who have less than the maximum number of accumulated sick leave as stated in Article XXIII, will be paid pursuant to the sick leave payout formula as defined in section A above. The Village will make this severance payment into the post-employment health plan described in section c of this Article. Employees are not eligible to receive cash instead of payment into the post-employment health account.
- B. The Village will provide eligible employees with the opportunity to participate in a post-employment health insurance account at no cost to the Village. Any employee who retires and receives a severance benefit pursuant to this Article shall have his/her severance payment made into the post-employment health insurance account. The post-employment health insurance account shall be used to pay premiums as well as deductibles, co-pays, claims and other eligible medical expenses as permitted by the plan documents. The Village reserves the right to select the plan and the plan administrator. The governing documents will specify benefit levels, eligibility requirements and enrollment procedures.

SECTION 3.5 BEREAVEMENT LEAVE

In the event a death occurs in the immediate family of an employee or their spouse or child, the employee shall be allowed funeral leave of up to ten (10) scheduled days with pay without a reduction in the employee's sick leave or vacation leave account. Due to their varying work schedules Dispatchers, Police Lieutenants, and the Police Sergeants, the ten (10) days for those employees shall not be in addition to regular off days. For Fire Captains, bereavement leave shall be limited to three (3) scheduled duty days.

In the event a death occurs of an employee's mother, father, brother, sister, mother-in-law, father-in-law or grandchild the employee shall be allowed funeral leave of up to three (3) scheduled work days with pay without a reduction in the employee's sick leave or vacation time account. Due to their varying work schedules Dispatchers, Police Lieutenants, and the Police Sergeants, the three (3) days for those employees shall not be in addition to regular off days. For Fire Captains, bereavement leave shall be limited to one (1) scheduled duty day.

In the event of a grandparent of an employee or an employee's spouse, the employee shall be entitled to funeral leave of one (1) day with pay on the date of the funeral.

SECTION 3.6 FAMILY AND MEDICAL LEAVE ACT

The federal Family and Medical Leave Act and the Wisconsin Family and Medical Leave Act provide employees with the right to take unpaid leave when employees need time off from work to care for themselves or a family member with a serious health condition or to care for a newborn or newly adopted child. The federal FMLA also provides employees with the right to take unpaid leave when employees need time off from work due to a qualifying exigency arising as a result of a family member being on covered active duty (or notified of an impending call or order to covered active duty) in the Armed Forces or to care for a family member who is a covered service member with a serious injury or illness.

Questions regarding these laws and the Village's Family and Medical Leave policy should be directed to the Village Manager's Office.

A. Eligibility

Employees are eligible for FMLA if they:

1. **Federal** – Have been employed by the Village for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.
 - a. Any absence from work due to military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) must be counted toward the employee's 12 month employment period when determining FMLA eligibility.
 - b. Time spent on paid or unpaid leave does not count in determining the 1,250 hour eligibility.
2. **State** – Have been employed by the Village for at least 52 consecutive weeks and have worked for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave.

B. Qualifying Event and Amount of Leave

1. Federal FMLA allows eligible employees to a total of 12 work weeks of unpaid FMLA leave in a rolling 12 month period for the following qualifying events:
 - a. The birth, placement of a child for adoption, or placement of a child for foster care:
 - i. Federal law requires that leave be taken within 12 months after the birth.
 - b. To care for the employee's spouse, child, or parent with a serious health condition;
 - i. Care for a child does not include the children of the employee's domestic partner.
 - c. Qualifying Exigency - Family leave due to an employee's spouse, child or parent being deployed or called to covered active duty in a foreign country as a member of any branch of the military, including the National Guard or Reserves.
 - i. Eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
 - ii. The amount of time an eligible employee may take for rest and recuperation qualifying exigency leave is a maximum of 15 calendar days.

- d. For the employee's own serious health condition that renders the employee unable to perform his/her job.
2. Military Caregiver - Eligible employees may take up to a total of 26 work weeks of unpaid federal FMLA leave during a single 12 month period to care for a spouse, child, parent, or next of kin who is a member or veteran of the Armed Forces who suffered an injury or illness incurred/aggravated in the line of duty on active duty for which the servicemen or veteran is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list
 - a. A covered veteran is defined as an individual who was discharged or released at any time during the five (5) year period prior to the first date the eligible employee takes FMLA to care for the covered veteran. A dishonorable discharge disqualifies the veteran from coverage.
3. Eligible employees are entitled to a combined total of 26 workweeks of leave for any federal FMLA-qualifying reason during the single 12-month period when an employee takes leave to care for a covered service member, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the other federal FMLA-qualifying reasons listed above.
4. State FMLA allows employees to take up to 10 weeks of unpaid leave in a calendar year as follows:
 - a. Up to 6 weeks of unpaid leave for the birth or adoption of a child.
 - b. Up to 2 weeks of unpaid leave for the care of a child, spouse, domestic partner, parent, parent-in-law, or parent of a domestic partner with a serious health condition.
 - c. Up to 2 weeks of unpaid leave for the employee's own serious health condition that makes the employee unable to perform his or her duties
5. Leave qualifying for both Wisconsin and federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently. When the reason(s) for qualified leave differ, the leave may not run concurrently under federal and state law, and an employee may be entitled to more than 12 weeks of leave in certain circumstances. This type of leave occurrence will be evaluated and reviewed with the employee at the time of the leave. Qualified leave taken under Worker's Compensation also will run concurrently with federal and state FMLA leave.

Under the federal FMLA, spouses employed by the Village are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition.

C. Non Continuous or Intermittent Leave

Employees are permitted to take leave on an intermittent (blocks of time) or reduced work schedule:

1. When it is medically necessary to care for a family member with a serious health condition or because of the employee's serious health condition.
2. When it is necessary to care for a family member or next of kin who suffered an injury or illness while on active duty.

3. To care for a newborn, adopted or foster child. Federal FMLA leave for the birth or placement of a child for adoption or foster care may not be taken in non-continuous increments unless approved by the Village. Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement.

Medical or family leave should be planned so as not to unduly disrupt the Village's operations. Employees requesting non-continuous federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

The Village allows for intermittent leave to be taken in no less than one hour increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

D. Payments on FMLA Leave

In general, both Wisconsin and federal FMLA leaves are unpaid. The Village will require employees to substitute paid leave for which they are eligible (such as vacation days, compensatory time, earned floating holidays, or sick leave) for unpaid leave under the federal FMLA. Employees may choose to substitute available accrued leave for unpaid Wisconsin FMLA.

The Village will require that any leave provided by a Village collective bargaining agreement be substituted for federal FMLA leave.

E. How to apply for FMLA Leave

1. Employees must submit a request form to the Department head and Village Manager's office at least 30 days, or as soon as practical, in advance of taking leave. If circumstances do not permit an employee to give notice in advance of taking leave, the employee must submit a request for leave form as soon as possible. Failure to give timely notice may result in the delay or denial of FMLA leave and may subject you to discipline under the Village policies.
2. If the leave is for a family member's or the employee's serious health condition, the employee must submit a medical certification from the employee's or the family member's health care provider within **15** days. Documents containing family information must be kept confidential pursuant to the Genetic Information Nondisclosure Act (GINA).

If an employee does not provide the required certification by the designated deadline, or if the Village determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or federal FMLA leave, and the employee may be subject to discipline under Village attendance policies unless he or she uses accrued paid leave (like vacation) and/or is granted a non-FMLA leave of absence.

3. Second or third certifications at the Village's expense and periodic re-certifications at the employee's expense may be required under certain circumstances. The Village requires periodic reports during federal FMLA leave regarding the employee's status and intent to return to work.
4. Forms are available through the Village Manager's office.

F. Health Insurance Benefits

Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. The employee will be required to pay his/her regular portion of health insurance premium payments. Other benefits, including cash payments chosen by the employee rather than group health insurance coverage, will not be earned during periods of unpaid FMLA leave.

The Village may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The Village may not collect the premiums if the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition that would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.

The Village may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

G. Worker's Compensation and Light Duty

Federal FMLA will run concurrent with worker's compensation provided that the injury meets the criteria for a "serious health condition", as defined by law. Substitution of accrued paid leave is not allowed for Worker's Compensation absences unless an applicable labor agreement provides otherwise.

If an employee accepts a light duty assignment while on worker's compensation, that time may not count against the employee's family or medical leave entitlement and the employee must use sick time. If the light duty position is declined and the employee elects to stay on FMLA leave, the employee may give up their worker's compensation benefits.

H. Return to Work

Employees returning to work after the completion of FMLA leave for their own serious health condition will be required to submit a fitness-for-duty certification verifying their ability to perform the essential functions of their position. If this form is not received, the employee's return to work will be delayed until it is received. Generally, an employee taking leave FMLA leave will be restored to the job position the employee held prior to taking leave or, if the position is no longer vacant, to an equivalent position with equivalent pay, benefits and other terms of employment .

An employee who desires to return to work before the scheduled expiration of the employee's FMLA leave must notify the Village of such desire as soon as possible, but no later than two working days prior to the employee's requested return date.

Generally, an employee who fails to return to work after the expiration of the employee's

FMLA leave will be subject to the Village's regular attendance policy, which may lead to discipline, up to and including termination.

SECTION 3.7 JURY DUTY PAY

An employee with one or more years of service who is summoned and reports for jury duty, as prescribed, by applicable law, shall be paid his or her normal pay that the employee would have otherwise earned by working during straight-time hours for the Village on that day, and shall turn over his or her pay for jury duty (exclusive of travel pay, expenses or pay for jury duty on off days) for each day on which the employee reports for or performs jury duty and on which the employee would have otherwise have been scheduled for work by the Village. Employees who volunteer for jury duty are not eligible for payment by the Village.

In order to receive jury duty pay the employee must provide the department head prior notice that the employee has been summoned for jury duty and must furnish satisfactory evidence that the employee reported or performed jury duty on the dates for which the employee seeks payment. The employee must report back to work as soon as possible following being released if released prior to the end of the employee's regular working hours.

The Village shall pay an employee up to eighty (80) hours, and up to one hundred and four (104) hours for Fire Department Captains, of jury duty pay in any calendar year, unless otherwise approved by the Village Manager.

SECTION 3.8 LEAVES OF ABSENCE

- A. *Military Leave* – Employees who are in active military reserve units and who are required to attend yearly training sessions shall be paid for the period of such training, but not to exceed fourteen (14) calendar days, in an amount equal to the amount of difference between their military pay for such fourteen (14) calendar day period and their Village pay for such fourteen (14) calendar day period, unless their military pay equals their Village pay for the same period. Military re-employment rights shall be provided in accordance with state and federal laws.
- B. *Unpaid Leave of Absence For Non-Medical Related Reasons* – The Department head may, in appropriate circumstances, grant an unpaid leave of absence without pay. If such leave is to extend more than one (1) calendar week, the approval of the Village Manager must be obtained. Employees must make prior written application for such leaves. A leave of absence shall not be granted for the purpose of seeking other employment. No employee is guaranteed a leave of absence. Unpaid leaves of absence are subject to approval on a case-by-case basis at the discretion of the Department head or, when applicable, the Village Manager.
- C. *Unpaid Leave of Absence Non-job Related Illness or Injury* – Employees who are unable to work because of non-job-related illness or injury and who have exhausted all available FMLA leave, or who are not eligible for FMLA leave, may apply for an unpaid leave of absence. All paid leave must be exhausted before an unpaid leave of absence will be approved. Such leave may be extended at the discretion of the Board, if the employee applies for such extension. No employee is guaranteed a leave of absence. Unpaid leaves of absence are subject to approval on a case-by-case basis at the discretion of the Village.

While on an approved unpaid leave of absence from non-job-related illness or injury, an employee shall be permitted to remain in the Village's insurance programs, but the employee shall pay the full premiums therefor. Other benefits, including cash payments chosen by the employee rather than group health insurance coverage, will not be earned during periods of unpaid leave.

In the event an employee fails to apply for an unpaid leave of absence for non-job-related illness or injury as provided above, the employment relationship may be terminated.

SECTION 3.9 HEALTH INSURANCE

- A. Eligibility – Full-time employees shall become eligible for the Village's Health Insurance upon the first day of the month following their date of employment with the Village. Otherwise eligible full-time employees may enroll in the Village's health insurance prior to their eligibility at their sole cost for the associated premium. Part-time employees working a minimum of 30 hours a week and/or 1,560 hours a year are generally eligible to enroll in the Village's health upon the first day of the month following their date of employment with the Village.
- B. Coverage – The Village shall provide eligible employees with health insurance. Effective January 1, 2012, the Village shall pay eighty-eight percent (88%) of the Village's lowest cost plan for full-time employees, and the employee shall pay the difference, if any, between the Village's contribution and the plan selected by the employee. For eligible part-time employees (See Section A) the Village shall pay 65% of the Village's single plan and the employee shall pay the remaining 35%. If a part-time employee wants to enroll in a family plan the employer and employee shall both pay 50%.

Health insurance coverage, eligibility requirements, benefit levels, doctor providers, participating hospitals, service co-pays, premiums, deductibles, prescription co-pays, and all other aspects of the Village's health insurance coverage shall be established annually and are subject to change.

- C. Opt-Out – Full-time eligible employees electing not to enroll in the Village's health insurance may "Opt-Out" for an entire calendar year and be paid a lump sum payment of \$3,000. This amount will be prorated monthly for eligible time not enrolled in the Village's Health Insurance. To receive the cash payment described above, the eligible employee must fill out an opt out authorization form annually verifying they are enrolled in another group health plan and are waiving the Village's health insurance coverage. Payment shall be made to the specific employee at the first pay period of December. The employee may direct that this payment be made in a lump sum payment or be transferred to his/her deferred compensation program.
- D. Retiree Health Insurance – This section does not apply to any new hires starting on or after March 1, 2020 (new hires is defined as any employee starting a full-time benefit eligible position). The Village offers retiree health insurance benefits to certain categories of employees who meet the specified eligibility criteria. Except as otherwise noted in the table below, employees retiring with ten (10) or more years of service to the Village and who retire under the State of Wisconsin Retirement System (WRS) at the applicable minimum retirement age identified below, or who retire under a disability under Section 40.65 or Chapter 41 of the Wisconsin State Statutes, shall be allowed to

continue under the Village's Health Insurance for the number of years set out below and under the conditions listed below.

Department	Minimum Retirement Age	Years of Health Insurance
Police (Protective Occupation Employees Only)	50	12
Police – Dispatchers and Public Works Non-Management Employees (Employees with ten or more years of service as of January 1, 2013)	58	7, or until retiree qualifies for Medicare, whichever occurs first
Fire (Protective Occupation Employees Only) – Employees with 10 or more years of service and 25 years of WRS creditable service.	53	12, or until retiree qualifies for Medicare, whichever occurs first
General Government Employees (including Administration, Public Works (that do not meet the requirements listed above), Utility, Health, Library, Police Non-protective service and Municipal Court)	62	3, or until retiree qualifies for Medicare, whichever occurs first
Public Works Management Employees, hired prior to adoption of this Personnel Manual	58	5

Employer premium contributions for employees that meet the qualifications for retiree health insurance above shall be as follows:

Department	Employer Premium Contribution
Police (Protective Occupation Employees Only), Public Works (Management), Water/Sewer Utility (Management), Municipal Court, Health (Management), Administration Management	The Village shall pay annually 75% of 88% of single or family premium cost of the Village's plan.
Fire (Protective Occupation Employees Only)	The Village shall pay annually 75% of a single or family premium cost of the Village's plan.
Police Dispatchers, Public Works, Water/Sewer Utility, Health Department and Administration – Non Management	<ul style="list-style-type: none"> • 10 years of service – fifty percent (50%) of 88% of the monthly health insurance premium • 15 years of service – sixty percent (60%) of 88% of the monthly health insurance premium • 20 years of service – seventy percent (70%) of 88% of the monthly health insurance premium • Over 20 years of service – seventy five percent (75%) of 88% of the monthly health insurance premium for employees hired prior to January 1, 2002 • Over 25 years of service – seventy five percent (75%) of 88% of the monthly health insurance premium for employees hired after January 1, 2002.

E. Conditions for Retiree Continuation in Health Insurance

1. Coverage will be for the retiree and his/her family. Family shall include only the retiree's family members at the time of retirement.
2. Coverage will remain in effect for the applicable number of years of health insurance coverage listed in the table above. Coverage may end prior to, or extend beyond, the time a retired employee qualifies for Medicare depending on the age of the employee at retirement and number of applicable years of health insurance coverage.
3. Coverage remains available to the surviving family of a retiree upon his or her death. Upon the death of the retired employee, the Village will continue to pay the appropriate portion of the surviving member's health insurance premium based on the balance of the number of years the retired employee was eligible to receive. As an example, if a married employee died prior to using all of their years of eligible health insurance benefits – having two (2) years remaining, the Village would continue to provide the same percentage contribution to the retiree spouse's applicable health insurance premiums (single or single-Medicare) for the remaining two (2) years.
4. Coverage for those retiring on a duty-incurred disability shall receive health

- insurance coverage up until they come eligible for Medicare or for the maximum number of years eligible as listed in the table above, whichever is longer.
5. Coverage would not include a retiree who is covered by another health insurance plan.
 6. Coverage would not include a retiree who is eligible for health insurance coverage from previous employment.
 7. If a retiree drops the Village's health plan prior to the full years of eligible coverage being used, the retiree may not return onto the plan in the future. i.e. if an employee is eligible for 12 years of retiree health insurance and opts out of the coverage in year 10, they would not be eligible to enroll back on the health insurance plan in the future, they would forfeit the 2 years of coverage.
 8. The retiree/surviving family must pay the balance of the full monthly premium to the Village Treasurer by the 15th of the month prior to the month the premium is due or the retiree may be dropped from the Village's insurance program.
- F. Retiree Health Insurance for Fire Protection Employees – Fire protective occupation employees with ten (10) or more years of service with the Village who retire under the Wisconsin Retirement System at age fifty-three (53) with twenty-five (25) years of creditable service (as provided by Chapter 40, Wisconsin Statutes), shall be continued until the retiree is Medicare eligible as members of the group health insurance plan under the following conditions:
1. The Village will pay seventy-five percent (75%) toward the cost of the premium.
 2. The coverage will be for retired employees and "family". Family is defined as the retiree's family at the time of retirement.
 3. Coverage would be in effect until retired employee and/or spouse qualify for Medicare.
 4. Coverage would not include a retiree's spouse or family after the retiree's death.
 5. Coverage would not include a retiree while the retiree is covered by another health plan.
 6. If a retiree drops the Village's health plan prior to the full years of eligible coverage being used, the retiree may not return onto the plan in the future. i.e. if an employee is eligible for 12 years of retiree health insurance and opts out of the coverage in year 10, they would not be eligible to enroll back on the health insurance plan in the future, they would forfeit the 2 years of coverage.
 7. The Village will issue a check to an insurance company of the retiree's choice if the Village has no policy or plan for which the retiree is eligible. The amount of the retiree's premium must be substantiated before any payment will be made. The Village's payment is not to exceed the cost that the Village would incur for a retiree covered by a Village plan. The retiree shall pay the Village a \$3.00 per month administration fee for this service.
- G. The Village reserves the right to modify or eliminate the retiree benefits described in this section at any time.

SECTION 3.10 DENTAL INSURANCE

The Village may offer a dental insurance plan for eligible full-time employees, but shall not pay anything towards the premium.

SECTION 3.11 VISION INSURANCE

The Village shall provide, eligible full-time employees, the employee and his or her family an Eye Glass Insurance Program. Part-time employees that are eligible for and elect to participate in the health insurance plan are not eligible to enroll in the Village's vision plan.

SECTION 3.12 FLEXIBLE BENEFITS PLAN

The Village has a flexible benefits plan available that may be used to pay for eligible health and dental expenses and dependent care expenses with pre-tax dollars per IRS regulations. The flexible benefit plan is available for all employees eligible for the health insurance.

SECTION 3.13 HEALTH REIMBURSEMENT ARRANGEMENT

The Village provides a health reimbursement arrangement for non-protective service employees to reimburse a portion of your health insurance deductible. The contribution amount shall be determined during the annual open enrollment process.

SECTION 3.14 LIFE INSURANCE

Employees shall be covered under the State of Wisconsin Insurance Program, in accordance with Subchapter VI of Chapter 40 of the Wisconsin Statutes. The Village shall pay the full premium for the basic coverage.

SECTION 3.15 PENSION

The Village participates in the State of Wisconsin Retirement System. Eligibility for employee participation in the WRS is established by the Department of Employee Trust Funds ("ETF"). Employee and employer contributions are established in accordance with state law. The rate for the employer and employee contribution to the WRS is determined by the ETF at least annually.

SECTION 3.16 TASK RATE

This section applies to Public Works employees only.

- A. Utility work only: During a utility work assignment any employee that operates a backhoe or works underground to do any utility repairs will be paid an additional \$50.00 on top of their hours worked for that excavation.
- B. Non-utility work: A task rate of forty cents (\$0.40) per hour above the regular rate shall be paid to employees, other than mechanics, operating road graders and backhoes during a non-utility related work assignment. Any operation of backhoes during utility assignments shall be paid according to Section 3.16(A).
- C. Employees who are assigned to perform work typically done by the Mechanic or Assistant Mechanic shall be paid a task rate of forty cents (\$0.40) per hour.

SECTION 3.17 LONGEVITY PAY

Longevity pay shall only apply to the Department of Public Works and Fire Department staff.

Employees shall be paid a monthly longevity allowance in addition to their basic salary based on service in a position according to the following schedule:

- After 5 years of continuous service: \$5.00 per month
- After 10 years of continuous service: \$10.00 per month

- After 15 years of continuous service: \$15.00 per month
- After 20 years of continuous service: \$20.00 per month
- After 25 years of continuous service: \$25.00 per month

Continuous service shall not accrue during any period of layoff or unpaid leave of absence in excess of thirty (30) continuous calendar days.

SECTION 3.18 CLOTHING ALLOWANCE

The following employees shall be eligible for a clothing allowance:

- A. **Dispatchers:** Employees shall be allowed an annual clothing allowance of two hundred twenty-five dollars (\$225.00) per year, such allowance to be handled on the voucher system. New employees shall be provided with a two hundred dollar (\$200.00) clothing allowance.
- B. **Police Supervisors:** Police Supervisors, with the exception of the Police Chief shall have an annual clothing allowance of five hundred seventy-five dollars (\$575.00); such allowance to be handled on the voucher system. The Police Chief shall have an annual clothing allowance of six hundred dollars (\$600.00).
- C. **Fire Captain and Chief:** Fire Captains are entitled to an annual uniform allowance of four hundred seventy-five dollars (\$475.00) to purchase uniforms that conform to the Greendale Fire Department requirements. The Fire Chief shall have an annual clothing allowance of five hundred dollars (\$500.00). All “specialized equipment/uniforms” must be pre-approved by the Fire Chief prior to placing an order with the Quartermaster. All clothing allowance purchases are subject to approval by the Fire Chief and must be purchased and distributed by the Quartermaster using a voucher system.
- D. **Public Works:** All full-time employees, except mechanics, shall wear a uniform determined by the Village, and wear safety shoes or boots. The uniform shall consist of a shirt and/or coveralls in a color and quality to be approved by the Village. Each employee shall be entitled to a reimbursement of up to two hundred and seventy-five dollars (\$275.00) for uniforms and/or safety shoes or boots each year through a voucher system after approval by the supervisor.

The Village provides the following items or protective clothing to the Department of Public Works and Utilities employees:

- Rubber gloves (pickers and utilities)
- Chopper mitts with liners (pickers and utilities)
- Rubber boots (5 buckle and/or buckle)
- Cold weather suits (pickers, drivers and utilities)
- Rain suits
- Sorrels (utilities)
- Coveralls (garage employees)

The Village reserves the right to determine the style and type of protective gear to be used. Any employee who receives protective gear shall be responsible for such items. All items of protective clothing shall remain the property of the Village and shall be worn while working on an assigned Village job.

SECTION 3.19 SOCIAL SECURITY ALTERNATIVE PLAN

In 2002 the Village adopted a social security alternative retirement plan for some employees. The 1990 Omnibus Budget Reconciliation Act (OBRA) allows government entities to create defined contribution retirement plans as an alternative to Social Security for some employees. Part-time, seasonal, and temporary employees that are not covered by the State retirement plan are eligible for the creation of defined contribution benefit plans. By opting out of Social Security for these employees, the Village is relieved from the burden of paying the 6.2% FICA employer matching contribution. The employee is required to pay 7.5% of gross wages, tax deferred. The 7.5% pre-tax is roughly equivalent to the 6.2% you would pay for FICA on a taxable basis. Employee contributions must be invested in stable investment vehicle, earning a market rate of return. Employee contributions cannot be invested in equities (Openly traded stocks). Plans are restricted to investments in annuity contracts. The Village will cover the administrative charge for active employees. If you retire or otherwise terminate your employment the funds in your account will be available to you. In the event of your death, your account will be distributed to your designated beneficiary, or, if a beneficiary has not been designated, to your estate.

CHAPTER 4: SAFETY POLICIES

SECTION 4.1 BLOODBORNE PATHOGENS

See Bloodborne Pathogens Policy attached to this Manual.

SECTION 4.2 ASBESTOS SAFETY POLICY

See Asbestos Safety Policy attached to this Manual.

SECTION 4.3 CONFINED SPACE ENTRY

See Confined Space Policy attached to this Manual.

SECTION 4.4 ERGONOMICS POLICY

See Ergonomics Policy attached to this Manual.

SECTION 4.5 FALL PROTECTION POLICY

See Fall Protection Policy attached to this Manual.

SECTION 4.6 FLAMMABLE AND COMBUSTIBLE LIQUIDS POLICY

See Flammable and Combustible Liquids Policy attached to this Manual.

SECTION 4.7 FLEET SAFETY POLICY

See Fleet Safety Policy attached to this Manual.

SECTION 4.8 HAZARD COMMUNICATION CHECKLIST

See Hazard Communication Checklist Policy attached to this Manual.

SECTION 4.9 HEARING CONSERVATION PROGRAM

See Hearing Conservation Policy attached to this Manual.

SECTION 4.10 LOCKOUT TAGOUT PROGRAM

See Lockout Tagout Policy attached to this Manual.

SECTION 4.11 PERSONAL PROTECTIVE EQUIPMENT

See Personal Protective Equipment Policy attached to this Manual.

SECTION 4.12 SAFETY RULES

See Safety Rules Policy attached to this Manual.

SECTION 4.13 TRENCHING & EXCAVATION POLICY

See Trenching & Excavation Policy attached to this Manual.

SECTION 4.14 WORK ZONE TRAFFIC SAFETY POLICY

See Work Zone Traffic Safety Policy attached to this Manual.

SECTION 4.15 ACCIDENT INVESTIGATION POLICY

See Accident Investigation Policy attached to this Manual

SECTION 4.16 EMPLOYEE INJURY/ILLNESS REPORTING AND INVESTIGATION POLICY

See Employee Injury/Illness Reporting and Investigation Policy attached to this Manual.

GREENDALE PUBLIC LIBRARY – VILLAGE PERSONNEL MANUAL AMENDMENTS AND LIBRARY WORK RULES

The Greendale Public Library Board of Directors (“Library Board”) hereby adopts the Village of Greendale Personnel Manual (adopted February 11, 2020), on DATE.

The Library Board exercises the following amendments, clarifications, additions and/or exceptions to the adopted Village Personnel Manual, and approves supplements to the Manual in the form of Work Rules. Until a new version of the Library Work Rules are adopted by the Library Board all contents remain applicable regardless of the Village Personnel Manual version.

ADDITIONS, CLARIFICATIONS AND/OR EXCEPTIONS

(SECTION 1.12) Probationary Appointment

Probationary appointment shall be 6 months with the exception of the Library Director, who remains at 1 year.

(SECTION 1.17) Salary Plan

After the Village Trustees approve the Village Salary Resolution, the Library Board reviews the Library Salary Plan. The Library Salary Plan may adopt the Village Salary Resolution in whole or in part, with clarifications, additions and/or exceptions. A typical Library Salary Plan includes wage minimum/midpoint/maximum ranges, a cost of living adjustment (COLA) when offered to other Village employees, and the Merit Pay Program.

(SECTION 2.1) Hours of work

Library employees shall work a work day set by the Library Director, as outlined in the Work Rules.

(SECTION 2.2) Overtime

For the purposes of the Fair Labor Standards Act, the Library Director is defined as Exempt. Effective 2017, all other Library employees are defined as Non-Exempt and therefore unable to request compensatory time off in lieu of overtime pay.

(SECTION 2.12) Work Rules

The Library Board has also adopted Work Rules (sometimes called “Policies”), in print and electronic formats at the Library as part of this document.

(SECTION 3.1) Vacation [including unpaid time off requests]

The Friday before Easter is not observed as a legal holiday for Library employees. This allows two full holiday days off for the day before Christmas and the day before New Year’s Day.

(SECTION 4) Safety Policies

All Village Safety Policies must be read, acknowledged and followed except for the following, which do not apply to library employees: Lockout Tagout, Confined Space Entry, Trenching and Excavation, Hearing Conservation Program, Work Zone Traffic Safety.

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

CONTINUING EDUCATION

The Greendale Public Library Board of Trustees encourages all library staff to continually educate themselves in their job duties as a regular part of their job description.

The Board requires its staff to attend relevant committee meetings and continuing education functions conducted by the Milwaukee County Federated Library System.

The Board encourages staff to attend workshops and conferences conducted by presenters of interest and relevance to their job descriptions.

Staff members shall be reimbursed for costs, including hours worked, in accordance with the Village's Travel Policy and Fleet Safety Policy. All such reimbursements shall be made only with the prior approval of the Library Director and within the limits of the continuing education budget.

Reviewed 01/08/14, 01/14/15, 01/13/16, 2/26/2020

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

DRESS CODE

The Greendale Public Library strives to maintain a public image consistent with a professional business atmosphere. It is expected that staff members' dress and grooming will be appropriate to a businesslike environment. Employees will dress in a manner appropriate to the job they are performing. For librarians, this is 'business casual' and excludes jeans except for Fridays and Saturdays. Casual clothing including jeans is appropriate for pages and clerks. The personal appearance of each employee is an important component in the provision of quality service to library users.

If an employee reports for work improperly dressed or groomed, the director, lead clerk or the librarian-in-charge shall counsel the employee regarding the matter. The director reserves the right to send an employee home to dress appropriately when, in his/her opinion, the employee's dress is inappropriate. The time spent by the employee going home to change will not be considered work time. With supervisory approval, the time may be made up in the same work week. This does not preclude potential progressive disciplinary action.

The following guidelines are to be observed.

General Guidelines:

- Employees are expected to use good judgment in choosing their attire and appearance, taking into consideration their position, contact with library customers, and health and safety standards.
- Clothing should be neat, clean and in good repair at all times, and should not create a safety hazard in the work environment. Makeup should be business appropriate. Hair, including facial hair, should be clean and neatly trimmed or arranged.
- Personal cleanliness and good grooming habits must be observed.
- Hair styles/colors should not be disruptive to public service.
- Facial jewelry, with the exception of ear jewelry, is not permitted.
- Clothing that exposes any portion of the waist, hips, buttocks, breasts or midriff is not allowed. Apparel or arrangement of apparel that exposes underwear is not allowed.
- Clothing which may be appropriate for recreational, social, leisure time or "at home" activities is not suitable library attire. This includes, but may not be limited to leggings as pants, exercise clothes such as sweatpants, yoga pants, t-shirts or sweatshirts (hooded, crew or zipped), shorts, revealing attire, very short skirts, tank tops, halter tops or tight clothing.
- Sleeveless tops or dresses are permitted which have a shoulder strap at least 2 inches in width. No spaghetti straps are allowed.
- Capri pants that cover the knee are permitted.
- Secure shoes must be worn at all times. (No flip-flop shoes.)
- Hats are not to be worn in the library without supervisory approval.
- Items of clothing that contain a logo (other than the Village or Library logo), slogan, wording or messages on them are not considered appropriate for a business environment.
- All employees must wear a nametag while working in the library. Nametags will be supplied to all employees. Nametags must be worn so that they are easily visible to library patrons.

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

DRESS CODE

Job Specific Guidelines:

- Library clerks and library pages may wear jeans in good condition and with proper fit without fading, holes or fraying.
- Library clerks and library pages may wear athletic shoes.

Special Dress Days:

- The library may promote activities such as programs, a literary event, or community-wide activities (e.g. Packer or Brewers) with special dress days.
- Special dress days will be designated as such by the director with advice by staff.
- Fridays, Saturdays and Sundays are casual dress days where all staff members can wear jeans.

Approved by the Greendale Public Library Board, 9/6/17

Reviewed 2/26/2020

GREENDALE PUBLIC LIBRARY – LIBRARY WORK RULES

HOURS OF WORK

The daily work schedule for such employees shall provide a thirty (30) minute unpaid lunch period and one fifteen (15) minute break in the morning, such periods to be staggered at times set by the Library Director.

Normal Library working hours may be any time between 7:00AM and 10:00PM, Monday through Sunday. Employees are scheduled based on the needs of the Library rather than on personal convenience of the employee.

Actual hours worked on actual days worked must be reflected in time records.

Payroll is recorded in 15 minute increments (eg 4.25, 4.5, 4.75 hours).

Lunch periods of 30 minutes and Break periods of 15 minutes shall be available using the following guide in order to comply with State of Wisconsin Labor Standards for Minors and maintain fairness among employees of all ages.

Length of scheduled shift	Length and time of Lunch and/or Break period
Fewer than 4 hours	=0 minutes No Break period.
Greater than or equal to 4 hours, but fewer than 6 hours	=15 minutes One paid 15 minute Break period as close to halfway through the shift as practical. (eg 9:00A-3:00P=6 hrs paid, 6 hrs on schedule)
Greater than or equal to 6 hours, but fewer than 8 hours	=15 minutes + 15 minutes (optional additional) One paid 15 minute Break period plus one optional additional unpaid 15 minute Break period, distributed evenly on either half of the shift or combined for one 30 minute Break period midway through the shift. (eg 9:00A-3:30P=6.5 hrs paid; OR 9:00A-3:45P=6.5 hrs paid, 6.75 hrs on schedule)
Greater than or equal to 8 hours	=45 minutes One unpaid 30 minute Lunch period as close to halfway through the shift as practical, plus one 15 minute paid Break period occurring whenever possible approximately in the middle of the workday morning or afternoon.

Break periods are not to be combined with a Lunch period, nor are either to be used at the start or end of a scheduled work day.

All library staff are required to remain at the work site and be readily available to return to work during the unpaid Meal period unless there is at least one other employee of the same classification in the building during that time who is available to work in a public service capacity.

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

PRIVACY OF PATRON INFORMATION

Staff agree, as a condition of continued employment, to comply with the Library's Privacy Policy and Procedure for Complying with Law Enforcement Requests for Information (found in the Patron Policy Manual). Patron library records and other personally identifying information is not to be used for any purpose other than provision of library service or to comply with legal requests.

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

SCHEDULED ABSENCE (vacation, time off)

Scheduled employee time off shall balance employee preferences with library operational needs. Reasonable effort will be made to provide employees with requested time off.

Requesting time off

Time off requests for the upcoming year are submitted between December 1 and January 31 using the Time-off Request Form, with order of priority noted. Requests submitted after January 31 will be considered on a first-come, first-served basis.

Reference* and Library Circulation Supervisor requests are reviewed by the Library Director. Clerical** requests are reviewed by the Library Circulation Supervisor.

Blackout date (no time off allowed) is the All Staff Day in November.

Approval considerations for requests submitted between 12/1-1/31 are based on the following factors:

- Seniority (# of calendar years of service, either PT or FT)
- Previous year's approved requests, including dates adjacent to Village legal holidays
- Multiple holiday-adjacent requests by the same employee in the same year
- Availability of remaining staff to maintain adequate public service staffing levels during employee time off
- Submittal of request after the January deadline
- Concurrence of major programming in the requestor's area of responsibility

Requests causing a schedule conflict will be resolved by the supervisor if they are submitted inside the annual submittal window (12/1-1/31) or before the 15th of the preceding month that the time off will occur. Requests submitted outside these deadlines must be resolved through employee-initiated TRADES with employees of the same job classification. Any employee-resolved schedule conflict must receive supervisor approval 24 hours in advance.

*Reference: Librarian and Reference Associate are considered in the reference classification for the purposes of time-off approval.

**Clerical: Library Circulation Supervisor, Lead Clerk, Clerk and Page are considered in the clerical classification for the purposes of time-off approval.

Approved 2/26/2020

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

STAFF AS LIBRARY PATRONS

Library Staff are bound by the same rules, policies and procedures as regular library patrons when using equipment and materials purchased for the purposes of public use.

Employees must acquire and use their own library accounts for personal library use. All items removed from the library reading room for personal use should be checked out on one's personal card. No fees should ever be waived for self, or for others outside the course of normal business. No 'overrides' should be okayed, no check-ins backdated abnormally, or other processes circumvented to avoid legitimate enforcement of library policies.

Approved 2/26/2020

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

UNSCHEDULED ABSENCE (emergency, tardiness, illness)

Timely and regular attendance is an expectation of performance for all Greendale Public Library employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards and customer service expectations, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from the Director/Assistant Director in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. The Library Director has the discretion to evaluate extraordinary circumstances of a tardy or absence and determine whether or not to count the incident as an occurrence.

I. Absent

A library employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by library notification procedure.

II. Tardy

An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time.
- Leaves work prior to the end of assigned/scheduled work time without prior Director/Assistant Director approval.
- Takes an extended meal or break period without approval
-

III. Progressive Discipline Process

The Library Director and Assistant Director will monitor the library employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If they notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee.

Timely and regular attendance is a performance expectation of all Greendale Library employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year may have the behavior documented in their annual evaluation.

Disciplinary action may call for any 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.

Exception: Vacation, paid holidays, jury duty, funeral leave, job related injuries, lack of work, military leave, and lay-off will not count as incidents. Pre-approved time off request and pre-approved leaves of absence will not count as occurrences.

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

UNSCHEDULED ABSENCE (emergency, tardiness, illness)

Occurrences

An occurrence is documented as an absence, tardy or unapproved leave. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.

Guidelines for Attendance Control: Based on the number of occurrences in a twelve-month rolling period, an employee will be subject to disciplinary action under the following guidelines:

- Two occurrences in any 30-day calendar period result in a documented Friendly Reminder.
- Three occurrences in any 60-day calendar period result in a documented Verbal Warning.
- Two additional occurrences within the next 90-day calendar period, following the verbal warning, will result in a Written Warning.
- Any additional occurrences within the next six months after the written warning will result in suspension and/or termination of employment, pending investigation and review by the Library Director and Library Board.

Absence during Probationary Period

An employee who has three occurrences within his/her probationary period should receive a Written Warning; if the employee has greater than four occurrences within the probationary period, employment may be terminated.

Holidays

If an employee calls out of work the day before, the day of, or the day after a holiday, the Library Director will review the circumstances of the absence. Based on this review, the Library Director has the discretion to determine whether to count the incident as a regular occurrence or go directly to issuing a Written Warning for the holiday-related call out. If an employee is already on discipline they can progress to the next level.

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

UNSCHEDULED ABSENCE (emergency, tardiness, illness)

IV. Notification Procedure

Employees are expected to follow library notification procedures if they will be late for work, will not be at work, or are requesting unscheduled time away from work.

Employees calling outside business hours should leave a message on the library voicemail system indicating the reason for the absence and the expected date of return.

Employees calling in during business hours should speak with a direct supervisor or the Person in Charge. The Person in Charge should email the direct supervisor notifying them of the absence.

- An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated.
- Incidents of not following the library notification procedures, including no-call/no-show, will be addressed in accordance with Village Discipline practice.

Adopted 8/2016

Reviewed 2/26/2020

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

UNSCHEDULED ABSENCE (emergency, tardiness, illness)

CALLING IN ILL WHEN THE LIBRARY IS CLOSED (Provided you are not the 7:30 a.m. clerk/librarian.)

Procedure:

- Call 423-2136
- Select “0” from the list of menu options. This will allow you to leave a voicemail message on the main telephone in the back room.
- Wait for the voicemail to answer, and then leave a message with your name and the time you were scheduled to work.

What to Do When Someone Calls in OR Is Running Late

If you are the 7:30 reference person, you should call OR text the Director BEFORE 7:30- as soon as possible.

Everyone should have the contact list for staff at home.

- 1) If a clerk calls in and the Circulation Supervisor or Lead Clerk is here:
 - a. The call should be transferred to them- they should speak to the clerk
 - b. They will make the necessary calls and changes to the desk schedule and inform the LIC.
- 2) If a clerk calls in and the Circulation Supervisor or Lead Clerk is not here:
 - a. Refer call to the Person in Charge
 - b. Please take a look at the schedule and see if a replacement is absolutely necessary (can we possibly get by with less staff for a short period? If it is a short period of time- would we be fine with 1 clerk? Did they have their break/lunch? Is it slow? Busy? You have to make a judgment call as PIC. We already work with 1 clerk/1 reference at night. In emergency situations, this is the minimum. In emergency situations, you are just maintaining service (open for business) and other work most likely would not get done.)
 - c. If a replacement is needed, please call staff based on availability
 - d. Change the desk schedule accordingly
 - e. Let the direct supervisor know via email

Continued...

GREENDALE PUBLIC LIBRARY –LIBRARY WORK RULES

UNSCHEDULED ABSENCE (emergency, tardiness, illness)

- 3) If a clerk calls in for the 7:30 shift on Saturday:
 - a. They are supposed to try to call for their own replacement, especially if they know the night before. If they are unable to find a replacement they should call the PIC using the Library is Closed procedure.
 - b. The PIC or Circ Supervisor would contact the 10am clerk to see if they're able to come in early. You can also try to call a Sub Clerk to come in after 8am (they will not have keys to the building or be trained on opening procedures, but would be a body in the building when we open.)
- 4) If Reference calls in and the Director is here:
 - a. The call should be transferred to them- they should speak to the librarian
 - b. They will make the necessary calls if needed and changes to the desk schedule.
- 5) If Reference calls in and the Director is not here:
 - a. The PIC should take a look at the schedule and see if a replacement is absolutely necessary.
 - b. Make the appropriate calls and changes to the desk schedule accordingly, and inform the director.

GREENDALE PUBLIC LIBRARY BOARD MEMO



Date: 1/27/20
To: Library Board
From: Brian Van Klooster, Library Director
Re: *Agenda item # 7-d: Code of Conduct revision*

Attachments:

- Patron Policy - Code of Conduct

Discussion:

Revisions to grammar and vocabulary with the goal of making it more readable and understandable by a wider audience. Also added words 'bullying' behavior and 'discriminatory' language. Grouped like behaviors into: Illegal, Unsafe, Disturb Others. Staff are currently reviewing it for usability also.

Fiscal implication:

None

Library Director's recommendation:

Discuss and make suggestions where appropriate

POLICY

The Greendale Public Library is dedicated to providing a safe, welcoming and inclusive home for information, learning, inspiration and connection. Everyone has the right to use the library and its surrounding outdoor space without being overly disturbed by others. Members of the public are to behave in a way that is in keeping with the library's Mission, Vision and Values.

Behaviors that disturb others are not allowed. These include, but are not limited to:

- Behaving in a rowdy or loud manner
- Harassment including unwanted conversations with others
- Using abusive or foul language
- Threatening or bullying either verbally or physically
- Loitering or aimlessness
- Preventing the free movement of others
- Panhandling or soliciting
- Having personal hygiene that produces unpleasant odors or brings in pests
- Using any item that produces audible noise without headphones
- Wearing inappropriate garments, or lack thereof, including lack of a shirt or other covering of the upper body and shoes or other footwear

Behaviors that are illegal are not allowed. These include, but are not limited to:

- Smoking or vaping
- Taking or stealing personal property or library property
- Damaging, defacing or destroying personal property or library property
- Consuming and/or being under the influence of drugs or alcohol
- Possessing a gun, knife or other weapon
- Bringing in animals, except as required by persons with disabilities
- Violating computer use policies

Behaviors that are unsafe are not allowed. These include, but are not limited to:

- Running or throwing objects
- Sleeping
- Using skateboards, rollerblades or bikes
- Taking photos or video without the subject's consent
- Eating inside, except at authorized functions
- Drinking beverages without secure lids

GREENDALE PUBLIC LIBRARY – PATRON POLICY MANUAL

Code of Conduct

Consequences of Policy Violation

Any person who violates library rules and regulations may be asked by a staff member to follow these rules. If such a change is not evident, that person may be asked to leave the library property and/or to present a library card or identification.

Failure to leave may result in police being called.

If an individual's behavior is extremely disruptive, unsafe or illegal, the Village of Greendale Police may be contacted immediately.

Violations of this policy may result in suspension or revocation of library privileges.

GREENDALE PUBLIC LIBRARY

DIRECTOR'S REPORT



Date: 2/22/2020
To: Library Board
From: Brian Van Klooster, Library Director
Re: ***Directors' Report: Jan-Feb 2020***

General updates:

- Reminder – Library Board Self Evaluation, as required by Board Bylaws, is due to be completed by and discussed at the April meeting. Do the Evaluation online [HERE](#)
- 2019 Financials review – Revenues \$6700 over, Expenses \$26,600 under
- 2020 Financials - new Village Treasurer procedure in place for clearing out the previous year's financials, we can expect to see the 2020 YTD expenses/revenues for January and February at the March meeting
- [Gallup Poll 1/24/2019](#) - Visiting the library remains the most common cultural activity Americans engage in, by far. The average 10.5 trips to the library U.S. adults report taking in 2019 exceeds their participation in eight other common leisure activities (sports, movies, theater, casinos, amusement parks, museums, national parks)

Programs:

- Cheers to Education was hosted at the CLC again, on 2/21. Library did not close early, setup occurred during library business hours to reduce staff time spent communicating the closure adequately and not turning customers away during our busiest hour of the week for checkouts.

Staffing updates:

- Allison has been on board for two weeks and doing well. Her previous professional experience within MCFLS has sped up her acclimation to Greendale and she has already offered suggestions for alternative options to current work methods.

Meetings attended:

- 2/14, MCFLS Marketing and Advocacy Committee (MAC). Group includes representation from MCFLS, Whitefish Bay, Shorewood, Greendale and Milwaukee, as well as two professional marketing consultants in an advisory volunteer role. I will be the MAC liaison to LDAC. This Committee is chartered by and reports directly to the MCFLS Board. Activities will be directly tied to Strategic Objectives in the MCFLS Strategic Plan, rather than to any one particular library. Meetings will be ad hoc, likely every other month in person or by phone. My involvement in this committee will help inform and further our own efforts at marketing.

GREENDALE PUBLIC LIBRARY

STAFF REPORT



Date: 2/14/20
To: Library Board
From: Brian Williams-Van Klooster, Library Director
Re: **Staff Report: Jan-Feb 2020**

Memo from Lisa Reinke, Youth Services Librarian:

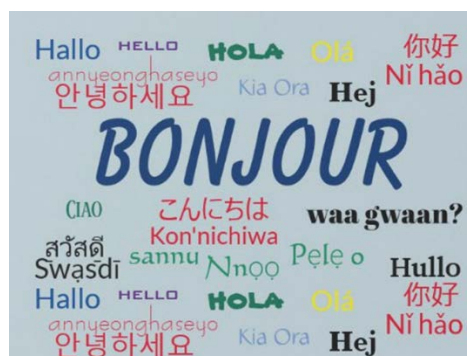
- Attached

Teen Services (Tara):

- Attached

Circulation Services (Julie):

- On 1/16 Jenifer and Julie attended the Circulation Services meeting at the East library. We discussed the new features of the upcoming Sierra update on 2/5 which will include the ability to email date due slips to patrons. At checkout patrons will be offered the option to have their due date slip printed or emailed to them. Our template is currently being worked on and will hopefully be implemented soon.
We also had a guest speaker, Stephanie Beverage, who delivered a presentation entitled "Save Your After School Sanity." She featured tips on managing and guiding after school behavior as well as ensuring staff are trained to feel comfortable in dealing with situations and knowing when to ask for help. She emphasized that the goal is to help these kids be successful library users, and to do that we need to be consistent and clear about what is expected of them.
- January 22nd and 23rd was the 8th Annual Wild Wisconsin Winter Web Conference. This year featured a new track with sessions on Library Management. I viewed the session titled "Best Practices in Managing a Multigenerational Library Staff." A standout phrase used in the webinar was that 'Generational differences at work are small. Thinking they're big is what affects our behavior.'
- Work on the new World Language section continued this month. I worked with Lisa on picking out wrapping paper that features the word 'Hello' in many languages. It will serve as the backdrop of the shelves in this new section.



Tara and I met to discuss cataloging for the new collection, and then met with each of the circulation staff one on one to train them on handling the new material.

- We recently purchased 2 walkers for patrons to use in the building. Last month a patron came to the desk to thank us for having them available for her to use. She was also very appreciative that we continue to carry tax forms. The walkers are now used fairly regularly by new and regular customers.



- Library Page Donna M. announced her upcoming “retirement”. Her last day with us will be March 20th. Donna started her position as Library Page in September of 2017 and has been a wonderful and dedicated addition to our library team for the past 2-1/2 years. We’ve been lucky to have her and will miss her, but wish her all the best. We have begun recruiting for 2 new Pages to fill her position as well as a vacancy that was held open from last fall.
- On 1/28 Kayla N. attended the event "Walking with MLK with Rev. Joseph Ellwanger". The Greendale Welcomes Diversity committee met on 1/20 to choose winners of the "What would MLK say to the children of today?" contest. From Kayla: “I was very honored to be a part of this great event. Meeting Pastor Joe was very inspiring, learning about his works in the civil rights movement. The Greendale students did an excellent job with their essays and took pride in what they achieved.”



Greendale Welcomes Diversity Committee



Greendale Student Essay winners

- A fun staff outing was organized by Kayla N. to go bowling at JB's on 1/25. The majority of the staff was able to attend, including 2 former staff members.



Board Report

Tara Jordan, Teen and Adult Services Librarian

Adult Programs

- Color Me Calm-February 3rd

Every first Monday of the month we host an adult coloring group. This month 19 people attended the coloring session.

- Tech Tuesday-January 21st, February 4th

This program is a partnership with the High School that provides library patrons with the opportunity to get one on one help with their technology questions. During this past sessions the students helped patrons learn how to block people on Facebook, delete files, and send file attachment through gmail.

- Lunch and Learn: Understanding Dementia-January 15th

Every second Wednesday of the month patrons are invited to bring a bagged lunch to the library and listen to an informative presentation on different topics. In January, 14 patrons came to hear Marilyn Lange from SAGE speak on dementia.

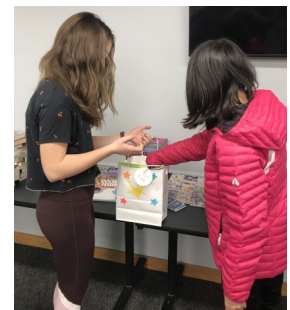
- Monday Movie Matinee-February 10th

Every second Monday of the month the library shows a feature film and provides free popcorn. In February 18 adults came to the library to watch The Hundred Foot Journey.

Teen Programs

- Greendale Teens Give Back- January 23rd

Teens put together care packages for senior residents of Harbour Village. Care packages included a book, a book mark that was made by the teens, treat bag, puzzle or work search book, key chain, note pad, GPL pen, pocket hand sanitizer, and travel tissue pack. The teens also decorated the gift bags the items were put in. Sixteen teens attended and were able to put together 40 packages. Brian and I were able to go to Harbour Village to drop off the packages and speak briefly to a group of the residents.



- Anime Hangout and Candy Sushi– February 3rd

Eleven teens came to the library to watch anime and make “sushi” using candy.

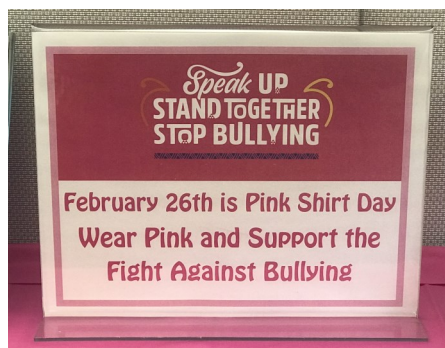


Displays

- February is Black History Month and two displays were put in teen to highlight materials about the Black experience in history and materials by Black authors.



- February 26th is Pink Shirt Day, which is a day that raises awareness about bullying. To promote Pink Shirt Day I created a pink display that included books about bullying issues.



Other Projects

- Attended Milwaukee Mixers Committee Meeting on January 16th. The Milwaukee Mixers is a MCFLS service that provides a mobile makerspace to all MCFLS libraries. Librarians can request craft, coding, cooking, and technology materials to help them facilitate programs at their libraries. At this meeting I was appointed Treasurer for the Committee.
- This month I received a request from a teacher at St. Alphonsus to compile book recommendations for her 6th grade classes. I put together a document of fiction and non fiction titles of various genres.
- Beginning in February I met with clerks one on one to introduce them to the new cataloguing and processing procedures for the new Youth World Languages collection and review original cataloging procedures that have been difficult for some.

January 2020 Youth Services Highlights

Summer Reading Planning

- Tara and I met for the first SRP meeting at the end of January
- We planned dates, types of programs, locations of program, possible conflicts with schedules, etc.
- Booked two performers for Wonderful Wednesday performances

Interactive Displays/Passive Art Activities

- I worked with Emily (Reference Associate) to plan Black History Month display. I set up a table with art supplies and directions. Adults and children traced their hand, cut it out and decorated it with markers. Emily created the display of the patron's artwork. I coordinated with the "Color Me Calm" GPL coloring group to draw hands that are part of the display
- Megan (Reference Associate) created a Valentine display. Patrons wrote their favorite book characters on a paper heart, which was displayed for all to see.
- We received many compliments on these displays



Display based on the book,
Love Monster by Rachel Bright



Black History Month display with Martin Luther King quote



Marketing and Advocacy Committee Guidelines

A. Mission Statement.

Provide public awareness, voice and visibility for the Milwaukee County Federated Library system, its member libraries, and shared services and resources to broadly communicate the value and opportunities public libraries provide to our communities.

B. Purpose and Scope.

The Marketing and Advocacy Committee (MAC) shall oversee all marketing and advocacy activities on behalf of the Milwaukee County Federated Library System (MCFLS). These activities include, but are not limited to, data collection, planning, asset development, evaluation and training. In addition, the MAC will assist in providing direction to any consultants or contract workers hired by MCFLS for the express purpose of fulfilling these activities. The work of the MAC will be informed by the MCFLS strategic plan, member libraries' needs, and topics and trends related to public library service more generally.

The MAC will not be responsible for hiring or managing the day-to-day activities of these consultants or contract workers. The MCFLS Director will assume primary responsibility for handling these obligations.

C. Representation.

The MAC shall be comprised of the following members:

- a. Up to two representatives from the Library Directors Advisory Council (LDAC). These members will serve as liaison between the MAC and LDAC committees.
- b. One representative from the resource library (Milwaukee Public Library) to provide expertise and synergy with MPL marketing and advocacy activities.
- c. MCFLS staff will be represented by the MCFLS Director, or their designee.
- d. Up to two representatives from the Youth Services, Adult and Reference Services or Circulation services committees to provide feedback on MAC activities from the staff perspective.
- e. Up to four representatives with local marketing and sales expertise to be available on an as-needed basis to advise the committee and provide connections to resources within the Milwaukee area.

D. Relationship of the MAC to the MCFLS Board.

The MAC will report directly to the MCFLS Director and advise the MCFLS Board on marketing and advocacy activities. An annual report of the previous year's activities will be presented to the MCFLS Board at the beginning of each year and a verbal update to the Board on committee activities will happen mid-year.

E. Meetings.

Meetings will be held initially on an ad hoc, flexible schedule or until a more regular schedule is agreed upon by members in coordination with the MCFLS Board. A system staff member shall record minutes.

F. Officers, Duties and Appointments.

Officers

A Chair appointed by the committee shall preside over all meetings of the MAC. They will develop and prepare agendas in consultation with the MCFLS Director. The Chair will also make reports and recommendations to the MCFLS Board upon request. The Chair will make one annual report to the MCFLS Board each year.

Appointment of Chair

Each MAC Chair will serve a term of at least one calendar year in that role. The Chair can serve multiple terms if approved by a simple majority of the committee. At the end of each year, the current Chair will solicit volunteers to act as incoming Chair for the next calendar year. The appointment of an incoming chair will be approved by a simple majority. If necessary, the current Chair will serve until a suitable replacement can be found.

G. Resources

Staff resources

The MAC will advise MCFLS staff in selecting a consultant to assist in data collection and marketing/advocacy plan development. The consultant will be hired by MCFLS. The MAC will assist the system in providing direction to this consultant.

Additionally, the system has put aside funding to hire a contract worker to assist in system marketing and advocacy activities. The MAC will assist the system in providing direction to this contract worker.

Budget resources

The system has a current annual budget line devoted to marketing and advocacy activities. The current amount allocated is \$10,000 per year. This budget line is separate from the budget line addressing staff resources.

H. Evaluation.

Members will evaluate the viability of the MAC committee after three years, on or shortly after December 31st, 2022. A report will be submitted to the MCFLS Board with a recommendation to either continue activities or sunset the MAC committee on a specific date.



2019 Library Card Ad Campaign EVALUATION REPORT

Campaign Goals

5%

increase in new cardholders
in Sep-Oct 2019 compared to Sep-Oct 2018

2.5%

increase in circulation activity
in Sep-Oct 2019 compared to Sep-Oct 2018

Project Overview

In order to raise awareness of the benefits of a library card, Milwaukee County Federated Library system partnered with Bridges Library System and Lakeshores Library System to create and implement a targeted advertising campaign for Library Card Sign-up Month in September. The message of the campaign demonstrated the personal benefits of having a library card by highlighting the range of services and materials a library card offers. It included a defined call-to-action to sign up for a library card on a new website: www.getyourlibrarycard.org.

The target audience was residents of southeast Wisconsin- specifically Waukesha, Jefferson, Milwaukee, Racine, and Walworth counties- without a library card. The secondary audience was lapsed/in-active library users. The campaign focused on the age demographic of 45-64 year olds.

The campaign ran from September 1-30, 2019, with some billboard ads running several weeks beyond that.

Partners

Milwaukee County Federated Library System partnered with Bridges Library System and Lakeshores Library System in order to broaden the reach of the campaign message and share costs.

MARKETING CHANNELS



YOUR
Learn
Something
New
CARD

GetYourLibraryCard.org

<i>Format</i>	<i>Results</i>	<i>Total CPM/CPC*</i>
Billboards	<p>6 billboards</p> <p>\$2,440.00 cost</p> <p>3,132,846 impressions</p>	<p>CPM: \$0.77</p>
Facebook Ads	<p>3 ads</p> <p>\$900 cost</p> <p>103,415 impressions</p> <p>618 clicks</p>	<p>CPC: \$1.46</p>
Radio Ads	<p>2 radio stations</p> <p>\$5,500.00 cost**</p> <p>404,200 impressions</p> <p>200 clicks</p>	<p>CPM: \$13.60</p>

*CPM= Cost per 1000 Impressions. CPC= Cost per click.

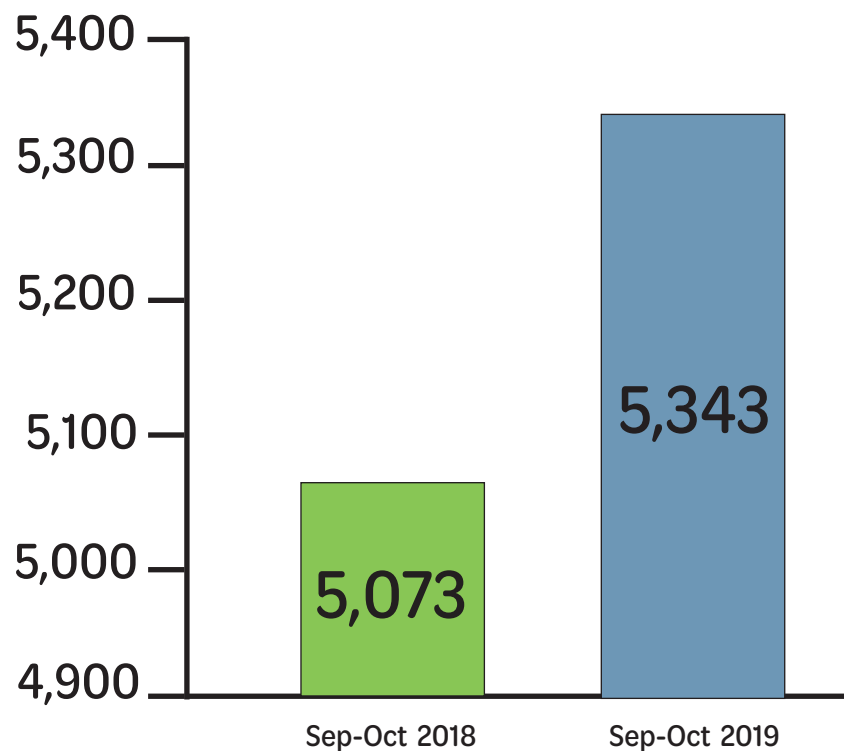
**The cost of radio advertisements was divided evenly between the three participating library systems.



CAMPAIGN RESULTS

The campaign exceeded our primary goal to increase the number of cardholders from September and October 2018 by 4%, with an increase of 5.05%. While we did not reach our circulation goals, total circulation activity across the system did increase slightly.

New cardholders in Milwaukee County Federated Library System



5.05%

increase in cardholders
from 2018

0.49%

increase in circulation
activity from 2018

GALLUP[®]

JANUARY 24, 2020

In U.S., Library Visits Outpaced Trips to Movies in 2019

BY **JUSTIN MCCARTHY**



STORY HIGHLIGHTS

[Greendale Library Board, 02/2020](#)

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- Library most frequented by young adults, women and low-income households
- Average U.S. adult attended five movies and five live sporting events
- Age and income among key factors in frequency of activities

WASHINGTON, D.C. -- Visiting the library remains the most common cultural activity Americans engage in, by far. The average 10.5 trips to the library U.S. adults report taking in 2019 exceeds their participation in eight other common leisure activities. Americans attend live music or theatrical events and visit national or historic parks roughly four times a year on average and visit museums and gambling casinos 2.5 times annually. Trips to amusement or theme parks (1.5) and zoos (.9) are the least common activities among this list.

Americans' Reports of Leisure and Activities

About how many times in the past year, if any, did you do each of the following? How about -- [RANDOM ORDER]?

	2019 Dec 2-15
	Average
Go to a library	10.5
Go to a movie at a movie theater	5.3
Attend a live sporting event	4.7
Attend a live music or theatrical event	3.8
Visit a national or historical park	3.7
Visit a museum	2.5
Visit a gambling casino	2.5
Go to an amusement or theme park	1.5
Visit a zoo	0.9

Dec. 2-15, 2019

GALLUP

These data -- collected in a Dec. 2-15, 2019 Gallup poll -- are an update from a December 2001 survey. Though the overall rankings at the beginning of the millennium remain the same today, a small decrease has occurred in reported trips to the movie theater (down 1.3 average visits). Meanwhile, small increases have taken place in average reports of visiting a museum (up 0.7 average visits), attending a live music or theatrical event (up 1.1 average visits) and visits to a national or historical park (up 1.3 average visits).

Women Visit Libraries Nearly Twice as Frequently as Men

Men and woman report doing most activities at about the same rate, but there are a few key differences:

- Women report visiting the library nearly twice as frequently as men do, 13.4 to 7.5 visits.
- Men are more likely than women to visit casinos, attend sporting events and visit national or historical parks.

Reports of Leisure and Activities, by Gender

	Men	Women	Difference
	Average	Average	(Men minus women)
Go to a library	7.5	13.4	-5.9
Go to a movie at a movie theater	5.1	5.6	-0.5
Attend a live music or theatrical event	3.7	3.8	-0.1
Visit a zoo	0.9	0.8	+0.1
Visit a museum	2.7	2.3	+0.4
Go to an amusement or theme park	1.8	1.3	+0.5
Visit a gambling casino	3.4	1.7	+1.7

Dec. 2-15, 2019

GALLUP

	Men	Women	Difference
	Average	Average	(Men minus women)
Attend a live sporting event	5.7	3.7	+2.0
Visit a national or historical park	4.9	2.4	+2.5

Dec. 2-15, 2019

GALLUP

The 30-49 Age Group Most Active Across Most Activities

Across nearly all measures, the highest average activity rates are among the 30 to 49 age group, while the lowest are among those 65 and older.

The 30 to 49 age group's higher activity may reflect their relative youth combined with mid-life financial stability. Middle-aged adults' activity is particularly above-par in terms of attending live sporting events. Their average attendance of 7.4 events during the year is more than twice that of younger adults and exceeds older adults by more than three visits.

The two exceptions to the pattern of middle-aged adults being the most active are visits to libraries and casinos. U.S. adults aged 18 to 29 visit the library much more than all older age groups -- possibly reflecting college-going adults, who visit the library for studies. This youngest age group also visits casinos the most.

Reports of Leisure and Activities, by Age Group				
	18-29	30-49	50-64	65+
	Average	Average	Average	Average
Go to a library	15.5	12.3	6.8	8.2
Go to a movie at a movie theater	6.6	6.8	4.1	3.6
Attend a live sporting event	2.8	7.4	3.9	3.7

Dec. 2-15, 2019

GALLUP

	18-29	30-49	50-64	65+
	Average	Average	Average	Average
Attend a live music or theatrical event	3.1	4.5	3.8	2.7
Visit a national or historical park	4.2	5.9	2.3	1.6
Visit a museum	2.9	2.9	2.0	1.8
Visit a gambling casino	4.4	2.9	1.8	1.4
Go to an amusement or theme park	1.8	2.6	1.0	0.5
Visit a zoo	0.7	1.5	0.6	0.4
Dec. 2-15, 2019				
GALLUP				

High-Income Households Generally Do More Activities

In general, Americans in high-income households report doing activities the most, while Americans in low-income households participate the least.

- The widest gaps between high- and low-income households are in reports of attending a live sporting event, a live music or theatrical event, a museum, and going to the movie theater -- all things often associated with significant ticket prices.
- Conversely, the library -- which is free and offers a variety of services including WiFi -- is visited most by adults in low-income households and least by adults in high-income households.
- Despite having smaller incomes, Americans in low-income households visit gambling casinos with slightly greater frequency.
- Meanwhile, the three income groups are about as likely to attend an amusement or theme park as well as the zoo.

Reports of Leisure and Activities, by Income Group

\$100,000+	\$40,000-99,999	Less than \$40,000
Average	Average	Average

	\$100,000+	\$40,000-99,999	Less than \$40,000
	Average	Average	Average
Go to a library	8.5	10.4	12.2
Go to a movie at a movie theater	6.3	5.7	4.4
Attend a live sporting event	7.5	3.8	3.6
Attend a live music or theatrical event	5.9	3.8	2.3
Visit a national or historical park	4.0	3.6	3.5
Visit a museum	3.5	2.8	1.5
Visit a gambling casino	2.5	2.2	3.5
Go to an amusement or theme park	2.1	1.3	1.5
Visit a zoo	0.9	0.8	1.0
Dec. 2-15, 2019			
GALLUP			

Certain Activities More Frequented Among Households With Children

For most measures, there are not meaningful differences between adults who report having children under the age of 18 in their households versus adults who do not have children living in their homes. But for a few activities, there are some differences between the two groups:

- Adults with children in their household attend live sporting events and go to the movies about two times or more than adults who do not have children.
- Meanwhile, adults who have no children in their household attend live music or theatrical events slightly more frequently than adults who have children in their homes.

Reports of Leisure and Activities, by Children Under 18 in Household

Children under 18

No children under 18

Average

Average

	Children under 18	No children under 18
	Average	Average
Go to a library	10.1	10.8
Go to a movie at a movie theater	6.8	4.7
Attend a live sporting event	6.7	3.7
Attend a live music or theatrical event	3.1	4.2
Visit a national or historical park	3.9	3.5
Visit a museum	2.2	2.7
Visit a gambling casino	3.9	2.0
Go to an amusement or theme park	2.0	1.3
Visit a zoo	1.5	0.6
Dec. 2-15, 2019		
GALLUP		

Regional Variations in Some Activities

Americans' reports of doing activities vary by the four regions in which they live:

- Those who live in the East report having visited a museum with the greatest frequency.
- In the West, adults have the highest reports of visiting historical or national parks and gambling casinos.

Reports of Leisure and Activities, by Region				
	East	Midwest	South	West
	Average	Average	Average	Average
Go to a library	10.4	12.9	9.3	10.1
Go to a movie at a movie theater	5.3	4.9	5.4	5.6
Dec. 2-15, 2019				
GALLUP				

	East	Midwest	South	West
	Average	Average	Average	Average
Attend a live sporting event	4.5	4.6	5.1	4.3
Attend a live music or theatrical event	3.7	3.0	3.8	4.6
Visit a national or historical park	3.0	2.7	3.1	5.9
Visit a museum	4.0	1.7	2.0	2.5
Visit a gambling casino	1.4	3.3	1.0	5.1
Go to an amusement or theme park	1.8	0.8	1.7	1.7
Visit a zoo	0.6	1.1	0.9	0.7
Dec. 2-15, 2019				
GALLUP				

Bottom Line

Despite the proliferation of digital-based activities over the past two decades -- including digital books, podcasts, streaming entertainment services and advanced gaming -- libraries have endured as a place Americans visit nearly monthly on average. Whether because they offer services like free Wi-Fi, movie rentals, or activities for children, libraries are most utilized by young adults, women and residents of low-income households.

Activities that typically cost money are visited or attended less frequently. Among this group of activities, outings to movie theaters and sports events remain the trips Americans make the most, while zoos are the least frequented.

Many factors determine how Americans spend their free time, and financial means is a key factor. Age, too, is a large determinant. While middle-aged Americans may tend to be the most active in these activities due to their relative youth and greater financial stability, the 30 to 49 age cohort's activeness may also reflect its household makeup. The average age of a first-time mother in the U.S. is 26 and 31 for a first-time father, according to 2016 data from the National Center for Health Statistics. So, the need to

keep growing children entertained through trips to the movies or to sporting events -- which are more popular among households with children -- may be more common among this age group.

But one's personal interests also factor into such decisions, which may bear out in activities showing significant gender differences, such as a women's book club at the local library, or activities that are more popular or available in certain parts of the country.

[View complete question responses and trends.](#)

SURVEY METHODS



Results for this Gallup poll are based on telephone interviews conducted Dec. 2-15, 2019, with a random sample of 1,025 adults, aged 18 and older, living in all 50 U.S. states and the District of Columbia. For results based on the total sample of national adults, the margin of sampling error is ± 4 percentage points at the 95% confidence level. All reported margins of sampling error include computed design effects for weighting.

Each sample of national adults includes a minimum quota of 70% cellphone respondents and 30% landline respondents, with additional minimum quotas by time zone within region. Landline and cellular telephone numbers are selected using random-digit-dial methods.

RELEASE DATE: January 24, 2020

SOURCE: Gallup <https://news.gallup.com/poll/284009/library-visits-outpaced-trips-movies-2019.aspx>

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