

Policies

Personnel Policy

**Approved: 2/13/2003 ; Supersedes both Personnel 5/11/1977 and Disciplinary guide 4/13/1977; reviewed 5/21/08, 6/19/2013; reviewed and revised 5/18/2016; revised 6/15/2016, 8/21/2016, 1/19/2022.
Review Date: 2027**

The library observes standard practices to foster conditions of employment that help to ensure job satisfaction, high morale, and efficient performance among all staff members. The library board shall have all management rights, authorities, and responsibilities as stated in *Wisconsin Statutes, Chapter 43*. It is the policy of the Library Board to follow Merrill City Personnel Policies as closely as possible, with the following exceptions:

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff. The library maintains a separate wage schedule.
3. The library does not allow the use of compensatory time by non-exempt employees. Any time worked in excess of 40 hours per week is paid at overtime rates as specified in the City Personnel Policy.
4. As a result of the library being open on the Friday before Easter when all other city offices are closed, General Floating Holiday (GFH) leave is granted—8 hours for full-time library employees who receive benefits, pro-rated for regular part-time library employees who receive benefits.
5. At the date of hire, new employees receiving benefits are granted General Floating Holiday (GFH) leave. This GFH leave may be used within their first 6 months of employment—8 hours for full-time employees, pro-rated for regular part-time employees. This GFH leave is in addition to leave that the employee is accruing but unable to use within 6 months of hire.
6. Part-time employees without paid benefits are not eligible for holiday pay.