

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; reviewed and revised 08/20/2025.

Review Date: 2030

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 administers the library's compensation grid for all library staff. The library maintains a separate wage schedule that was initially established by Wipfli Ullrich in 1996. The procedures for Grade and Step increases are as follows:
 - For the purpose of the compensation grid, the following are defined as follows:
 - i. **Grade Level** represents a specific level of compensation for a job that a new employee will be assigned, defined by factors like job responsibilities, required skills, and experience.
 - ii. **Step Increase** refers to a periodic rise in an employee's salary based on predetermined milestones, often tied to years of service, performance, or a combination of both
 - Steps 1-5 are yearly.
 - Beginning with Step 5 at year 5, there will be no Step increase for year 6 (Step increases are every other year/every 2 years)
 - Step 6 at year 7 (every other year/every 2 years)
 - Step 7 at year 9
 - Step 8 at year 11
 - Step 9 at year 13.

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- At year 15 when the library employee is at the maximum Step increase, they will only receive COLA unless the Library Director makes the decision to change classification.
 - If job duties significantly change, there will be a move up to the next Grade or move up to the next Grade and also account for the Step.
 - When an employee is promoted to a position having a higher assigned compensation Grade, the compensation Grade and Step in place for the employee prior to the transfer remains in effect.
 - Changes in job responsibilities that require a change in Grade Level or job promotions are determined by the Library Director.
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, an additional Personal Leave day 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 an additional Personal Leave day as stated above. This Personal Day may be used within their first 6 months of employment—8 hours for full-time employees, pro-rated for regular part-time employees. This additional Personal Day 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.