



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: January 22, 2016
TO: Oshkosh Public Library Board of Trustees
FROM: Jeff Gilderson-Duwe
SUBJECT: Library employees summer work schedules

Last June, City of Oshkosh Human Resources staff brought to our attention several issues that arise from our library personnel policy that grants employees a reduced schedule of hours during the summer.

The Employee Handbook Section 111 (4) currently reads as follows:

Scheduled Hours – The scheduled hours for each full-time position shall normally be forty (40) hours per week, with the exception that full-time employees shall work thirty-seven (37) hours per week from Memorial Day to Labor Day, prorated for regular part-time employees.

The city's Finance head points out that this policy leads to inaccuracy in library employees' time records with paid time off getting recorded as hours worked. Inaccurate records of hours worked affects the administration of benefits in the following areas: Affordable Care Act (ACA), Family and Medical Leave Act (FMLA), Wisconsin Retirement System (WRS), workers compensation, stop loss insurance coverage, and unemployment compensation.

It is clear to me that the library needs to change its policy in order to ensure accurate employee time records. However, simply changing the full-time work schedule to 40 hours per week year-round would eliminate about one week of paid leave for those employees. This seems a harsh measure. It would also be a serious blow to employee morale and hamper creation of the kind of "team" engagement we need to succeed with our new strategic plan.

I propose that the library board establish a new category of paid "Summer Leave," with three hours per week granted to full-time employees (pro-rated for part-time employees) to be used each week between Memorial Day and Labor Day. These hours would not accumulate. This would preserve the status quo for scheduling and benefits and also ensure correct records of hours worked.

Recommended changes to the relevant sections of the Employee Handbook accompany this memo.

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