

Oshkosh Public Library
Proposed Personnel Policy Revision
February 25, 2021

REASON FOR REVISION

The City of Oshkosh is engaged in a major overhaul of its payroll processes as it plans to begin using a new automated platform for this function in April 2021. All policies pertaining to payroll categories such as hours worked, overtime, and the various kinds of paid leave must be translated into algorithmic “rules” within the new ExecuTime payroll automation system. As intensive work on this policy translation process has proceeded, it has become clear that several Library policies must be amended and/or clarified in order to result in correct payment of employees.

Section 208 includes a Library employee fringe benefit that the city has, for many years, pressed to have ended. The Summer Leave benefit allows full-time Library employees to take three hours of paid leave per week between Memorial Day and Labor Day. The city has long argued that, since this benefit is not extended to any other city employees, it sets a precedent that they do not wish to extend to all city employees. Administration of this fringe benefit promises to be extremely complicated in the new timekeeping and payroll system. In order to continue to offer this benefit, I believe that the Library Board would, in policy, need to convert it to a type of paid vacation leave and that it would require creation of a separate bank of paid leave hours for each employee to use **only** during the summer weeks.

Instead, I propose to eliminate the Summer Leave benefit as a Library employee benefit and to balance its loss (about 42 hours of paid leave for a full-time person over the course of a summer) by adding an additional day (8 hours) of Floating Holiday leave time that may be used at any time during the year. This change will be simpler to administer than the Summer Leave benefit and gives the employee greater flexibility in scheduling the additional Floating Holiday.

REVISED POLICY

208 HOLIDAYS

5. Floating Holidays – Floating holidays are paid leave days that may be taken when the employee chooses, subject to scheduling needs and with advance approval by the employee’s supervisor.

Floating holiday leave hours shall be credited for employee use at the beginning of the calendar year, which shall be the same as the calendar year for vacation leave [see Section 221(1) Vacation].

Regular full-time employees shall be granted five floating holidays (40 hours) per year. Regular part-time employees shall be granted a number of floating holiday hours calculated using the proration method in Section 208 (2) above, except using forty (40) hours instead of eight (8) hours in the calculation.

No roll over from year to year shall be made to employees for floating holidays not taken.

[Section 208 revised 25 February 2021]

MARK-UP OF CURRENT POLICY

208 HOLIDAYS

~~5. Summer Leave – Each week, from Memorial Day to Labor Day, regular full-time employees shall be granted three hours of paid Summer Leave time. Regular part-time employees shall be granted the number of hours of paid Summer Leave time calculated using the proration method in Section 208 (2) above, except using three (3) hours instead of eight (8) hours in the calculation. Summer leave hours must be used in the week for which they are granted and may not be accumulated. Part-time employees, as defined in in section 110 (7) of this handbook, are not eligible for Summer Leave time.~~

5. 6. Floating Holidays – Floating holidays are paid leave days that may be taken when the employee chooses, subject to scheduling needs and with advance approval by the employee’s supervisor.

Floating holiday leave hours shall be credited for employee use at the beginning of the calendar year, which shall be the same as the calendar year for vacation leave [see Section 221(1) Vacation].

Regular full-time employees shall be granted ~~five~~ four floating holidays (~~40~~ 32 hours) per year. Regular part-time employees shall be granted a number of floating holiday hours calculated using the proration method in Section 208 (2) above, except using ~~forty~~ thirty-two (~~40~~ 32) hours instead of eight (8) hours in the calculation.

No roll over from year to year shall be made to employees for floating holidays not taken.

~~[Section 208(7) revised 25 October 2018]~~

[Section 208 revised 25 February 2021]