

**COMPARISON BETWEEN OSHKOSH PUBLIC LIBRARY AND  
CITY OF OSHKOSH EMPLOYEE HANDBOOKS**

January 3, 2023

What follows is an analysis of the Oshkosh Public Library Employee Handbook dated May 27, 2021 including updates through August 25, 2022, and the City of Oshkosh Employee Handbook dated March 9, 2021. Bill Bracken, President, Oshkosh Library Board of Trustees prepared this report.

SEC	TOPIC	LIBRARY HANDBOOK	SEC	CITY HANDBOOK
100	Introduction	Same		Same
101	Personnel Policy	Same		Same
102	Inclusions/Exclusions	Essentially the same		
103	Equal Employment	Essentially the same		Includes "diversity"
104	Affirmative Action	Same		Included in 103
105	Anti-Harassment	Essentially the same		
106	Employee/Management Relations	Same		Same
	Organizational Administration	Not mentioned	107	
108	Job Classification	Same		Same
109	Salary Administration	Most sections the same except...		Includes temporary assignment compression and market adjustment sections
110	Recruitment & Selection	Essentially the same except: 60 day introductory period for transfers:		30 days
111	Hours, OT, Comp Time	Essentially the same, except: 4. FT = 40 hours 5. Unpaid lunch 30 minutes 6.5 hours or more. Breaks based on hours worked, 2-15 minute during 7.5 to 8 hours/day. 8. Book Drop Pay 10. Sunday Pay – 1.5x		FT = 37.5 or 40 hours 5. unpaid lunch – not clear Breaks – not clear 8. Not applicable 10. None
112	Layoff	Same		Same
113	Grievance	Same		Same
114	Records	Essentially the same		
115	Training	Essentially the same		
116	Performance Development	Process related to job performance and improvement		Not mentioned. Provides financial assistance for advanced degree/coursework.

117	Exit Interview	Same		Same
200	Fringe Benefits	Prorated based on 8 hrs for paid time off & sick leave		Not mentioned
201/202	Roth IRA	Same		Same
203	Direct Deposit	Same		Same
204	EAP	Same		Same
205	FMLA	Same		Same
206	Funeral Leave	Same 3 days without pay for aunts, uncles, niece, nephew		Same Not covered
207	Dental, Health, Vision	Same Not covered Not covered		Same except includes disability requirements and termination of coverage
208	Holidays	7 recognized plus 5 floating Not mentioned		8 recognized plus 4 floating Requirement to work day before and after holiday
209	ICI	Same except for requirement:		Must use comp time, vacation and sick leave before ICI benefits
210	Jury Duty	Same		Same
211	Leave	Same except specifies "without pay"		Not mentioned
212	Life Insurance	Not as specific		More details as to plan
213	Military Service	Essentially the same, requirements to return to work		Not mentioned
214	Retirement	Same		Same
215	FSA	Same		Same
216	Separation Pay	Pay for earned vacation, floating holiday No pay for termination		Same plus comp time  Not mentioned
217	Sick Leave	8 hrs/month Spouse/dependent-unlimited Sick leave abuse-not mentioned  Maximum accumulation: 1200 hours		1 day/month Up to 5 days Can require doctor certificate for all sick leave Unlimited
218	Social Security	Same		Same
219	UC	Same		Same
	Uniform & Safety Allowance	Not mentioned	220	
221	Vacation	Upon hire – 5 days After 1 year – 10 days After 5 years – 15 days		Upon hire – 10 days – prorated first year After 5 years – 15 days

		After 10 years – 20 days After 18 years – 25 days  New hires – receive 40 hours up front No vacation once max reached  Payout all unearned vacation at separation		After 10 years – 20 days After 18 years – 25 days After 25 years – 28 days Prorated until Jan. 1, can carry over some Payout up to 5 days Possible yearly No payout before 1 year
	Voting Leave	None	222	3 hours paid leave using accrued time
223	Workers' Comp	Same		Same
224	Parking	Annual permits to salaried employees None		None  Tool replacement paid by city
225	Customer Service	Same		Same
301	Public Service Mission	Same		Same
	Dress & Personal Appearance	None	302	
	Cell Phones	None	303	
304	Employee Name Badges	Essentially the same		
	Information Technology Policy	None	305	
306	Inclement Weather	Essentially the same		
307	Safety	Basic policy essentially the same. More specific details for safety, first aid, housekeeping, fire prevention, material handling, face, eye, foot protection, tools, office safety		
308	Return to Work	Same		Same
309	Drug Free Workplace	Same		Same
310	Smoking	Essentially the same except for:		Vaping
311	Workplace Violence	Same		Same
312	Weapons	Same		Same
313	Travel	Most sections the same Not mentioned		Includes City-owned vehicles Requires liability insurance for personal vehicle
314	Termination	Essentially the same		
315	Discipline	Essentially the same		
316	Conflict of Interest	Same		Same
317	Separability	Same		Same

318	Suggestions	Same		Same
319	Amendment	Same		Same