



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

MEMORANDUM

DATE: February 14, 2023
TO: Oshkosh Public Library Board of Trustees
FROM: Bill Bracken, President, and Jeff Gilderson-Duwe, Director
RE: Personnel policy review – comparison of Library and City employee handbooks

President Bill Bracken has completed his comparative review of the Library and City of Oshkosh employee handbooks. A table containing his findings of the similarities and differences between the two handbooks accompanies this memo.

After the review, we find the following categories of policies:

1. Same: the Library's policy and the City's policy are the same;
2. Same – update needed: The Library and the City seem to have had the same policy to start with, but the City may have revised and the Library may need to consider an update;
3. Essentially the Same: the policies are mostly the same but may have slight differences in specific terms or conditions (for example, schedules and hours of work; number and specific days for paid holidays). These may need to be reviewed to determine whether valid reasons exist for the differences.
4. One silent while the other addresses: Areas where the City handbook addresses a topic but the Library is silent – or vice versa. Again, a review to determine whether there are valid reasons for these differences is in order.
5. Substantive difference in approach: There is really only one area where the Library handbook addresses a matter in a substantively different manner than does the City handbook. That is the area of paid vacation leave accrual and of paying out of unused vacation leave upon ending employment. The Library Board recently authorized a change in approach for accrual (July 2022). The Library Director believes that those changes addressed weaknesses in the previous approach and that the new method is working well. Payout conditions were not examined at that time, but a review may be worthwhile.

We suggest a process of working back from category #5 toward category #1, taking policies in each category for review as a group. This work would begin with the March, 30, 2023 Oshkosh Public Library Board meeting.

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