

## WINNEFOX LIBRARY SYSTEM

### MEMORANDUM

**DATE:** July 23 2025

**TO:** Winnefox Library System Board of Trustees

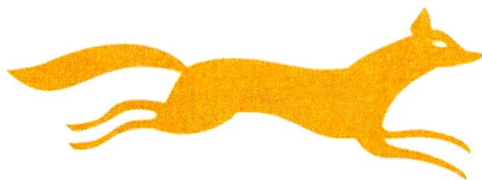
**FROM:** Clairellyn Sommersmith, Director

**RE:** Revisions / Updates to Winnefox Personnel Manual

Updates to the Personnel Manual include minor changes to use of system computer resources; bereavement leave; inclement weather; other benefits; reporting. These changes reflect benefits currently being offered that are not listed, clarifying language, and updated verbiage to reflect current practice.

Deletions are noted with ~~text struck through~~; Additions are noted with ***bold, italic text***.

- 210 Use of System Computer Resources (policy name change in last sentence)  
Employees are expected to sign and abide by the ~~WALS Responsible Use~~ ***Responsible Use of Computer Resources*** policy.
- 403.1 Bereavement Leave  
***Full-time employees will be granted up to 4 working days leave with pay*** in the event of a death in the immediate family (~~parent, sibling, mother, father, sister, brother, spouse, children, parent-in-law, sibling-in-law, stepparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepchild, grandparents, son-in-law; daughter-in-law; grandchild; domestic partner~~). ***full-time employees will be granted up to 4 working days leave with pay.***
- 403.4 Inclement Weather  
~~In the event that Oshkosh Public Library closes its building~~ ***the library building Winnefox staff are scheduled to work in closes*** due to inclement weather, ***full-time*** employees with current telework agreements on file will be expected to work from home or request time off as PTO. Full-time employees who are unable to work from home will be paid their regular rate for any hours they are scheduled to work during which ~~Oshkosh Public Library~~ ***the library building they are assigned to work in*** is closed. ***Part time employees will not be paid for scheduled hours while the library building they are assigned to is closed. Eligible part time employees will be reimbursed mileage when applicable.***
- 409 Other Benefits  
Other benefits available to ~~all full-time staff members~~ are:
  - ***Full-time staff are eligible to participate*** ~~Participation~~ in a cafeteria plan under Section 125 of the Internal Revenue Code. A Cafeteria Plan allows employees to pay certain qualified expenses (such as health insurance premiums) on a pre-tax basis.
  - ***Full-time staff are eligible to participate*** ~~Participation~~ in the deferred compensation plan provided by Mission Square.
  - ***Full-time staff are eligible to purchase a Corporate Membership from the YMCA through the corporate partnership between the two organizations.***
  - ***Full time and part time staff are eligible to participate in the Employee Assistance Program (EAP).***
  - ***Full-time and part-time staff are eligible*** for Workers Compensation.
- 505 Return of System Property



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Current Version: Departing employees must return all keys and property belonging to the System including, but not limited to, laptop computers or other equipment. Departing employees must terminate or transfer cell phone contracts.

**Proposed Version:**

*Upon termination of employment, whether by resignation or otherwise, all Winnefox Library System property, including but not limited to keys and laptop computers, must be returned to Winnefox immediately. Winnefox reserves the right, at its sole discretion, to permit the employee to retain certain designated items of Winnefox property. The employee will be notified in writing if they are permitted to retain any such items.*

- Chapter 6 Performance Evaluation (one word change in 2nd sentence)  
New employees' work performance ~~will~~ **may** be evaluated during and at the end of the training period.
- 1103 Reporting  
Employees who feel they have been harassed or bullied should report the conduct to the Director immediately. If the Director is the harasser, the employee should report it to ~~one of the Winnefox Library System Board officers~~ **the Winnefox Personnel Committee**.