



WINNEFOX LIBRARY SYSTEM

106 Washington Avenue, Oshkosh, WI 54901-4985
phone (920) 236-5220 fax (920) 236-5228
www.winnefox.org

MEMORANDUM

DATE: March 24, 2023
TO: Winnefox Library System Board of Trustees
FROM: Jeff Gilderson-Duwe, Director
RE: Revisions / Updates to Winnefox Personnel Manual

A need to update the Inclement Weather policy gives us the opportunity for some clean-up of several sections of the Winnefox Personnel Manual. We are proposing the following changes at this time:

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

305 Telecommuting

~~Employees may telecommute (work from home) with their supervisor's permission. Because collaboration between employees is an important part of the work process, telecommuting will ordinarily be limited to one day per week.~~

Please refer to the separate Telecommuting Policy, approved by the Winnefox Board July 28, 2021.

402.1 Holidays

Full-time employees shall receive the following paid holidays: ***New Year's Eve***, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, ***Friday after Thanksgiving Day***, Christmas Eve Day, and Christmas Day. The scheduling of holidays falling on a weekend shall be at the discretion of the Director.

403.4 Inclement Weather

~~If the Director or Assistant Director decides to close the facilities early or not to open due to inclement weather, full-time employees shall suffer no loss of pay for the period of time the System is closed.~~

In the event that Oshkosh Public Library closes its building due to inclement weather, 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 is closed.

Winnefox van drivers should monitor snow events affecting streets in the City of Oshkosh. If drivers are aware of snow accumulations requiring plowing in Oshkosh, they are expected to delay their departure from Oshkosh Public Library one hour. This delay will allow Library maintenance staff time to ensure the driveway to the garage is cleared.

If inclement weather occurs but the Winnefox office remains open, drivers will be given specialized delivery schedules. More details regarding driver procedures due to weather may be found in the driver's manual.

CHAPTER 6 – PERFORMANCE EVALUATION

Revised version of Chapter 6 Introduction:

Employees' work performance will be evaluated annually by the Director, Assistant Director, or supervisor. New employees' work performance will be evaluated during and at the end of the training period. Evaluation results will be discussed with the employee. Employees will be evaluated as meeting or exceeding expectations. Failure to meet or exceed expectations will result in development of an improvement plan. Lack of improvement may result in disciplinary action.

Marked up version of Chapter 6 Introduction showing changes:

Employees' work performance will be evaluated annually by the Director, Assistant Director, or supervisor. New employees' work performance will be evaluated during and at the end of the training period. Evaluation results will be discussed with the employee. Employees **will be** evaluated as meeting or exceeding expectations ~~may be eligible for performance pay~~. Failure to be ~~evaluated as meeting~~ or exceeding expectations will result in development of an improvement plan. Lack of improvement may result in disciplinary action.