

WINNEFOX LIBRARY SYSTEM

MEMORANDUM

DATE: November 20, 2023

TO: Winnefox Library System Board of Trustees

FROM: Clairellyn Sommersmith, Director

RE: Revisions / Updates to Winnefox Personnel Manual

Updates to the Personnel Manual include changes to insurance benefits, other benefits clarified for only full-time staff, and changes to manual referring to an Assistant Director. The Grievance Procedure has been modified to have the Business Manager handle the first step in a grievance process. Other minor mentions of the Assistant Director in the Manual have been removed.

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

406 Insurance

406.4 Group Dental Insurance

Full-time employees are eligible to participate in the System's dental insurance plan. The System may pay a portion of the employee's premium in accordance to the rules of the Department of Employee Trust Funds.

406.5 Group Vision Insurance

Full-time employees are eligible to participate in the System's vision insurance plan. The System may pay a portion of the employee's premium in accordance to the rules of the Department of Employee Trust Funds.

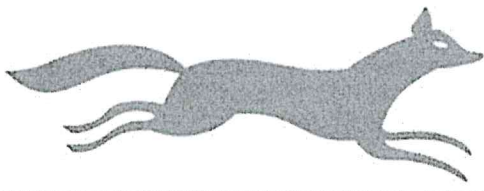
406.4 Group Accident Insurance

Full-time employees are eligible to participate in the System's accident insurance plan. The System may pay a portion of the employee's premium in accordance to the rules of the Department of Employee Trust Funds.

409 Other Benefits

Other benefits available to all *full-time* staff members are:

- 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.
- Participation in the deferred compensation plan provided by *Mission Square*
- Workers Compensation
- ~~Employees may obtain cellular telephone service from U.S. Cellular, via the Winnefox account. Payment for these services will be from payroll deduction.~~



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803 Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

If a grievance is regarding discrimination, harassment, or other issue covered under state or federal law employees may file a grievance within the time limits specified in those laws. Mediation shall be an option at any step in the process.

1. Step 1 – Written Grievance Filed with the Assistant Director Business Manager. The employee must prepare and file a written grievance with the ~~Assistant Director~~ **Business Manager** within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The ~~Assistant Director or his/her designee~~ **Business Manager** will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the ~~Assistant Director~~ **Business Manager**, the employee may initially file the grievance with the System Director, who shall conduct the Step 1 investigation.
2. Step 2 – Review by the System Director. If the grievance is not settled at Step 1, the employee may appeal the grievance to the System Director within five (5) business days of the receipt of the decision of the ~~Assistant Director~~ **Business Manager** at Step 1. The System Director or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.
3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the System Director's decision, a request for written review by an impartial hearing officer. The System shall select the impartial hearing officer. The hearing officer shall not be a System employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the System acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision within thirty (30) business days.
4. Step 4 – Review by the System Board. If the grievance is not resolved after Step 3, the employee or the System Director shall request, within five (5) business days of receipt of the written decision from the hearing officer, a written review by the System Board. The System Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the System Board's next regular meeting. The System Board will inform the employee of its findings and decision in writing within ten (10) business days of the System Board meeting. The System Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

The following actions are not subject to grievance:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling, meetings or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Change in job assignment;
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.
- Layoff or failure to be recalled from layoff
- Other personnel actions taken by the employer that are not a form of progressive discipline.

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