

AGENDA

Henika District Library
Finance Committee Meeting
June 15th, 2023 at 1pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda

III. Approval of Previous Meeting Minutes

IV. Unfinished Business

- A. Assess PTO Policy
- B. Assess Parental Leave
- C. Assess Related Policies
 - bereavement leave
 - gifting of PTO
 - lactating mothers

V. New Business

VI. Around the table

VII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
May 24, 2023 at 1:45 pm

Members Present: Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh,
Maria Musgrave

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 1:52 pm by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- III. Approval of March 22, 2023 Finance Committee Meeting Minutes with the correction of the heading to reflect “Finance Committee Meeting” motioned by Augustin and seconded by Marsh. All yes, motion passed.
- IV. Unfinished Business
 - a. Assess PTO Policy
 - i. The current PTO policy was reviewed and discussed. Policies of other libraries were available to review for comparison.
 - ii. Bakovka consulted with an employment attorney regarding mitigating risk associated with front-loading PTO. According to the attorney there is not much that can be done to mitigate risk without switching to an accrual basis. The benefits of front-loading were discussed, and the committee recommends continuing the practice of front-loading PTO.
 - iii. The employment attorney noted that the board can require board approval of director time off and monitor a director’s PTO usage. The committee recommends editing the PTO policy to include the following verbiage for director accountability on PTO usage: “The President and Vice President of the board will have check-ins with the director on PTO usage.”
 - iv. The committee discussed the possibility of changing the amount of PTO earned each year, potentially with different amounts for part-time staff compared to full-time staff.
 - b. Assess Parental Leave
 - i. The committee discussed different options for granting staff parental leave, with discussion primarily centering on including

parental leave in with family medical leave. Bakovka to draft an amendment to the Family Medical Leave Policy to include six weeks of paid time off at 50%, which can be augmented with PTO if the employee chooses to do so. Further discussion is needed at the next committee meeting before finalizing recommendations to the board.

c. Assess Related Policies – tabled to the next committee meeting due to time constraints.

- i. Bereavement Leave
- ii. Gifting of PTO
- iii. Lactating Mothers

V. New Business – no new business.

VI. Around the Table

- a. The committee would like to continue discussion of the PTO policy and parental leave/expanded family medical leave at the next meeting. Discussion of bereavement leave, gifting of PTO, and verbiage regarding accommodation for lactating mothers tabled to next meeting.
- b. All present agreed to meet again on June 15 at 1:00 pm.

VII. Adjournment of the meeting motioned by Marsh and seconded by Kuhn. Meeting adjourned at 3:30 pm.

FAMILY AND MEDICAL LEAVE - DRAFT

Employees who have worked for the library for at least a full year, and have worked an average of at least 25 hours per week during that time, are eligible to take up to 12 weeks of family and medical leave for one or more of these purposes:

- Because the employee's own serious health condition makes the employee unable to work
- To care for a spouse, child, or parent who has a serious health condition, or
- To care for a newborn, newly adopted child, or recently placed foster child.

Leave Available

Eligible employees may take up to 12 weeks of leave per calendar year for any of the above purposes. For purposes of calculating available family and medical leave, the year starts when the disability first occurs. The Library will pay 50% of the employee's regular wages for up to 6 weeks of the 12 week leave and the rest will be unpaid.

Notice Requirements

Employees are required to give notice at least 30 days in advance of their need for a family and medical leave, if their need for leave is foreseeable. In emergencies and unexpected situations, employees must give as much notice as is practicable under the circumstances.

Reinstatement Rights

When an employee returns from an approved family and medical leave, he/she has the right to return to his/her former position, except:

The employee has no greater right to reinstatement than he/she would have had if he/she had not been on leave. If an employee's position is eliminated for reasons unrelated to the leave, for example, the employee has no right to reinstatement.

Substitution of Paid Leave

An employee who has unused paid time off may use these benefits to receive pay for all or a portion of family and medical leave.

Medical Certification

Employees must provide a doctor's note certifying the need for leave. In some cases, the library may ask employees who take leave because of their own serious health condition to provide a fitness-for-duty report from their doctors before they return to work.

Intermittent Leave

If an employee will need to take family and medical leave on an intermittent basis, the employee will be allowed to do so as long as the total leave taken does not exceed 12 weeks per calendar year.

Health Insurance During Leave

The employee's health insurance benefits will continue during leave.

PAID TIME OFF (PTO) - DRAFT

PTO will be given to *all employees working an average of 20 hours or more per week who have completed a 90 day probationary period beginning with the first official day of employment. This amount will be prorated based upon the first official day of employment for the first year. PTO for following years will be given at the start of each new fiscal year. The number of hours granted for each "week" of PTO will be the same as the average number of hours said employee works per week.

Full-Time Employees will receive:

- Five weeks annually for the first four years of service.
- Six weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.
- Seven weeks annually from the tenth year on.

Part-Time Employees will receive:

- Three weeks annually for the first four years of service.
- Four weeks annually for the fifth, sixth, seventh, eighth, and ninth year of service.
- Five weeks annually from the tenth year on.

At least two weeks of PTO must be used each calendar year. Additional unused PTO will be rolled over to the following year. PTO may accumulate up to 12 weeks. When employment is terminated by the library or the employee, the employee will not be compensated for the balance of their accumulated PTO.

Employees using PTO must give notice to the Director and gain approval ahead of time. All PTO usage must be noted on the timesheet for that pay period. The President and Vice President of the Library Board will have check ins with the Director regarding the Director's PTO usage.

*Employees hired prior to the update of this policy (**DATE**) will be grandfathered in under the prior PTO amounts.

*Henika
Current*

PERSONNEL POLICIES

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PAID HOLIDAYS

Full time staff will be paid for an 8 hour workday when the library is closed to observe a holiday as listed in the Holidays Policy. Part time library staff will be paid for their regularly scheduled hours.

RETIREMENT

Full time employees will be provided a retirement program as covered by the Municipal Employee's Retirement System (MERS). For detailed information regarding the exact program of the Henika District Library, see the library director.

HEALTH INSURANCE, SICKNESS AND ACCIDENT INSURANCE

Henika District Library provides employer funded health, vision, and dental insurance through for full-time employees and their dependents. Henika District Library also provides disability and workman's compensation for full-time employees. If an employee elects not to accept said benefits, no remuneration will be given in lieu of said benefits.

Because of the size of the insurance group, COBRA laws do not apply to continued coverage in the event of termination or resignation. Health insurance benefits will terminate at the end of any month in which the employment relationship is ended, except in the event that an employee becomes disabled.

DISABILITY

In the event that a salaried employee becomes disabled due to non-job-related illness or injury the following conditions will take effect beginning the first day of disability:

Henika
Current

CREDIT CARD POLICY

Permitted Use

Use of the Library credit card is granted to the Director, the Youth Services Supervisor, and the Circulation Supervisor solely for the purchase of goods and services pertinent to library operations.

All receipts must be given to the director.

Individual Responsibility

Credit card holders are responsible for the protection and custody of the Library's credit cards while in their possession. If a credit card is lost or stolen the cardholder must immediately notify the credit card company and the Director.

Credit card holders must immediately surrender their credit cards upon leaving the employ of the Henika District Library.

Accounting

The Director will match receipts and vouchers against the monthly statement before paying the credit card company. Any unauthorized or suspicious charges will be fully investigated by the Director.

Unauthorized Charges

Any charges that are found to be inappropriate, unauthorized, or made contrary to the Credit Card Policy of the Henika District Library shall be charged to the individual who made the charges. If necessary, disciplinary measures, including termination of employment, will be taken.

Authorized Credit Limit

The total combined authorized credit limit of all credit cards issued by the Henika District Library shall not exceed the amount permitted by state law, which is five (5%) percent of the library's total operating budget.

State Law

Notwithstanding the terms of the aforesaid Credit Card Policy, all charges made pursuant to the Credit Card Policy shall also be subject to the terms of Public Act 266 of 1995 of the State of Michigan, as it may be amended. This Credit Card Policy is issued in accordance with such Act, and nothing herein shall be deemed to supersede the provisions of such Act. In the event of any discrepancy between this Credit Card Policy and such Act, such Act shall be controlling.

Adopted: 11/18/04
Revised: 1/10/19

FAMILY AND MEDICAL LEAVE

Employees who have worked for the library for at least a full year, and have worked an average of at least 25 hours per week during that time, are eligible to take up to 12 weeks unpaid family and medical leave for one or more of these purposes:

- Because the employee's own serious health condition makes the employee unable to work
- To care for a spouse, child, or parent who has a serious health condition, or
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Eligible employees may take up to 12 weeks of unpaid leave per calendar year for any of the above purposes. For purposes of calculating available family and medical leave, the year starts when the disability first occurs.

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Health Insurance During Leave

The employee's health insurance benefits will continue during leave.

Adopted: 2/14/13

Revised: 1/10/19

MILITARY LEAVE

The library supports those who serve in the armed forces to protect our country. In keeping with this commitment, and in accordance with state and federal law, employees who must be absent from work for military service are entitled to take a military leave of absence. This leave will be unpaid.

When an employee's military leave ends, that employee will be reinstated to the position he or she formerly held, or to a comparable position, as long as the employee meets the requirements of federal and state law.

Employees who are called to military service must tell their supervisor as soon as possible that they will need to take military leave. An employee whose military service has ended must return