

**Utica Public Library  
Human Resources Committee  
Meeting Minutes  
Monday, January 15, 2019 – 4pm**

**Attendance:** Linda Madore, Kelly Walters, Al Ritchie, Chris Sagaas, Heidi McManus and Sara Billman **Excused:** Christine Barry, Dominick Passalacqua, Bob Dicks

**Old Business**

Job Descriptions

Tabled

Information Security Policy

Pending response from Mid York

**Committee Membership**

Bob Dicks expressed via e-mail, pre-meeting, that he will be leaving the committee.

**Sexual Harassment Policy and Training Update**

UPL will hold this training on Staff Development Day in April. Chris, Christine Barry and Sonia Martinez attended training at Mid York and the two of them will train the staff in April at Staff Development Day. Training for trustees and staff who aren't present at that day will be scheduled. If trustees have received training at their place of employment, if applicable, we would like documentation that they have attended said training.

**Employee Handbook Rewrite-Issues with Shared Access to Google Drive** A new version of the employee handbook has been shared with the HR committee via Google Drive. It was decided to utilize the 'suggesting' function in Drive and not 'editing'. This allows for the suggestions to be tracked by the other users and members can put their name to their suggested changes. The committee will make their comments/edits to the document by the next HR committee meeting, where the edits will be reviewed.

**Full Time Employee PTO Accrual Adjustments**

The Library is working toward reducing the amount of allowed PTO vacation accruals and carryover. The accrual and carry over cap is currently at 30 days. The plan is to reduce this cap to 12 days. The Committee discussed the possible methods for implementing this. It was determined that paying employees out for their vacation days may be the best way to do this considering the ongoing accrual that would make it difficult to stay within the cap if the employee was mandated to use their vacation within a certain timeframe. Chris will work on a proposal for the Finance Committee.

**Part Time Employee PTO Policy**

The library would like to implement a consistent accrual policy for the part time employees. The current policy states the employees have to meet a threshold of hours worked before they begin accruing paid time off. The library's payroll servicer, ADP, is unable to implement an accrual formula that contains a threshold. Chris and the Committee discussed and decided on a formula

that would allow part time employees to accrue at a prorated basis for every hour worked. This formula should be able to be implemented and tracked within ADP.

The next Human Resources Committee meeting will be on Monday, February 25<sup>th</sup> at 4pm.