

**Utica Public Library
Human Resources Committee
Meeting Minutes
Monday, March 19, 2019 – 4pm**

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

Old Business

Job Descriptions

Tabled

Information Security Policy

Pending response from Mid York

Committee Membership

Dom Passalacqua has resigned from the committee.

Employee Handbook Rewrite-Issues with Shared Access to Google Drive It was determined that the original document was not a Google Document and therefore resulted in multiple copies of the handbook being saved in Google Drive, with edits and suggestions. Sara will combine all documents into the version titled “Working Version”. Linda will review that version and then Chris will read over to make sure it includes new policy changes, including the recently approved Sexual Harassment Prevention Policy. Once this happens, the handbook will go back to committee for further review.

Part Time Employee Paid Time Off (PTO) Policy

Chris has prepared paperwork to submit to the library’s payroll servicer, ADP, which outlines the new PTO policy for part-time employees. This policy will be equal to exactly half the accrual amounts and caps on accruals for full-time employees. Chris has added language to the handbook reflecting this change for Linda’s review.

PTO Accrual Cap and Payout

There are currently 7 employees that are over the new cap for carryover (12 days). Chris presented a total payout amount for these employees, totaling approximately \$11,000. The Committee agreed that paying out these employees for the amount of days that have accrued between the old cap of 30 days and the new cap of 12 days is the best course of action. Chris will present this to the Finance Committee at their next meeting, which is scheduled for the end of this month.

New Hires

Chris updated the Committee on the status of the recently vacant positions at the library. Youth Services has hired a new part-time employee and will also be bringing a current part-time position to full time. Chris plans to begin interviewing for the Maintenance Supervisor position soon. He will be consulting with the Facilities Committee during this process.

The next Human Resources Committee meeting will be TBD.