

**MINUTES**  
**POLICIES AND PERSONNEL COMMITTEE**  
**ELISHA D. SMITH PUBLIC LIBRARY BOARD OF TRUSTEES**  
**November 26, 2019**

**Called to order** at 4:16pm

**Present:** Franzoi and Schwerbel  
**Absent:** VanderHeyden  
**Also Present:** Englebert, White, Director Lenz and K. Dreyer (Business Manager)

**Public Comment/Communication**

None

**Consent Business**

Motion made by Schwerbel, seconded by Franzoi to approve the Policies and Personnel Committee meeting minutes of May 8, 2018. Motion carried unanimously.

**Discussion/Action Items**

City Attorney Pamela Captain is requesting that we change our comp time policy to the following:

1. ~~COMPENSATORY LEAVE shall be awarded to nonexempt employees for time worked in excess of their regular weekly hours.~~  
An employee can choose to have any overtime paid or taken in compensatory time.
  - a. Accumulation of this leave shall be approved by an employee's supervisor prior to working extra time.
  - b. The use of compensatory leave shall be approved by an employee's supervisor.
  - c. Leave shall be awarded on a 1 for 1 (straight time) basis up until an employee's actual hours worked during a given week reach 40 hours, after which such leave shall be awarded on a 1.5-for-1 (time and a half) basis for time worked over 40 hours per week. Any paid time off is not considered actual hours worked.
  - d. A full-time employee's compensatory leave balance at any given time shall not exceed ~~22.5~~ 40 hours. That maximum is prorated for part-time employees as follows:
    - 1) 32 hours for those regularly scheduled to work at least 30 hours per week
    - 2) 21 hours for those regularly scheduled to work at least 20 hours per week and fewer than 30 hours per week.
  - e. Compensatory leave shall not be used unless it has been earned.
  - f. ~~Any compensatory time not used by June 30 and by December 31 of each year shall be paid out at the employee's current rate of pay in July and January of each year.~~ Any compensatory time not used is paid out at the employee's current rate of pay on the last paycheck of each calendar year.

Motion made by Franzoi, seconded by Schwerbel to approve the changes as recommended. Motion carried unanimously. These changes will be presented at the Board of Trustees meeting following this meeting and voted upon at the December meeting. The changes would then go into effect January 1, 2020.

**Adjournment**

Meeting adjourned at 4:18pm

Respectfully submitted,  
Kathy Dreyer, recording secretary