

**AGENDA**

**Library Board of Trustees-Verona Public Library  
500 Silent Street Verona, WI 53593  
608-845-7180**

**Wednesday, July 6, 2022, 6:30 p.m.  
Library Community Room**

Call to order

- Annual Library Board Officer elections are held to elect a President, Vice-President, and Secretary
- Approval of the Regular Meeting Minutes of 6/1/22
- Review and approval of June 2022 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
  1. Discussion of the 2023 budget
- New Business
  1. Discussion and possible action regarding the 2023 Verona Public Library endowment disbursement
  2. Discussion and possible action regarding the Library Addendum to the Personnel Policy

**VPL Board Meeting Minutes**  
Library Board of Trustees-Verona Public Library  
500 Silent Street Verona, WI 53593

**Wednesday, June 1, 2022, 6:30 pm**  
**In Person & Virtual Meeting via Zoom**

Present: Hopp, Huemmer, Sohail, Voss, Safarik, Burkart  
Absent: Conwell, Cronin

**Call to order:**

Hopp called the meeting to order at 6:35 pm.

**Approval of Minutes:**

A motion was made by Voss, seconded by Sohail to approve the Regular Meeting Minutes of 5/4/22. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Huemmer, seconded by Voss to approve the May 2022 invoices. Motion carried.

**Public Comments:** None

**City Council Liaison Report:** None

**Library Director's Report:**

- First day of Summer Reading Program, over 100 have already signed up. Voss is also promoting at the school libraries.
- Verona Reads kicked off on 5/23/22. More than half the books have been given out.
- Abby Kolosovskiy has started as the new Communications Coordinator/Reference Librarian.
- A mailer was sent out to some Verona residents encourage promote the library as part of a grant we were awarded.

**Old Business:**

- Preliminary discussion of the 2023 budget: Flat roof replacement and second phase of carpeting will be capital budget requests. Funding from Dane County will remain the same as 2022
- Discussion and possible action regarding the Collection Development Policy: A motion was made by Safarik, seconded by Sohail to approve the updates to the Collection Development Policy pending legal review. Motion carried.

**New Business:** None

**Adjournment:** Meeting was adjourned at 7:40 pm

**Next meeting:** July 6 at 6:30 pm

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
June 2022

***I. Collection Development***

Number of items added and deleted in May 2022.

| <b>Item Type</b>   | <b>Added</b> | <b>Deleted</b> |
|--------------------|--------------|----------------|
| Books              | 809          | 201            |
| Audio              | 16           | 4              |
| Software           | 5            | 0              |
| Video/DVD          | 75           | 12             |
| Other (kits, etc.) | 3            | 1              |
| Magazines          | 112          | 50             |
| <b>TOTAL</b>       | <b>1020</b>  | <b>268</b>     |
| <b>YTD</b>         | <b>5348</b>  | <b>3134</b>    |

***II. Circulation***

May statistics

|                          |         |
|--------------------------|---------|
| Self-check-outs          | 27,681  |
| Total check-outs         | 42,775  |
| Self-check-outs vs. desk | 86.84%  |
| May 2021 vs. May 2022    | +31.08% |
| Check-ins                | 33,276  |
| Library cards added      | 140     |
| Holds placed             | 11,820  |

***III. Reference***

Statistics, May 21 – June 24:

|                                    |             |
|------------------------------------|-------------|
| Reference Questions:               | 1129        |
| Children's Reference Questions:    | 1054        |
| Directional Questions:             | 352         |
| Test Proctoring:                   | 1 exam      |
| Outer Library Loans:               | 42 requests |
| One-on-One Technology Instruction: | 67          |
| Personal Archiving Lab Sessions:   | 4           |
| Computer Use:                      | 575         |
| Library Visits:                    | 17,539      |
| Librarian's Choice:                | 6           |

#### **Social Media & Email Engagement:**

Facebook: 4,204 followers, 91 posts/events  
Twitter: 1,788 followers, 1 tweet  
Instagram: 1,337 followers, 10 posts/reels/stories  
Events Newsletter A: 10,350 recipients  
Events Newsletter B: 10,335 recipients

#### **IV. Personnel and Staff Development**

Michael Green started as a Library Page I on June 7.

Maggie Gleason resigned her Library Page I position effective June 24.

Ronda is revising the new hire Library Assistant training.

Ronda held a Circulation team meeting on June 14. Topics discussed were financial transactions in Bibliovation and the financial tracking spreadsheet.

#### **V. Equipment and Physical Facilities**

An SD card reader and a VHS-C player were added to the Personal Archiving Lab.

#### **VI. Administration and Internal Operations**

The management team met and discussed updates to the Library Addendum to the Personnel Policy.

Stacey is working with the City on setting up remote access to the billing and payroll software. Once it is working, this should streamline the payroll approval and billing processes.

The Verona Reads! community read project has been well received. The library distributed 450 copies of *Firekeeper's Daughter* and 265 copies of *Healer of the Water Monster* to community members. We hosted both authors via Zoom and had a good response and attendance to all the related programs.

The library would like to bring back a volunteer and donor appreciation event in the late summer or early fall.

#### **VII. Marketing and Public Relations**

Abby created 55 graphics for Facebook, 4 logos, 12 bookmarks, 24 tv slides, and 16 fliers.

This month we highlighted items from the library collection in two displays, the themes were Pride and Juneteenth.

#### **VIII. System and Interagency Cooperation**

Trudy volunteered to set up the Spin-the-Wheel at Hometown Days for the Verona Area Chamber of Commerce.

Trudy and Stacey attended the Verona Area Chamber of Commerce Networking Lunch and distributed copies of *Firekeeper's Daughter*.

## ***IX. Fundraising***

The lifetime total raised for the endowment fund is \$306,896.

## ***X. Events, Programs and Exhibits***

### **Kid's Events and Programs:**

#### **1000 Books before Kindergarten**

21 kids were registered this month, bringing the total number of registrants to 2334.

#### **Summer Reading Program**

As of June 24, 1407 kids ages 0 – 11 have registered for the summer reading program.

Ages 0 – 5: 340

Ages 5 – 11: 1067

Between May 23 and June 3, youth services and outreach staff did 37 summer reading presentations to 1700 VASD students; 10 of the presentations were for Sugar Creek students who walked to the library and also got short tours of the library. 46 teens are actively volunteering at the summer reading prize pickup table.

#### **Virtual Peppa Pig Story Time**

Tuesday, May 24, 9:30 am

Enjoy stories, songs, and activities about Peppa Pig!

1-minute views: 71

Bags distributed: 100

#### **Lego Club**

Tuesday, May 26, 4 pm

Join fellow Lego fanatics for challenges and meet-up over Zoom. Ages 6-11.

Attendees: 7

#### **Kindermusik**

Thursday, June 2, 10:30 am

The Wonder Studio presented a demo Kindermusik class for ages 0 - 5 and accompanying adult.

Registration always fills up quickly for these demo classes.

Attendees: 29

#### **Toddler Art and Play**

Tuesday, June 14, 9:30 – 10 am

Join us at the library for messy process art and sensory play! Wear clothes that can get messy and drop in for some fun toddler activities. Ages 1-3. No registration required. Masks are encouraged and appreciated.

Attendees: 34

#### **Virtual Octonauts Story Time**

Tuesday, May 24, 9:30 am

Enjoy stories, songs, and activities about the Octonauts!

1-minute views: 42

Bags distributed: 100

**Minecraft Club**

Tuesday, June 14 3:00 – 4:00 pm

Build in Minecraft based on a new theme each session! Ages 6 - 11. In the community room. Our summer LTE Christopher worked hard to get our old gaming laptops and iPads, which haven't been used for Minecraft in over two years, back up and running so that kids without devices would have something to use.

Attendees: 29

**Meet the Author: Brian Young**

Tuesday, June 14, 6:30 – 7:30 pm

Author Brian Young discussed the middle-grade Verona Reads selection *Healer of the Water Monster* plus shared information about the Diné culture, history and belief system. This program was presented via Zoom. Sponsored by the Verona Public Library Endowment Fund and Friends of the Verona Public Library. Brian gave an interesting talk and there were great questions at the end. It appeared that mostly adults attended.

Attendees: 12

**Tween Craft: Jellyfish Lanterns**

Wednesday, June 15, 2:30 – 3:30 pm

Ages 8-11.

Attendees: 27

**Pokemon Club**

Thursday, June 16, 4:00 – 5:00 pm

Join fellow Pokémon fanatics for a Pokémon related activity each month. Bring your Gameboy, Switch, or learn to play the trading card game and compete against other kids! Bring your own deck or borrow one of ours. Ages 6-11.

Attendees: 28

**Open Art: Beach**

Friday, June 17, 1:00 – 3:00 pm

Drop in and get creative with different art projects each week. Ages 4 - 10. No registration required.

Attendees: 32

**Read It and Eat: The Aquanaut**

Monday, June 20, 3:00 – 4:00 pm

Discuss the graphic novel *The Aquanaut* by Dan Santat in person, plus enjoy activities and snacks related to the book. Ages 8 – 11

Attendees: 10

**Ocean STEAM: Octopuses**

Tuesday, June 21, 3:00 – 4:00 pm

Have fun with ocean-themed STEAM activities! We will do 1-2 crafts and learn cool ocean facts. Geared toward ages 6 – 10.

Attendees: 17

## Upcoming Kids' Events

### **Summer Story Times - June 13 - July 29**

#### **Indoor Story Time**

Baby Story Time: Fridays at 10:30 am

Toddler Story Time: Mondays and Wednesdays at 9:30 am

Preschool Story Time: Mondays and Wednesdays at 10:30 am

#### **Virtual Everybody Story Time, on Facebook Live**

Tuesdays at 10:30 am

#### **Outdoor Story Time**

Thursdays at 10:30 am

### **Lego Club**

Thursday, June 23, 4 – 5 pm

Join fellow Lego fanatics for challenges and meet-up over [Zoom](#). Ages 6-11.

### **Under the Sea Dance Party**

Tuesday, June 28, 9:30 am – 10:15 am

Come and join us for a dance party under the sea! Flap your fins, wiggle your gills, and pop some bubbles as we dance to songs about the ocean. Ages 0 - 5.

### **Among Us**

Tuesday, June 28, 3 – 4 pm

Ages 8-11. Virtual event. We will email you the link to join the meeting just before the event begins.

### **Tween Nailed It! Cupcakes**

Wednesday, June 29, 4 – 5 pm

Inspired by the hit Netflix show. Participants will learn some decorating techniques, build their own frosting masterpiece, and walk away with a tasty treat. Ages 8 - 11.

### **Verona Reads! "Healer of the Water Monster" Book Discussion**

Thursday, June 30, 4 – 5 pm; Tuesday, July 5, 6 – 7 pm; Monday, July 11, 3 – 4 pm

Discuss our kids' community read, *Healer of the Water Monster* by Brian Young, plus enjoy activities and snacks related to the book. Ages 8 - 13.

### **Open Art: Fourth of July**

Friday, July 1, 1 - 2 pm

Drop in and get creative with different art projects each week. Ages 4 - 10.

### **Toddler Art and Play**

Tuesday, July 5, 9:30 – 10 am

Join us at the library for messy process art and sensory play! Wear clothes that can get messy and drop in for some fun toddler activities. Ages 1-3.

**Tween Craft: Painted Shell Rocks**

Wednesday, July 6, 2:30 – 3:30 pm

Turn a rock into a seashell with an intricate painted design! Ages 8-11.

**D&D Basics for Tweens**

Thursday, July 7, 3:30 – 4:30 pm

D&D Basics is a crash course in playing Dungeons and Dragons. You'll leave with a character sheet and a basic understanding of the rules. All experience levels are welcome, but this will be catered toward new adventurers! Ages 8 – 11.

**Minecraft Club**

Tuesday, July 12, 3:00 – 4:00 pm

Build in Minecraft based on a new theme each session! Ages 6 - 11. In the community room.

**Seafarer Sidewalk Chalk**

Wednesday, July 13, 1:00 – 2:00 pm

Help us turn our sidewalk into an aquarium! You'll be happy as a clam and have so much fun drawing different sea creatures all over the sidewalk. We shrimply cannot wait for you to join us. Popsicles will be served! All ages. Rain date July 20.

**Pokemon Club**

Thursday, July 14, 4:00 – 5:00 pm

Join fellow Pokémon fanatics for a Pokémon related activity each month. Bring your Gameboy, Switch, or learn to play the trading card game and compete against other kids! Bring your own deck or borrow one of ours. Ages 6 - 11.

**Open Art: Under the Sea**

Friday, July 15, 1:00 – 2:00 pm

Drop in and get creative with different art projects each week. Ages 4 - 10. No registration required.

**Read It and Eat: Show Me a Sign**

Monday, July 18, 3:00 – 4:00 pm

Discuss the novel *Show Me a Sign* by Anne Clare LeZottein person, plus enjoy activities and snacks related to the book. Ages 8 - 11. Books will be available for check out one month prior to the discussion. Stop by the youth services desk to request one.

**Ocean STEAM: Mapmaking**

Tuesday, July 19, 3:00 – 4:00 pm

Have fun with ocean-themed STEAM activities! We will do 1-2 crafts and learn cool ocean facts. Geared toward ages 6 – 10.

**Tween Nailed It! Donuts**

Wednesday, July 20, 4:00– 5:00 pm

Inspired by the hit Netflix show. Participants will learn some decorating techniques, build their own frosting masterpiece, and walk away with a tasty treat. Ages 8 - 11.



### **Board Games**

Thursday, July 21, 2:00 – 3:00 pm

We will be playing all sorts of board and card games! Learn a new game or show off your skills in your favorite game. One thing is for sure, you won't be board! Families are also invited and encouraged to participate.

### **Lego Club**

Thursday, July 21, 4:00 – 5:00 pm

Join fellow Lego fanatics for challenges and meet-up over [Zoom](#). Ages 6-11.

### **Teen Events:**

#### **Sea Creature Sculptures**

Monday, June 13, 3:30 – 4:30 pm

Teens made sea creatures out of recycled paper pulp, wire, and glue.

Attendees: 2

#### **Crafty Tuesday**

Tuesdays, June 14 & 28, 2:00 pm

Teens decorated bags and bandannas with fabric ink stamp pads.

Attendees: 30

#### **Teen Craft: Jellyfish Lanterns**

Wednesday, June 15, 4:00 – 5:00 pm

Teens turned ordinary lanterns into jellyfish with streamers, tissue paper spirals, and liquid water colors.

Attendees: 7

#### **Lawn Games & Frozen Treats**

Monday, June 20, 3:30 – 4:30 pm

Teens played giant Jenga and enjoyed some ice cream and popsicles on a really hot day!

Attendees: 2

#### **Teen Gaming**

Wednesday, June 22, 3:00 – 4:00 pm

Snack and play board games, face off on the Nintendo Switch or SNES, or bring your own device.

Attendees: 3

#### **Teen Outdoor Movie: Tremors**

Friday, June 24, 8:45 – 10:45 pm

Teens enjoyed some popcorn and other snacks while watching *Tremors* on a giant outdoor screen.

Attendees: 4

### **Upcoming Teen Events:**

#### **Teen Summer Reading Program**

June 1 – August 31

**Teen Tech**

Monday, June 27, 3:30 – 4:30 pm

Explore Nintendo Labo (cardboard Switch creations), Makey Makey and littleBits kits. Make short films with Lego Minifigs. and action figurines.

**Crafty Tuesday**

Tuesdays, 6/28, 7/12, 7/26, 2:00 pm

Stop by Teen Central for DIY projects. Create throughout the week, as supplies last.

**Teen Nailed It! Cupcakes**

Wednesday, June 29, 4:00 – 5:00 pm

Attempt to create a cupcake design masterpiece. Succeed or fail, you will walk away with some new decorating techniques – and cupcakes!

**D&D Basics for Teens**

Tuesday, July 5, 3:30 – 4:30 pm

Join other teens for a crash course in playing Dungeons & Dragons. You'll leave with a character sheet and a basic understanding of the rules. All experience levels are welcome, but this will be catered toward new adventurers!

**Teen Craft: Painted Shell Rocks**

Wednesday, July 6, 4:00 – 5:00 pm

**Quidditch**

Friday, 7/8, 8/5, 10:00 – 11:00 am

Ages 12-18. Registration required. Play muggle quidditch, weather permitting. No experience necessary.

\*Meet behind the library.\*

**Verona Reads! Teen *Firekeeper's Daughter* Book Discussion**

Monday, July 11, 7:00 – 8:00 pm

Ages 14-18. Registration required. Enjoy snacks with other teens while discussing our community read, *Firekeeper's Daughter* by Angeline Boulley.

**Teen Gaming**

Wednesday, July 13, 3:00 – 4:00 pm

Snack and play board games, face off on the Nintendo Switch or SNES, or bring your own device.

**Teen Outdoor Movie: *The Princess Bride***

Friday, July 15, 8:45 – 10:45 pm

Snack on some popcorn while you watch *Tremors* on a big screen in our parking lot theater! Bring a camp chair (we'll have some available), and dress for the weather. If it rains, we'll move the event indoors.

**Lawn Games & Frozen Treats**

Monday, July 18, 3:30 – 4:30 pm

Play lawn games behind the library with other teens, weather permitting. Enjoy a cool treat and face off in cornhole, ladder toss, Spikeball, giant Jenga, etc. Don't forget your sunscreen!

### **Teen Nailed It! Donuts**

Wednesday, July 20, 4:00 – 5:00 pm

Attempt to create a donut design masterpiece. Succeed or fail, you will walk away with some new decorating techniques – and donuts!

### **Teen Escape: Lost at Sea**

Monday, July 25; 3:00 - 3:45 pm, Group 1; 4:00 - 4:45 pm, Group 2

Solve puzzles, find clues, and crack locks to escape the adventure!

### **Adult Classes & Events:**

#### **Distance Learning English Classes**

Beginner Level, Monday, June 6, Attendees: 5

Intermediate Level, Tuesday, June 7, Attendees: 4

#### **Using Social Media to Enhance Your Genealogical Research - Virtual**

Monday, May 23, 6:30 - 7:30 pm

Eleanor Brinsko, professional genealogist, walked us through how to use some of the largest social media platforms in order to answer your genealogical questions, connect you to cousins, and learn about the hometowns and origins of your ancestry.

Attendees: 7

#### **Library Yarn Club**

Second and Fourth Wednesdays, Drop in Between 4:30-6:00 pm

Fiber art enthusiasts joined together to learn new techniques, exchange ideas, or find inspiration for their next project.

May 25, Attendees 8

June 8, Attendees: 9

June 22, Attendees: 7

#### **Creating a Pollinator Paradise – Virtual**

Wednesday, June 1, 6:30 - 7:30 pm

Melinda Myers, gardening expert and author, discussed plant selection, design strategies and plant care to help attract and support pollinators.

Attendees: Program was coordinated as a courtesy and attendance was not available.

#### **Wisconsin Dells Singers & Dance Troupe**

Thursday, June 2, 6:30 - 7:30 pm

Wisconsin Dells Singers & Dance Troupe and Elliott Funmaker Sr. of the Ho-Chunk and Meskwaki Nations performed traditional songs, stories, and dances of the Ho-Chunk people.

Attendees: 106

#### **People of the Sacred Language**

Tuesday, June 7, 6:30 - 7:30 pm

Andi Cloud, storyteller and Ho-Chunk tribal member shared history, culture, and stories.

Attendees: 24

### **Senior Case Management Outreach**

Monday, June 13, Drop in between 1:00 – 2:00 pm

A case manager from the Verona Senior Center was available to questions and provide resources for older adults and their caregivers.

Attendees: 0

### **Celebrating Verona's Archaeological Treasures: Snapshots and Stories From 10,000 Years of Verona History**

Wednesday, June 15, 6:30 - 7:30 pm

Archeologist Paul Reckner highlighted the contribution of archaeology to our understanding of the deep history that often lies just beneath our feet.

Attendees: 16

### ***Firekeeper's Daughter* Book Discussion**

Thursday, Jun 16, 6:30 - 7:30 pm, Attendees: 6

### **Maintaining Your Landscape with Pollinators in Mind – Virtual**

Wednesday, June 22, 6:30 - 7:30 pm

Melinda Myers, gardening expert and author, discussed pollinator-friendly care to keep your landscape healthy and looking its best throughout the year. Myers also explored ways to manage the space without harmful chemicals to keep plants and visiting pollinators healthy.

Attendees: Program was coordinated as a courtesy and attendance was not available.

### **Meet the Author: Angeline Boulley – Virtual**

Thursday, June 23, 7:00 - 8:15 pm

Author, Angeline Boulley discussed her debut novel, *Firekeeper's Daughter*, a groundbreaking YA thriller about a Native teen who must root out the corruption in her community.

Attendees: 81 (48 day of event, 33 viewed video afterward)

## **Upcoming Adult Classes & Events**

### **Adult Summer Reading Program 2022**

June 1 – August 31

Visit [veronapubliclibrary.beanstack.org](http://veronapubliclibrary.beanstack.org) and/or get the Beanstack Tracker app to create an account starting June 1. Then register to participate. Log every hour of reading you do (up to 20 hours total) and enter to win a \$50 gift card to a Verona business. All reading counts, including audio books. The Summer Reading Program is funded by the Friends of the Verona Public Library.

### **Distance Learning English Classes for Adults**

Mondays 6:00 - 8:00 pm, Beginner, Beginner, June 6 - August 16

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, June 7 - August 16

This free group English class will be offered mostly online using Zoom. In-person classes will take place at the Verona Public Library (500 Silent St, Verona WI 53593) on March 7 and May 3. You will practice speaking, listening, reading, writing and new vocabulary in English. You can take your Zoom class on your smartphone, a tablet, a laptop, or a computer. If you do not have any of these, Literacy Network can lend you a device. Students will receive free English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with Literacy Network.

### **A Look at Food, Culture and History of the Woodland Area**

Wednesday, June 29, 6:30 - 7:30 pm

Executive chef and founder of Wild Bearies, Elena Terry, will speak about the connection traditional food culture has with Natives of the woodland area while addressing the beauty of sharing a meal with someone. Terry will discuss how Wild Bearies is working to build a stronger community, one dish at a time.

### **Senior Case Management Outreach**

Monday, July 11, Drop in between 1:00 – 2:00 pm

A case manager from the Verona Senior Center will answer questions and provide resources for older adults and their caregivers. Information on Medicare/Medicaid, nutrition, housing, assistance in the home, and resources in Verona and Dane County will be available.

### ***A Dog Lover's Guide to Hiking Wisconsin's State Parks: Author Event***

Tuesday, July 12, 6:30 - 7:30 pm

Danielle St. Louis and her energetic Labrador-border collie rescue dog, Lucky, have hiked every Wisconsin state park together. While doing so, they enjoyed the state's rich natural beauty and the challenges that can come from hiking with a canine companion. St. Louis will share stories from her book, *A Dog Lover's Guide to Hiking Wisconsin's State Parks*. Books will be available for sale and signing.

### **Library Yarn Club**

Wednesday, July 13 and 27, 4:30 - 6:00 pm

If you enjoy knitting, crochet, embroidery, or another needlecraft, please join us at a new twice-monthly, drop-in stitching circle hosted by the library. Meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project.

If weather permits, we will meet outside on the lawn behind on the library. Bring a lawn chair and your project. In case of cold or rainy weather, the group will meet in the library's Community Room. All skill levels welcome.

### **Ukulele Sing-Along**

Thursday, July 14, 6:30 - 7:30 pm

Performers from the Madison Area Ukulele Initiative will play familiar songs for all ages and invite you to sing along. Lyric sheets will be provided.

### **Charcuterie, Cheese, and Food Styling**

Monday, July 18, 6:30 - 7:30 pm

Therese Merkel, owner of Tricky Foods, will demonstrate how to create the perfectly eye-pleasing, mouthwatering charcuterie board! After this class, you will be able to wow your guests with your newfound talent of creating salami roses, orange flowers, and a visually balanced (and tasty) snack tray. The completed charcuterie board will be given away as a door prize. Registration required. Class size limited to 50 participants.

### **Pet First Aid and When to Call a Veterinarian**

Monday, July 25, 6:30 - 7:30 pm

Join Dr. Jackie Forcey, from True Veterinary Care, LLC, and learn how to assess your pet, their wounds and issues that may arise at home. Dr. Forcey will also discuss how to know when to call your veterinarian or when to go to the emergency clinic.

## **Exhibits**

### ***Verona: Then and Now - Photography Exhibit***

June 1 – July 12

Take a trip through space and time as you gaze upon large photographs of historic Verona placed side by side with their modern counterparts. Why does Hometown Junction look like a train station? Did someone once live in Kismet Books? Discover the hidden stories behind places you walk by every day.

## **Outreach Events**

Total outreach library cards made May 18 - June 23: 64

### **Outreach story times:**

Total daycare story time presentations: 18

### **Noel Manor Book Group**

Friday, May 20, and Friday, June 17, 10:30 – 11:30 am

Maureen led a discussion of *Salt to the Sea* by Ruta Sepetys and *Something in the Water* by Catherine Steadman for a new book group at Noel Manor.

Attendees: 8, 5

### **Glacier Edge Field Trips**

Wednesday, May 25, 9:00 am, 10:00 am, 11:00 am, and 12:45 pm

Four classes of first graders from Glacier Edge came to the library to hear a story, get a tour, and look at books. Many students also got a library card.

Attendees: 20, 21, 21, 18

### **Prairie Oaks Book Group**

Thursday, May 26 1:00 – 2:00 pm

The group read *Hello, Summer* by Mary Kay Andrews.

Attendees: 5

### **Books 'n Booze(less)**

Thursday, May 26, 6:00 – 7:00 pm

The group discussed *The Searchers* by Tana French in person at the library.

Attendees: 5

### **Dive into Reading at Country View Elementary**

Wednesday, June 1, 8:00 – 9:00 am

Maureen and Marissa went to Country View to make library cards, hand out bookmarks, and distribute summer reading information at this family literacy event.

Attendees: 62

### **Nakoma Summer Reading Program**

Tuesdays, June 7 and 21, 3:00 – 4:00 pm

We kicked off summer reading with a Pikachu and Polaroids event where VASD students could get their picture taken with Pikachu, do a craft, and get a library card at the Nakoma Heights Apartments. Every other week we'll be bringing additional crafts and books for checkout.

Attendees: 52, 28

**Senior Center Book Group**

Wednesday, June 8, 10:00 – 11:00 am

The group discussed *Firekeeper's Daughter* by Angeline Boulley.

Attendees: 7

**Verona Downtown Farmers Market**

Wednesday, June 8, 3:00 – 6:00 pm

Rain prevented the book bike from attending the Farmers Market, but Marissa and Maureen made a library card, checked out books, and gave away copies of *Firekeeper's Daughter*.

Attendees: 40

**Four Winds Book Group**

Tuesday, June 21, 10:00 – 11:00 am

The residents met to discuss *The Book Woman of Troublesome Creek* by Kim Michele Richardson.

Attendees: 7

**Upcoming Outreach Events****Prairie Oaks Book Group**

Thursday, June 23, 1:00 – 2:00 pm

The group will be reading *Firekeeper's Daughter* by Angeline Boulley.

**Nakoma Summer Reading Program**

Tuesdays, July 5 and 19, 3:00 – 4:00 pm

There will be books for checkout, library card applications, summer reading materials, and a craft for Glacier Edge students at the Nakoma Heights Apartments at this annual program.

**Senior Center Book Group**

Wednesday, July 13, 10:00 – 11:00 am

The group will be reading *The Prize Winner of Defiance, Ohio* by Terry Ryan.

**Four Winds Book Group**

Tuesday, July 19, 10:00 – 11:00 am

The residents will meet to discuss *Hello, Summer* by Mary Kay Andrews.

**Books 'n Booze at Wisconsin Brewing Company**

Thursday, July 28, 6:00 – 7:00 pm

The group will be discussing *They Called Us Enemy* by George Takei.

**Upcoming Book Bike Events**

Harriet Park, June 28, 11:30 am – 12:30 pm

Tollefson Park, July 7, 11:30 am – 12:30 pm

Veterans Park, July 12, 11:30 am – 12:30 pm

150 YEARS

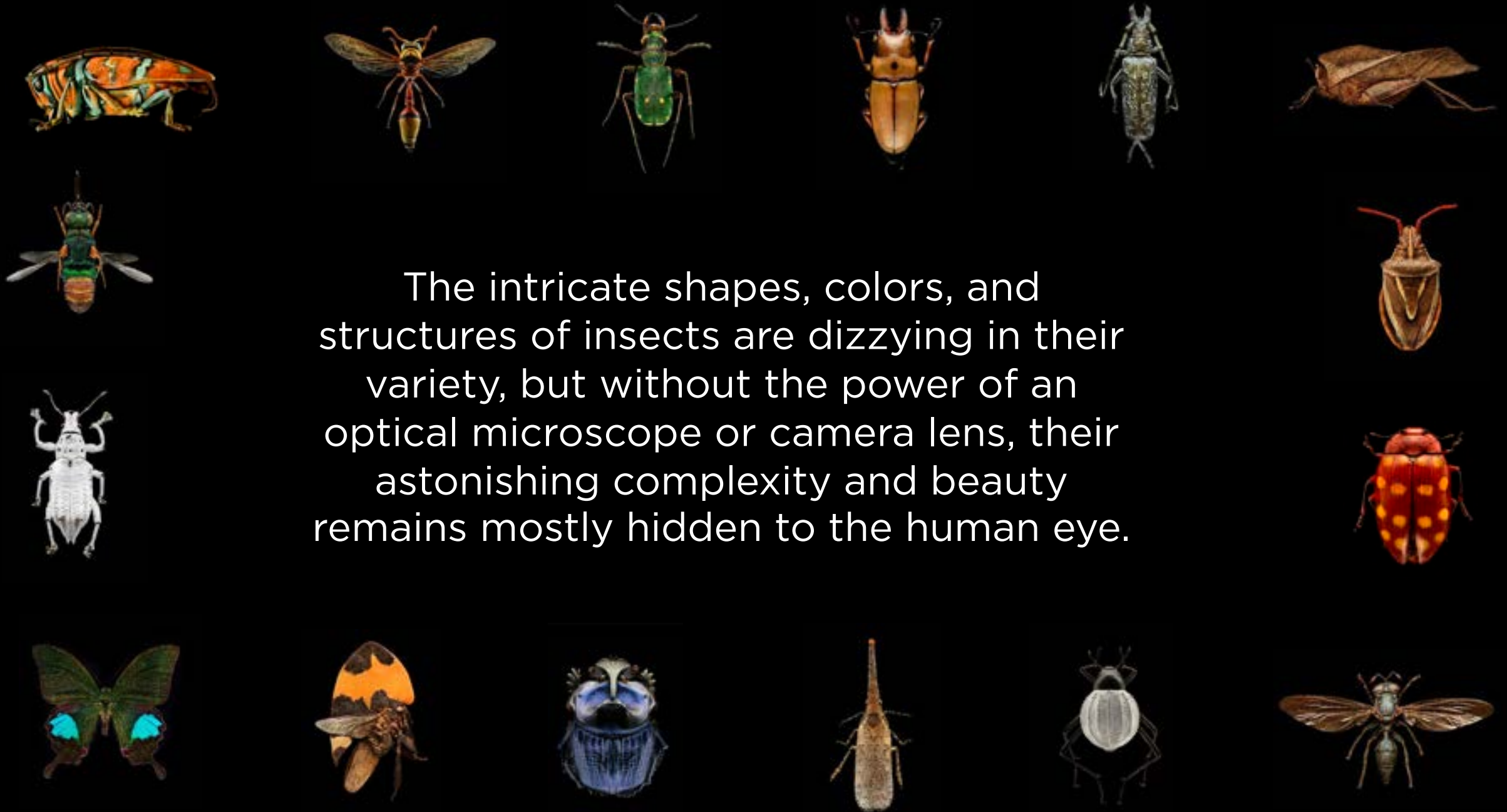
AMERICAN MUSEUM  
OF NATURAL HISTORY

TRAVELING EXHIBITIONS



Microsculpture





The intricate shapes, colors, and structures of insects are dizzying in their variety, but without the power of an optical microscope or camera lens, their astonishing complexity and beauty remains mostly hidden to the human eye.

# About the Exhibition

**Microsculpture** is a series of beautiful, high magnification portraits that capture the microscopic form of insects in striking large-format and high-resolution detail.

The exhibition was created by photographer Levon Biss and showcases the insect collection of the Oxford University Museum of Natural History.

The exhibition is available to license from the American Museum of Natural History.



**Microsculpture** presents a new perspective on insects, enabling audiences to study and appreciate the hidden details of the insect world in a unique and engaging way.





# Levon Biss

**Levon Biss** is an award-winning British photographer. His work has covered a wide range of photographic genres, from portrait to documentary and sport. Levon's portrait subjects have included Quentin Tarantino, President Emmanuel Macron, and Usain Bolt, with his work appearing on the covers of TIME, The New York Times, GQ, and Sports Illustrated. His work has been exhibited all over the world and is housed in numerous private and museum collections.



# Process

Each image on display in **Microsculpture** took about four weeks to create and was created from over 8,000 separate images taken using microscope lenses.







The photographs are printed in large-scale formats, with insects that are millimeters long being presented at up to 9 feet tall.

# Goals

The goal of **Microsculpture** is to:

- Increase awareness of the wonders of insects through the art of photography
- Inspire the next generation of entomologists, scientists, and artists
- Challenge our current understanding of insects
- Provide a platform to discuss biodiversity and conservation



# Microsculpture





# Microsculpture

THE INSECT PORTRAITS OF LEVON BISS  
From the collection of the artist & scientist, Levon Biss



















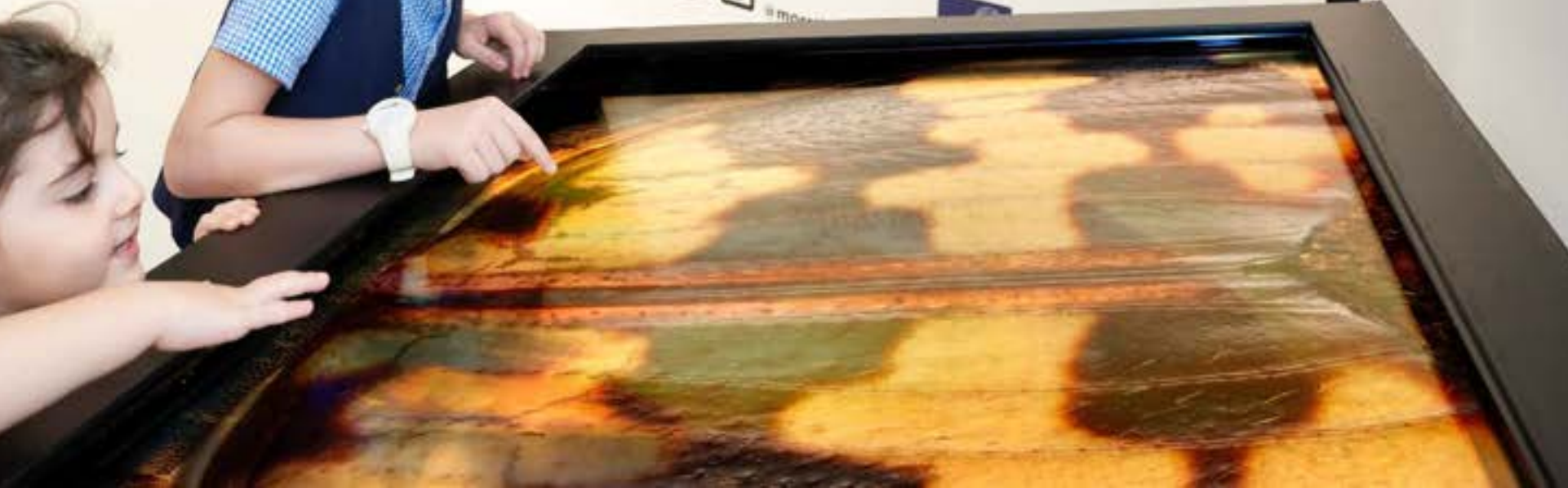




# Microsculpture

THE NEXT TECHNOLOGY OF LEVON BIR

Over the last 10 years, the Department of Invertebrate Zoology at the University of Cambridge has been working on a project to create a new type of sculpture. This is a new type of sculpture that is made using a process called 'microsculpture'. It is a process that involves taking a specimen of an insect and creating a sculpture that is a miniature version of the original. The process is done using a laser and a microscope. The result is a sculpture that is a miniature version of the original, but with a much more detailed and realistic appearance. The sculptures are made from a material called 'epoxy resin' and are painted with a special paint that gives them a realistic appearance. The sculptures are made in a way that allows them to be viewed from all angles, and they are made in a way that allows them to be viewed from a distance. The sculptures are made in a way that allows them to be viewed from a distance, and they are made in a way that allows them to be viewed from a distance.



---

“You will never look at  
a beetle or moth the  
same way again.”

— WIRED





# Exhibition Package

All files will be delivered digitally:

- High resolution images
- Image captions
- Introduction and informational panel text and graphics
- Marketing material and press kit templates
- Educator guide



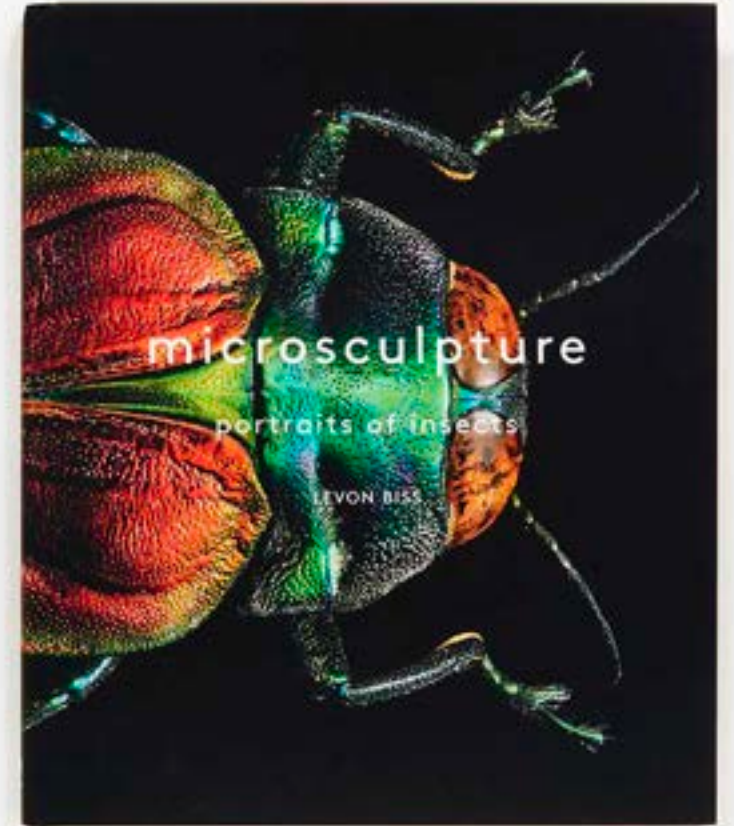
# Optional Elements

- *Making of Microsculpture* video presentation (5:20 minutes)
- Interactive touchscreen app
- Option to display specimens from your own collection



# Merchandise

- **MICROSCULPTURE: Portraits of Insects** is available to purchase at a discounted rate directly from the publisher (Abrams – North America & Asia; Abrams & Chronicle – Europe)
- Images can be licensed individually for additional merchandising



# Programming Topics

## Science

Ecosystems, anatomy, classification, entomology

## Art

Photography, colors, textures, scale, natural forms

## Adult Learning

Science, photography, and art workshops and lectures





150 YEARS

AMERICAN MUSEUM  
OF NATURAL HISTORY

TRAVELING EXHIBITIONS

Contact us to bring  
**Microsculpture** to your venue.

---



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## ***Microsculpture* Traveling Exhibition**

**April – May, 2023**

*Microsculpture* presents a new perspective on insects, enabling audiences to study and appreciate the hidden details of the insect world in a unique and engaging way.

The high-resolution series was created by photographer Levon Biss and showcases the insect collection of the Oxford Museum of Natural History.

The American Museum of Natural History's 2D panel exhibition are delivered digitally and designed to be flexible for display in spaces of various sizes and layouts.

- Flexible size
- Digital delivery
- Package include 38 large-format high-resolution images and captions and 3 informational panels. Marketing material and press kit templates. Educator guide.

License Fee:

- Four weeks, \$5,000
- Six weeks, \$7,500

Cost for Printing Panels:

- 41 panels, 29 ½" x 39 ½", \$23 each, \$966  
We can select images to print. We are not required to print all images. Can change and vary sizes to print.

We will coordinate programming for all ages.

- Partner with the UW-Madison Entomology Department
- April is Citizen Science Month
- Earth Day is Saturday, April 22, 2023
- No Mow May
- Photography
- Related programming estimate up to \$1,000

Total cost for four weeks, \$6,966

Total cost for six weeks, \$9,466

**VERONA PUBLIC LIBRARY ADDENDUM TO THE CITY OF VERONA PERSONNEL  
POLICY:  
ADMINISTRATIVE POLICY NO. 4**

|  |                         |
|--|-------------------------|
| Title: <b>Library Addendum: Personnel Policy</b>   |                         |
| Policy Source: Verona Public Library               | Creation Date: 6/6/2012 |
| Application: All non-represented library employees | Last Revision Date:     |
| Indexed as: Personnel Policy                       | Total Pages: 5          |

**I. Addendum Purpose and Intent**

**II. Policy Areas of Clarification**

**I. Addendum Purpose and Intent**

While the Library intends to adopt the majority of the City of Verona Personnel Policy, there are areas where the policy will not or cannot work due to differences in hours of operation, percentage of part-time employees, nature of work, and governance under the Wisconsin State Statutes. This addendum aims to clarify those differences and make a document in conjunction with the City of Verona Personnel Policy that is binding.

**II. Policy Areas of Clarification**

**3-3 Overtime and Compensatory Time**

The Federal Fair Labor Standards Act (FLSA) sets the minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employers. Under this rule, employees are classified into exempt and non-exempt status to determine eligibility for overtime. The State of Wisconsin also has Wage and Hour Laws to establish state overtime rules, minimum wage, record keeping, and child labor regulations. The City of Verona is covered by both federal FLSA and Wisconsin laws and shall comply with both by meeting the more stringent requirement of each law.

Employees may be required to work overtime as assigned, unless unable to do so due to extenuating circumstances beyond his or her control. Supervisors shall have the discretion to assign overtime and employees must obtain permission from their supervisor before working overtime hours.

For the purposes of calculating overtime, the Verona Public Library considers the following as “hours worked” for non-represented employees: paid holidays, sick leave, personal days, and vacation. This list does not include compensatory time used.

Fifteen (15) minutes is established as the minimum amount of work performed to be eligible for overtime, and then rounded to the nearest increment of fifteen (15) minutes. Library employees working at least 1,040 hours per year will receive compensatory time as overtime pay unless otherwise stipulated in this policy.

**Non-Exempt library employees who work 1,040 hours or more per year shall be paid straight compensatory time for “all hours worked” over the regularly scheduled hours for the week until that time is over forty (40) hours in one week.** Hours worked over forty (40) in one week will be paid compensatory time at one and one-half hours for every one hour worked.

Exempt library employees, other than the Library Director, shall be paid straight Compensatory Time for “all hours worked” over forty (40) in one week. The Library Director does not receive overtime pay or compensatory time.

Eligible library employees may accrue compensatory time up to a maximum of the equivalent of to two (2) times the employee’s weekly average of budgeted position hours. However, only compensatory time totaling the employee’s weekly average of budgeted position hours may be carried over from year to year. If accrued compensatory time that exceeds the employee’s weekly average of budgeted position hours is unused by the end of the calendar year, it will be lost. An additional carryover may be granted in situations where compensatory time is earned at the end of the year or because of other extenuating circumstances. An additional carryover must be authorized in writing by the Library Director, and it shall include a plan agreed upon by the employee and Library Director to utilize the time carried forward from the previous year.

For non-exempt employees, any overtime exceeding the employee’s maximum of two times the employee’s weekly average of budgeted position hours must be taken as pay in the pay period that it is earned. Compensatory time may be used as time off subject to the prior approval of the employee’s supervisor.

#### Call-in Time

A minimum of two (2) hours of time shall be paid to non-exempt employees whenever it is necessary to call an employee back to work. This does not apply to employees who have been away from work for at least eight hours and who are called in to work to fill absences, nor does it cover situations where employees split their shift.

#### Pager Pay

Any non-exempt employee required to carry a phone for off-duty calls shall receive one hundred dollars (\$100.00) per week over and above his or her regular compensation.

#### Exempt Employees

Employees in positions that are exempt from FLSA and Wisconsin overtime laws will not be compensated for hours worked over forty in one week unless eligibility for overtime is expressly identified in writing in this policy or by the Verona Public Library Board of Trustees. The payment of overtime for employees in exempt positions is at the



sole discretion of the Library and may be modified or rescinded by the Library at any time.

Administrative Time

Employees in positions that are exempt from FLSA and Wisconsin overtime laws and who are not eligible for overtime are considered salaried employees and shall be exempt from all premium pay provisions. However, in recognition of extra effort or significant additional hours worked, they are eligible for administrative time. Administrative time may be granted occasionally by the City Administrator in increments of up to four (4) hours. Administrative time shall not be an hour for hour banking of time, but gives the City Administrator the ability to acknowledge extraordinary efforts. Since all other library employees are eligible for overtime, Administrative Time only applies to the Library Director.

**3-4 Vacation**

The City shall grant regular full-time and part-time employees vacation with pay. Full-time employees shall receive vacation leave accrued annually on each employee's anniversary date according to the schedule below. Regular part-time employees who work 1,040 hours per year or more shall receive prorated vacation leave based on the hours budgeted for their position.

| <u>Length of Service</u> | <u>Annual Vacation</u>         |
|--------------------------|--------------------------------|
| After six (6) months     | Forty (40) hours*              |
| After 1 year             | Eighty (80) hours              |
| After 5 years            | One hundred Twenty (120) hours |
| After 9 years            | One hundred Sixty (160) hours  |
| After 14 years           | Two hundred (200) hours        |

~~\* The forty (40) hours received after six months is included in the eighty (80) hours received upon completion of the first year of service.~~

| <u>Length of Service</u> | <u>Annual Vacation</u> |
|--------------------------|------------------------|
| 0-4 years                | 120 hours*             |
| Start of year 5          | 160 hours              |
| Start of year 9          | 200 hours              |
| Start of year 14         | 240 hours              |

\*During their first year of employment, employees will receive sixty (60) hours of vacation on their hire date and an additional sixty hours on their six (6)-month anniversary. Employees leaving City service during their first year of employment will not receive a payout of vacation which has not been accrued.

No vacation leave may be taken by an employee until he or she has been employed by the City for a continuous period of six months. Vacation leave must be taken in at least one-half hour increments.

The City encourages employees to utilize their vacation for the purpose of being away from work. The City feels that this is an important part of the overall well-being of the employee. Employees may only accumulate vacation leave up to a maximum of two times the annual rate. Any earned vacation that exceeds two times the annual rate, on the anniversary date of posting, will be lost; unless an additional carryover is authorized in writing by the Library Director. A request to carryover unused vacation time shall include a plan to utilize the time and to return and stay within the maximum accumulation.

Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay. Any official holiday observed during an employee's scheduled vacation period shall not be counted as a day of vacation. Eligible part-time library employees may use vacation time in addition to holiday pay to equal the hours they normally work.

Employees leaving City service with less than ten (10) years of service shall be paid for vacation posted and unused plus accrued vacation to the date of separation in a lump sum payment at the time of separation. Employees leaving City service with ten (10) or more years of service shall have all of their unused vacation time, both posted and accrued to their entitled maximum amount, placed at the employee's current hourly rate into a Post-Employment Health Plan.

Vacation benefits for library employees are at the sole discretion of the Library and may be modified by the Verona Public Library Board of Trustees at any time. The Library may accelerate vacation benefits compared to the schedule above as a merit reward or as a matter of negotiation for initial hire.

### **3-5 Holidays**

Full-time employees will receive eight (8) hours of pay for holidays. Employees who work 1,040 hours per year or more shall receive prorated holiday pay leave based on the hours budgeted for their position.

Eligible employees shall receive holidays with pay for the following legal holidays observed by the City:

- |                                      |                               |
|--------------------------------------|-------------------------------|
| <del>1.</del> New Year's Day         | 5. Thanksgiving Day           |
| <u>1. Martin Luther King Jr. Day</u> | 6. Day after Thanksgiving Day |
| 2. Memorial Day                      | 7. Christmas Eve              |
| 3. Independence Day                  | 8. Christmas Day              |
| 4. Labor Day                         |                               |

Employees who are required to work on a holiday shall be paid in accordance with the City's overtime and compensatory time policies. Employees who are not eligible for overtime who are required to work on a holiday shall receive an additional day off that may be scheduled with the approval of the employee's supervisor. Part-time employees who receive prorated holiday pay and those who do not receive holiday pay may choose

to work on a holiday up to their normally scheduled hours for that day of the week to offset a loss of income.

When a legal holiday falls on a Saturday the preceding workday shall be observed and when a legal holiday falls on a Sunday the following workday shall be observed. The Library may choose to close on the Saturday or Sunday of a legal holiday where no employees would be required to work and treat it as an unpaid closer date, and also close on the preceding workday of a Saturday holiday or following workday of a Sunday holiday to observe a paid holiday.

### **3-18 Compensation**

#### Salary Adjustments

On an annual basis or at other times as warranted, the Verona Public Library Board of Trustees may consider applying an across the board Cost of Living Adjustment or individual position adjustments in order to keep the Library's compensation levels competitive with market rates and the local economy. Consideration of salary adjustments shall be based on the recommendation of the Library Director to the Verona Public Library Board of Trustees. The Verona Public Library Board of Trustees shall recommend funding for salary adjustments as part of the budget process.

### **5-1 Promotion**

The City shall endeavor to fill job vacancies by promotion from within the organization when practical and in the best interest of the City. In order to be considered a promotion, there must be a genuine change in job duties and responsibilities. The newly promoted employee will be subject to an orientation period in the new position. If during this orientation period the City does not find the performance of the new employee in such new position to be satisfactory to the City, then the City, in its sole discretion, may demote the employee to the former position, if that position is available.

The Personnel Committee or City Council shall determine the compensation for an employee who is promoted.

Promotions of sworn police officers shall follow the procedures of the Police and Fire Commission.

Promotions of library employees including compensation for a promoted library employee shall be determined by the Verona Public Library Board of Trustees.

Temporary Acting Appointment: Appointment of personnel to higher classification on a temporary acting basis to fill a vacancy may be made. An employee holding a temporary acting appointment may receive a temporary pay increase. Decisions regarding this increase will be made by the Verona Public Library Board of Trustees.

## **5-2    Reclassification**

A reclassification is a change in compensation for a position which is necessitated by a change in job duties over time. If, in the opinion of the Library Director, a change in job duties is significant enough to warrant a pay adjustment, he or she shall make a recommendation to the Verona Public Library Board of Trustees who may authorize the adjustment subject to available budgetary funds.

Library Board Approved June 6, 2012

**CITY OF VERONA PERSONNEL POLICY:  
ADMINISTRATIVE POLICY NO. 4**

|  |                                |
|--|--------------------------------|
| Title: <b>Personnel Policy</b>             |                                |
| Policy Source: Personnel Committee         | Creation Date: 3/10/1980       |
| Application: All non-represented employees | Last Revision Date: 05/09/2022 |
| Indexed as: Personnel Policy               | Total Pages: 29                |

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## **SECTION 1 - PERSONNEL MANAGEMENT**

### **1-1 General Policy and Purpose**

The contents of this policy are presented as matters of information; they are not conditions of employment. The City of Verona reserves the right to modify, revoke, suspend or terminate any or all of the plans, policies, and procedures described herein.

The purpose of this policy is to provide a platform for the development of an effective employee relations program which:

- Is consistent with state and federal laws
- Assists employees in achieving personal and organizational objectives
- Insures that decisions are carried out with fairness to all employees

### **1-2 Objectives**

- To create an organizational climate which enables people of all levels to communicate freely and naturally with each other, keeping them informed about the organization, their jobs, and their relationship to the community.
- To design jobs that involve people of all levels in the planning of their own work, and provide opportunities for individuals to make an impact on, and see how their accomplishments influence the achievement of organizational goals and objectives.
- To design management systems sensitive to the needs of people influenced by the systems and, where feasible, provide opportunities for persons at all levels to have a hand in developing and managing these systems.
- To provide competitive pay and benefits.
- To maintain equal opportunity practices which meet the spirit as well as the letter of the law in enabling individuals to compete and succeed on the basis of merit.
- To maintain pleasant, convenient, attractive and safe physical facilities.

### **1-3 Policy Application**

This policy applies to City of Verona employees except for sworn police officers covered by a collective bargaining agreement pursuant to Wisconsin Statutes 111.70. Library employees are also subject to personnel policies and procedures established by the Verona Public Library Board. Non-represented sworn police officers are also subject to the statutory provisions for the Police and Fire Commission. In addition to this policy, Department Heads may establish work rules and procedures for employees of their departments. The City Administrator shall review department work rules and procedures for consistency with City policies and compliance with state and federal law.

#### **1-4 Fair Employment**

The City shall not discriminate against any employee or applicant on the basis of age, race, religion, color, sex, national origin, ancestry, handicap, physical condition, developmental disability, arrest or conviction record, gender identity, gender expression, sexual orientation, marital status or military participation in any personnel action.

#### **1-5 Management Rights**

The right, function, and authority to manage all operations are vested in the City and include, but are not limited to the following:

- (a) To direct, supervise and evaluate the work of its employees;
- (b) To hire, promote, transfer, classify or lay off employees;
- (c) To discipline, suspend, discharge, reclassify or demote employees;
- (d) To plan, direct and control operations;
- (e) To set the standards of service to be offered to the citizens;
- (f) To determine the amount and quality of work and services needed, by whom it shall be performed and the location where such work and services shall be performed;
- (g) To determine to what extent any process, service or activities of any nature whatsoever shall be added or modified;
- (h) To introduce new or improved methods, tools, equipment or facilities, or to change existing practices, methods, tools, equipment and facilities;
- (i) To schedule the hours of work and to determine the assignment and allocation of duties;
- (j) To select and to determine the number and types of employees required;
- (k) To assign work to such employees in accordance with the requirements determined by the employer.

#### **1-6 Personnel Records**

The City maintains personnel records and files for each employee under the direction of the City Administrator who is the City's personnel officer. Maintaining these files with up-to-date information is very important as it provides the City with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs and other benefits. A delay in filing proper forms could result in lack of insurance coverage. Employees shall immediately report all changes in personnel status to Administration including but not limited to the following:

- Address and telephone number
- Emergency contact
- Marital status, name change, and number of dependents
- Changes in benefit selections and deductions



All information contained in an employee=s personnel record is considered confidential subject to requirements of the Wisconsin Open Records Law. Access to employment records is limited to the employee, supervisor, Department Head, City Administrator, appropriate members of the Administration Department, and requests for those records which are releasable under Wisconsin Open Records Law. Employees shall be provided with a copy of any evaluations or disciplinary action that is included in their personnel records.

## **SECTION 2 - RECRUITMENT, SELECTION, AND STAFFING**

### **2-1 General Policy**

The City of Verona recruits and selects qualified persons for positions with the City, including full-time, part-time, seasonal, and limited term appointments. Recruitment and selection shall be conducted in a manner to ensure open competition, provide equal opportunity, and prohibit discrimination.

The City shall not discriminate against any employee or applicant on the basis of age, ancestry, arrest and conviction record, color, creed, disability, gender, marital status, military participation, national origin, pregnancy or childbirth, race, religion, gender identity, gender expression, or sexual orientation.

### **2-2 General Procedures**

The recruitment and selection of candidates for positions, including promotions, transfers, and new hires, are cooperative efforts between City Department Heads and Administration. The selection of candidates shall be made by the Department Head for the department in which there is a vacancy.

The City Administrator is responsible for ensuring compliance with City policies and procedures and state and federal laws throughout the hiring process. Therefore, no recruitment and selection process for regular positions may begin without notification to the City Administrator. Additionally, no offer of employment for regular positions shall be made without approval of the City Administrator.

The Personnel Committee shall be responsible for overseeing the process for the promotion or employment of Department Heads. The appointment of these positions shall be made by the Mayor and Common Council.

The recruitment and selection of sworn police officers and library employees are governed by the rules and regulations of the Police and Fire Commission and the Library Board respectively. Specific procedures for recruitment of those employees are reviewed by the Commission and the Board.

Procedures for the recruitment and selection of seasonal and limited term employees may vary from this policy due to the limited nature of the work assignment.

### **2-3 Recruitment Process**

#### **Review of the Position Description**

Prior to commencing the recruitment process, the position description for the vacancy

shall be reviewed and updated as needed. No hiring process shall commence without an approved position description.

#### Announcement of Vacancies

Recruitment is tailored to the position to be filled and is directed at sources most likely to yield qualified candidates. Each recruitment process will be outlined by the Department Head and reviewed with the City Administrator prior to advertising.

Notices of vacancies will be posted at City facilities and may run concurrently with external advertisements. Each interested individual must complete a formal application for the position by the noted deadline.

The City may keep applications on file that are received unsolicited or submitted from previous recruitments. When a position becomes available, the Department Head or City Administrator may screen these applications and contact candidates that meet the qualifications for the position.

If it is determined that there is not a sufficient number of applications on file, the position will be advertised. This may include local or regional media outlets, professional associations, and internet job sites. Vacancies will also be posted on the City's website. Advertisements will generally be prepared by the Department Head and subject to the review by the City Administrator.

#### Screening

All applications will be screened to determine whether or not the applicants meet the minimum qualifications for the position. This screening will be based on the approved position description and the essential functions of the job. The City Administrator will monitor the screening process to ensure compliance with equal opportunity and state and federal laws.

#### Examinations

The nature of examinations used to determine the applicant qualifications for appointment or promotion within the City service may vary by vacancy, but must be job related and in compliance with state and federal law. Examinations may include telephone interviews, in person interviews, skills testing, written examinations, and assessment centers.

#### Background Checks

Reference Checks will generally be done by the Department Head or his or her designee. Verification of driver's license and criminal history will be performed by the Police Department or another designated staff member. All necessary verifications and checks shall be completed prior to extending an offer of employment.

### Selection

The most qualified person who best fits the position will be selected. Selection will be made by the Department Head. All offers of employment shall be made in writing and will be reviewed by the City Administrator prior to extending the offer. At the discretion of the Department Head and/or City Administrator, offers of employment may be made conditionally upon satisfactory completion of a medical examination, drug screen, or other examination of the ability of the candidate to perform the essential function of the position.

### Recruitment Records

The City Administrator shall be responsible for the maintenance of official recruitment files for all regular positions with the exception of police department and library positions. All information will be kept confidential to the extent permitted by law.

Department Heads are responsible for ensuring that all recruitment documents are promptly submitted to the City Administrator. These shall include job descriptions, copies of advertisements and other recruitment notices, application forms and resumes, examination results, interview notes, reference forms, results of criminal and driver's license checks, offer letters, and other related documents. All records shall be stored in a secure location for the period of time required by the City's records retention policy

## **2-4 Appointments**

### Type of Appointments

*Regular Full-Time:* Employed on an ongoing basis and regularly scheduled to work approximately 2,080 hours per year.

*Regular Part-Time:* Employed on an ongoing basis and regularly scheduled to work less than 2,080 hours per year.

*Limited Term Employees:* Appointments which are temporary in nature and are filled for a specified duration. Limited Term Employees may be full-time or part-time.

*Seasonal Employees:* Temporary appointments for a specified duration of less than one year. Seasonal appointments shall be limited to part-time with fewer than 1,200 hours per year.

*Contract Positions:* Includes technical experts that meet the requirements of an independent contractor according to the Internal Revenue Service. Contract positions are not considered City employees and are exempt from the recruitment and appointment provisions of this policy.

### Re-employment

Former employees with a satisfactory service record may be considered for a vacancy after completing the employment application. Qualifying examination may be required where applicable.

The appointment of former employees may be at a rate of pay which the employee received at the time of termination subject to the discretion of the City Administrator. Any accrued rights, privileges, or benefits are cancelled when an employee leaves the service, however prior service may be recognized at the time of re-employment based on a review of an individual's qualification and subject to the approval of the Department Head and City Administrator. Any credit for prior service shall be noted in the offer of employment. The employment of former employees receiving retirement benefits will be subject to the regulations of the Wisconsin Department of Employee Trust Funds.

### Appointment Above Entry Level

The minimum rate of pay for a position will normally be paid upon employment with the City. Salary rates above the minimum will be paid upon employment with the approval of the City Administrator. Appointment above the entry level will be based on recognition of exceptional qualifications of an applicant or a lack of applicants at the minimum rate of pay.

## **2-5 Employee Orientation**

It is the intent of the City to encourage a speedy, effective orientation in order to minimize the time required for employees to be able to make a meaningful contribution to his or her job and professional development.

Each Department will hold meetings for all new employees to acquaint them with City policies and procedures and to explain to them the package of benefits available through their employment with the City.

## **2-6 Orientation Period**

All persons in initial appointment, or who have been promoted, shall serve an orientation period of twelve (12) months from the date of hire or promotion. The Department Head may extend the orientation period subject to the approval of the City Administrator, if it is deemed necessary to evaluate the incumbent.

At regular intervals during the orientation period, the work of each employee should be appraised by the supervisor including at least one written evaluation after the completion of six (6) months. The results of any appraisals shall be discussed with the employee along with any recommendations for improvements. Prior to completion of the

orientation period, the supervisor shall complete a written evaluation of the employee and make a recommendation as to whether the employee has successfully completed the orientation period, the orientation period should be extended, or the employee should not be certified as a regular employee and should be terminated. The written evaluation shall be acknowledged by the supervisor and employee and provided to the City Administrator to be maintained as part of the employee's personnel file.

Any new employee who does not maintain satisfactory performance despite appraisal and counseling may be terminated without the right of appeal any time during the orientation period. Employees who have been promoted and who cannot evidence satisfactory performance in the new position may be demoted any time during the orientation period without the right of appeal and returned to their previous position provided such an opening is available.

The orientation period for sworn police officers and library employees shall be governed by Police and Fire Commission rules and Police Department procedures and the Library rules and procedures respectively.

## **SECTION 3 - COMPENSATION AND BENEFITS**

### **3-1 Intent**

This section of the policy addresses the compensation and fringe benefit program for regular City of Verona employees with the exception of sworn police officers covered by a collective bargaining agreement pursuant to Wisconsin Statutes 111.70. Sworn Police Sergeants shall follow the provisions of the police collective bargaining agreement with respect to the calculation of overtime, holiday pay, vacation schedule, and educational incentive.

### **3-2 Hours of Work**

The normal full-time work week is based on 2,080 hours annually or forty (40) hours per week at eight (8) hours per day. Employees may be provided with an unpaid lunch period in addition to an eight hour workday. City Departments may have different hours of operation. The City Administrator shall approve any changes to the operational hours of City Departments. Personnel will work hours as assigned by their supervisors. Flexible work schedules may be approved provided the business needs of the department are met.

Employees shall report promptly at the designated starting time at their assigned work station, be ready to begin work at the designated starting time, and shall devote their entire efforts during working hours to their assigned duties.

Employees working an eight hour shift may be entitled to two fifteen (15) minute work breaks per day away from their work station. Failure to take such a break shall not make an employee eligible to work in addition to his or her regularly scheduled hours or to accumulate compensatory time off. The scheduling of break periods and locations is at the discretion of the supervisor.

### **3-3 Overtime and Compensatory Time**

The Federal Fair Labor Standards Act (FLSA) sets the minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employers. Under this rule, employees are classified into exempt and non-exempt status to determine eligibility for overtime. The State of Wisconsin also has Wage and Hour Laws to establish state overtime rules, minimum wage, record keeping, and child labor regulations. The City of Verona is covered by both federal FLSA and Wisconsin laws and shall comply with both by meeting the more stringent requirement of each law.

Employees may be required to work overtime as assigned, unless unable to do so due to extenuating circumstances beyond his or her control. Supervisors shall have the

discretion to assign overtime and employees must obtain permission from their supervisor before working overtime hours.

#### Non-Exempt Employees

Non-exempt employees covered by the Fair Labor Standards Act (FLSA) or the Wisconsin overtime laws will be paid time and one-half for “all hours worked” over forty (40) hours in one week. For the purposes of calculating overtime, the City of Verona considers the following as “hours worked” for non-represented employees: paid holidays, sick leave, personal days, and vacation. This list does not include compensatory time used.

Fifteen (15) minutes is established as the minimum amount of work performed to be eligible for overtime, and then rounded to the nearest increment of fifteen (15) minutes. In lieu of receiving overtime pay, non-exempt employees may request compensatory time.

During the course of the year, non-exempt employees may accrue compensatory time up to a maximum of 80 hours (53.33 straight time hours). Any overtime exceeding the 80 hour maximum must be taken as pay in the pay period that it is earned. Compensatory time may be used as time off subject to the prior approval of the employee’s supervisor. Unused compensatory time shall be paid out prior to the end of the calendar year if not used or scheduled for use by the end of the calendar year.

#### Call-in Time

A minimum of two (2) hours of time shall be paid to eligible public works employees whenever it is necessary to call an employee back to work.

#### On Call Pay

Non-exempt employees who are required to be on-call and carry a phone for off-duty calls may receive one hundred dollars (\$100.00) per week over and above his or her regular compensation.

#### Exempt Employees

Employees in positions that are exempt from FLSA and Wisconsin overtime laws will not be compensated for hours worked over forty in one week unless eligibility for overtime is expressly identified in writing by the City of Verona. The payment of overtime for employees in exempt positions is at the sole discretion of the City and may be modified or rescinded by the City at any time.

#### Administrative Time

Employees in positions that are exempt from FLSA and Wisconsin overtime laws and who are not eligible for overtime are considered salaried employees and shall be exempt from all premium pay provisions. However, in recognition of extra effort or significant



additional hours worked, they are eligible for administrative time. Administrative time may be granted occasionally by the City Administrator in increments of up to four (4) hours. Administrative time shall not be an hour for hour banking of time, but gives the City Administrator the ability to acknowledge extraordinary efforts.

### 3-4 **Vacation**

The City shall grant vacation with pay for regular full-time and regular part-time employees. Regular full-time employees shall receive vacation leave accrued annually according to the schedule below. Regular part-time employees scheduled to work an average of twenty (20) hours per week shall receive prorated vacation leave based on their scheduled hours.

| <u>Length of Service</u> | <u>Annual Vacation</u> |
|--------------------------|------------------------|
| 0-4 years                | 120 hours*             |
| Start of year 5          | 160 hours              |
| Start of year 9          | 200 hours              |
| Start of year 14         | 240 hours              |

\*During their first year of employment, employees will receive sixty (60) hours of vacation on their hire date and an additional sixty hours on their six (6)-month anniversary. Employees leaving City service during their first year of employment will not receive a payout of vacation which has not been accrued.

The City encourages employees to utilize their vacation for the purpose of being away from work. The City feels that this is an important part of the overall well-being of the employee. Employees may only accumulate vacation leave up to a maximum of two times the annual rate. Any accrued vacation that exceeds two times the annual rate, on the anniversary date of posting, will be lost; unless an additional carryover is authorized in writing by the City Administrator. A request to carryover unused vacation time shall include a plan to utilize the time and to return and stay within the maximum accumulation.

Vacation leave must be taken in a minimum of fifteen minute (15) increments. Employees shall not be permitted to waive vacation leave for the purpose of receiving double pay. Any official holiday observed during an employee's scheduled vacation period shall not be counted as a day of vacation.

Employees leaving City service with less than ten (10) years of service shall be paid for vacation posted and unused plus accrued vacation to the date of separation in a lump sum payment at the time of separation. Employees leaving City service with ten (10) or more years of service shall have all of their unused vacation time, both posted and accrued to

their entitled maximum amount, placed at the employee's current hourly rate into a Post-Employment Health Plan.

Employees eligible to receive a Wisconsin Retirement System (WRS) annuity payment upon termination of employment may choose to schedule and use posted vacation between their last active working day and the date of their actual retirement from service.

When hiring a new employee, the City Administrator may offer a higher step on the vacation schedule, based on prior experience.

### **3-5 Holidays**

Regular full-time and regular part-time employees working an average of twenty (20) hours per week shall receive holidays with pay for the following legal holidays observed by the City:

1. January 1
2. Martin Luther King Jr. Day
3. Memorial Day
4. July 4
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving Day
8. December 24
9. December 25

Employees who are required to work on a holiday shall be paid in accordance with the City's overtime and compensatory time policies. Employees who are not eligible for overtime who are required to work on a holiday shall receive an additional day off that may be scheduled with the approval of the employee's supervisor.

When a legal holiday falls on a Saturday the preceding workday shall be observed and when a legal holiday falls on a Sunday the following workday shall be observed.

### **3-6 Personal Days**

Regular full-time and regular part-time employees working an average of twenty (20) hours per week will receive three (3) personal days per calendar year to be used anytime during the year with prior written approval of the employee's supervisor. Personal days cannot be accumulated and shall be forfeited if not used within the calendar year. A newly hired employee will be granted personal day(s) in proportion to the number of months remaining in the calendar year as of their date of hire. For employees hired mid-year, they may carryover over the initially prorated personal days which must be used during the subsequent calendar year.

### **3-7 Sick Leave**

Regular full-time and regular part-time employees working an average of twenty (20) hours per week shall accrue paid sick leave at the rate of one (1) day per month for each month of continuous service. Sick leave may be accumulated to a maximum of one hundred thirty-five (135) working days. Sick leave must be earned prior to use. Regular part-time employees working an average of twenty (20) hours per week shall accumulate sick leave on a prorated basis, according to hours worked.

Employees leaving City service with ten (10) or more years of service shall have Eighty percent (80%) of their unused sick leave, both posted and accrued to their entitled maximum amount, placed at the employee's current hourly rate into a Post-Employment Health Plan.

Sick leave shall be used to cover absences from work due to personal illness, illness of a member of the immediate family living in the household requiring the attendance of the employee, medical appointments, off-the-job injury, or enforced quarantine of the employee in accordance with community health regulations. Sick leave shall be taken in fifteen (15) minute increments. When reasonable, employees shall give at least seventy-two (72) hour notice for prescheduled medical appointments.

In order to be eligible for sick leave with pay, the employee shall:

- (a) Report the reason for the absence from work and location of recovery as soon as possible and before the normal report time, unless extenuating circumstances prevent doing so.
- (b) Keep the immediate supervisor informed during the period of illness and the expected date of return to work. The City retains the right to contact the employee at any time during the employee's scheduled work day. Such contact shall be made at the discretion of the supervisor.
- (c) An employee who misses three (3) or more consecutive work days due to illness, may be required to furnish a doctor's certificate indicating the medical need for the absence and certifying the employee's fitness to return to work. A supervisor may require a doctor's certificate for any absence, regardless of length.

### **3-8 Bereavement Leave**

In the event of a death in an employee's immediate family, the employee may be granted bereavement leave with pay not to exceed three (3) working days. For purposes of bereavement leave, "immediate family" is defined as father, mother, spouse, children, step-children, father-in-law, mother-in-law, brother, sister, grandparents, grandparents of

spouse, brother-in-law, sister-in-law, daughter-in-law, and son-in-law. Employees attending a funeral or memorial service for grandchildren, uncles, aunts, first cousins, nieces, and nephews shall be granted up to one (1) working day off with pay.

Bereavement leave is not intended to accrue and must be used within a reasonable period of time. An employee may use accumulated sick leave for “emergency leave” in the event of a death or serious injury of an immediate family member with the prior approval of the City Administrator.

### **3-9 Retirement**

General Employees (Non-Sworn): The City shall pay the employer required share for employees who are eligible for participation in the Wisconsin Retirement System per the program guidelines established by the State of Wisconsin, or as otherwise required by state law.

Protective Employees (Sworn Police): The City shall pay the full cost of the employee and employer share for employees who are eligible for participation in the Wisconsin Retirement System per the program guidelines established by the State of Wisconsin, or as otherwise required by state law. However, after the expiration of the current sworn police collective bargaining agreement, the City shall only pay the employer share for protective service employees hired on or after July 1, 2011.

### **3-10 Health Insurance**

Active employees participating in the Wisconsin Retirement System are eligible for health insurance provided through the Wisconsin Public Employers Group Health Insurance Program.

General Employees (Non-Sworn): The City shall contribute toward the monthly premium for single or family coverage at a dollar amount up to eighty-eight percent (88%) of the average premium cost of plans offered by the Wisconsin Group Insurance Program in the tier with the lowest premium cost in Dane County, or as otherwise required by state law.

Protective Employees (Sworn Police): The City shall contribute ninety-five percent (95%) of the gross premium for the single or family health insurance plan chosen by the employee, but not more than ninety-five percent (95%) of one hundred five percent (105%) of the Wisconsin Group Insurance Program plan with the lowest premium cost in Dane County, or as otherwise required by state law.

For regular part-time employees who are eligible for health insurance, the City shall pay a prorated share of the premium contribution based on the employee’s scheduled hours

compared to a base of 2,080 hours per year. In the event a married couple is eligible for health insurance coverage, the City will only contribute toward the premium for one family plan.

### **3-11 Dental Insurance**

The City shall provide group dental insurance for regular full-time and regular part-time employees working an average of twenty (20) hours per week. For regular full-time employees the City shall pay 100% of the cost of single or family coverage. For regular part-time employees who are eligible for dental insurance, the City shall pay a prorated rate of the premium based on the employee's scheduled hours compared to a base of 2,080 hours per year.

In the event a married couple is eligible for dental coverage, the City will only contribute toward the premium for one family plan.

### **3-12 Life Insurance**

The City shall contribute the full cost of basic life insurance coverage for employees eligible for participation in Wisconsin Public Employers Group Life Insurance Program. Other options offered above basic coverage selected by employees will be provided solely at employee cost.

### **3-13 Income Continuation**

The City shall contribute toward the premium cost for income continuation coverage for employees eligible for participation in Wisconsin Public Employers Group Income Continuation Insurance Program. The City's share of the premium shall be based on the 120-day waiting period and any additional premium shall be paid by the employee.

### **3-14 Longevity**

All regular employees shall receive longevity pay based on their length of service, subject to the following schedule and conditions.

- (a) Effective the first (1<sup>st</sup>) day of the sixth (6<sup>th</sup>) year of service through completion of the tenth (10<sup>th</sup>) year of service, an employee shall receive an additional one percent (1%) on their base rate.
- (b) Effective the first (1<sup>st</sup>) day of the eleventh (11<sup>th</sup>) year of service through completion of the fifteenth (15<sup>th</sup>) year of service, an employee shall receive an additional two (2%) percent on their base rate.

- (c) Effective the first (1<sup>st</sup>) day of the sixteenth (16<sup>th</sup>) year of service through completion of the twentieth (20<sup>th</sup>) year of service, an employee shall receive an additional three percent (3%) on their base rate.
- (d) Effect the first (1<sup>st</sup>) day of the twenty-first (21<sup>st</sup>) year of service, an employee shall receive an additional four percent (4%) on their base rate.

### **3-15 Tuition Reimbursement**

Regular full-time City employees may be reimbursed for educational expenses for actual tuition costs of both credit and non-credit educational classes offered through an accredited college, university, or technical college. Total cost for tuition will be paid up to a maximum of six hundred dollars (\$600) during any budget year. All additional costs, such as lab fees and book expenses, shall be paid by the employee. In order to be eligible for reimbursement, the employee must meet the following eligibility requirements.

#### **Eligibility Requirements:**

- (a) The proposed course(s) to be taken shall show a direct relationship to the employee's work; e.g., to improve the work performance of the present or envisioned future work of the employee for the City.
- (b) The employee shall have satisfactory job performance in current position.
- (c) The employee shall receive pre-approval from their department head and the City HR Coordinator for each course to ensure compliance with requirement "a" and make sure budget monies are available for the purpose.
- (d) The employee shall earn at least a 3.0 grade point average on a 4.0 scale in each or all of the approved courses taken. In all non-credit courses, the employee must obtain a minimum satisfactory/passing grade mark.
- (e) Any employee who obtains VA Educational Benefits, or other similar reimbursement, will not be eligible to also receive City reimbursement benefits.
- (f) Prior to actual reimbursement, the employee shall present a grade slip, or transcript, attesting to the completion of the course work to the City HR Coordinator within 45 days of completing any course(s) approved for reimbursement.

An employee who voluntarily leaves the City of Verona employment within one (1) year of receiving tuition reimbursement funds, for any course shall reimburse the City in full for any tuition reimbursement they received from the City. An employee who voluntarily leaves the City within two (2) years of receiving reimbursement funds for any course shall reimburse the City 50% of the tuition reimbursement they received from the City.

**Program Limitations:**

- (a) Reimbursement will not be made to an employee who withdraws from the course(s) due to personal reasons.
- (b) Reimbursement will not be made to an employee who voluntarily terminates employment with the City prior to completion of the course.
- (c) Approval of a course of study for tuition reimbursement, or the receipt of tuition reimbursement funds in no way obligates the City of Verona to change an employee's job description, work assignment, provide salary adjustments or promote the employee.

**Procedure to Request Tuition Reimbursement**

- (a) Employees should obtain the tuition reimbursement application materials from the City Human Resources Coordinator.
- (b) Employees should submit the completed application to their department head for a recommendation to approve or deny.
- (c) The department head shall sign and send approved applications to the City HR Coordinator. Approved applications shall be received by the Human Resources Coordinator thirty (30) days prior to the start of the class.
- (d) The HR Coordinator will review the application and make the final determination on all requests. The HR Coordinator will notify the supervisor and employee of the final decision by sending them a copy of the original request form marked "approved" or "denied."
- (e) Once the approved course(s) has been completed, the employee shall present a grade slip, or transcript, attesting to the completion of the course work to the City HR Coordinator within 45 days of completing any course(s) approved for reimbursement.

### **3-16 Uniforms, Clothing and Equipment**

The City will make arrangements to issue, and replace uniforms, tools, and equipment required in the performance of job duties. All uniforms, tools, and equipment issued to an employee shall be returned to the City upon request or termination of employment. The City will furnish Personal Protective Equipment (PPE) necessary for employees' safety on the job. Department Heads shall determine the PPE to be provided for their departments. (PPE) are not subject to the clothing or uniform allowances.

#### **Clothing Allowance for Public Works and Parks**

Public Works and Parks employees are eligible for reimbursement up to eight hundred and fifty dollars (\$850) during their first calendar year of employment and seven hundred dollars (\$700) for each following calendar year to be used toward the purchase of eligible clothing items routinely worn by the employee while at work and determined to be suitable for work by the Department Head or his/her designee. Employees shall not carry over any unused uniform allowance balance from one calendar year to the next.

#### **Public Works and Parks Clothing Allowance: Eligible Items**

1. Steel Toe Shoes/Boots
2. Rubber Boots
3. Insulated Boots
4. Clothes, lower outerwear
  - i. Examples including but not limited to pants or shorts
5. Clothes, upper wear with City Logo (screen printing or embroidery)
  - i. Examples including but not limited to t-shirts, long-sleeve t-shirts, sweatshirts, etc.
6. Clothes, upper outerwear with City Logo (screen printing or embroidery)
  - i. Examples including but not limited to sweatshirts, jackets, etc.
7. Clothes, upper and lower thermal wear
  - i. Examples including but not limited to insulated clothing, thermal first layers, etc.
8. Coveralls with City Logo (screen printing or embroidery)
9. Any Hi-Visibility Wear with City Logo (screen printing or embroidery)
10. Hats with City Logo (screen printing or embroidery)
11. Insulated Bibs with City Logo (screen printing or embroidery)

#### **Clothing Allowance: Building Inspection**



Building Inspection employees (Building Inspector and Assistant Building Inspector) are eligible for reimbursement up to three hundred and fifty dollars (\$350) during their first calendar year of employment and two hundred and fifty dollars (\$250) for each following calendar year to be used toward the purchase of eligible clothing items routinely worn by the employee while at work and determined to be suitable for work by the Department Head or his/her designee. Employees shall not carry over any unused uniform allowance balance from one calendar year to the next.

**Building Inspection Clothing Allowance: Eligible Items**

1. Steel Toe Shoes/Boots
2. Rubber Boots
3. Insulated Boots
4. Clothes, upper wear with City Logo (screen printing or embroidery)
  - i. Examples including but not limited to t-shirts, long-sleeve t-shirts, sweatshirts, etc.
5. Clothes, upper outerwear with City Logo (screen printing or embroidery)
  - i. Examples including but not limited to sweatshirts, jackets, etc.
6. Any Hi-Visibility Wear with City Logo (screen printing or embroidery)
7. Hats with City Logo (screen printing or embroidery)

**Reimbursement for Public Works, Parks, and Building Inspection Employees**

Reimbursement for eligible items covered under this policy will be reviewed by the Department Head or his/her designee and submitted with a paid receipt to the Finance Department for payment. All reimbursement requests for each year's eligible expenses covered under this policy must be submitted to the Finance Department no later than 4:30 pm on the second Friday in December.

At the discretion of the department head and if funding is available within the department budget, incurred costs associated with screen printing and/or embroidery of eligible items for any Public Works, Parks, or Building Inspection employee shall not be applied to the employee's annual clothing allowance allotment.

**Termination of Employment:**

All items bearing the City logo are considered city property and must be returned to the supervisor upon the end of the employee's employment.

Clothing items, which are considered compensation, taxable and transferable to other uses, are considered the property of the employee and may be kept after employment has ended.

If any Public Works, Parks or Building Inspection employee who has received reimbursement for taxable items under his/her clothing allowance voluntarily terminates employment with the City, he/she shall have deducted from his/her final paycheck an amount equal to any portion of reimbursement funds received for taxable clothing allowance items within the last three (3) months of his/her termination date.

### **Clothing Allowance: Police and Fire Department**

Personnel classified as Non-represented-Sworn officers shall follow the provision of the Police collective bargaining agreement with respect to uniform and equipment allowances.

Personnel classified as Fire Chief and Deputy Fire Chiefs are eligible for reimbursement up to five hundred dollars (\$500) per calendar year to be used toward the purchase of uniform clothes, uniform footwear and uniform related equipment consistent with department uniform policy.

Personnel classified as Paid-On-Premise and Paid-On-Call Firefighters are eligible for reimbursement as defined by the budget each year to be used toward the purchase of uniform clothes consistent with department uniform policy.

This policy does not apply to Police and Fire Department employees represented by a collective bargaining agreement.

### **Clothing Allowance: All Other Departments**

At the discretion of the department head and if funding is available within the department budget, employees may be provided a clothing allowance for attire with the City logo to assist the public in identification of staff in the performance of their duties.

### **Clothing Allowance: General Provisions**

The City of Verona follows IRS guidelines and requirements in determining taxability of clothing allowance or other reimbursements covered under this policy. Determination of when clothing allowance or other reimbursements included in this policy result in a taxable benefit is under direction of the City Administrator.

## **3-17 Additional Voluntary Benefits**

### **Deferred Compensation**

Regular employees may elect to participate in one of the 457 Deferred Compensation Programs that the City offers at their expense.

### Flexible Spending Accounts

Regular employees may elect to participate in the Medical or Dependent Care Reimbursement Program offered by the City. The flexible spending accounts are a means for employees to voluntarily choose to have funds deducted from their pay on a pre-tax basis and made available for eligible medical or dependent care costs. In addition, the flexible spending program will be used to pay eligible health insurance premiums on a pre-tax basis.

## **3-18 Compensation**

### Salary Adjustments

On an annual basis or at other times as warranted, the City Council may consider applying an across the board Cost of Living Adjustment or individual position adjustments. Consideration of salary adjustments shall be based on the recommendation of the City Administrator to the Personnel Committee. The Finance Committee shall recommend funding for salary adjustments as part of the budget process. All salary adjustments shall be confirmed by the City Council.

If the annual budget includes a cost of living adjustment, the adjustment shall take effect at the start of the pay period closest to January 1<sup>st</sup>. For example, if the start of the pay period is December 30<sup>th</sup>, the cost of living adjustment would begin on December 30<sup>th</sup>. Further, if the start of the pay period is December 27<sup>th</sup>, the cost of living adjustment would begin on December 27<sup>th</sup>. In no instance shall employees receive the cost of living adjustment later than January 1<sup>st</sup>.

## SECTION 4 - LEAVES OF ABSENCE

### **4-1 Military Leave**

Any regular full-time or part-time employee of the City of Verona who enlists or is inducted or ordered into active duty in any branch of the military service, including all Guard and Reserve Units of the Armed Forces of the United States, shall be placed on military leave of absence.

Employees shall provide advance written or verbal notice to their supervisor for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. If possible, the employee shall show proof of a call to active duty by presenting a copy of the active duty orders to the City Administrator as soon as possible after receipt of such orders.

Upon the expiration of such Leave of Absence, each employee will be restored to his or her former job classification or to a position of like status and pay unless circumstances of the City have so changed as to make it impossible or unreasonable to do so. This will be done provided that the employee's military service was not for more than five years or as required by law

- (a) Employees absent 30 days or fewer must report to work at the beginning of the next regularly scheduled workday.
- (b) Employees absent 31-180 days must submit an application for reemployment no more than 14 days after release.
- (c) Employees absent for more than 180 days must apply for reemployment within ninety (90) days after completion of training, service, or discharge from active service or within two years after release from hospitalization due to an injury or illness related to military service.

Any regular full-time or part-time employee who, as a member of a military unit of the United States or State of Wisconsin, attends special training assignments, shall be given leave, not to exceed fifteen calendar days per year. This special leave shall in no way affect vacation, sick leave, or other benefits of the employee's job status. The employee will receive full pay during the absence which shall be computed at any amount equal to one-hundred percent (100%) of base pay, less any payments made by the military unit of the United States or the State of Wisconsin. Additionally, service members are able (but are not required) to use accrued vacation or personal leave while performing military duty.

Individuals performing military duty of more than 30 days may elect to continue City provided health insurance for up to 24 months at the employee's cost. For military service of less than 31 days, health insurance coverage is provided as if the service member had remained employed. The service member is also eligible for continued participation in the Wisconsin Retirement System while on military leave.

#### **4-2 Jury or Witness Duty Leave**

If a City employee is summoned to serve on jury duty, he or she shall make arrangements with the supervisor to comply with the order. Employees selected for jury duty, or who are required to make a court appearance in an official capacity in connection with the City or as an expert witness because of his or her professional or observed knowledge, will be considered on duty and will be granted leave with pay. Any payment to the employee as a result of jury duty or civil leave, exclusive of mileage or parking fees, will be turned over to the City of Verona.

#### **4-3 Personal Leave of Absence**

A regular full-time or part-time employee may, upon written request to the supervisor and subsequent approval by the City Administrator, be granted a Personal Leave of Absence without pay or the accrual of benefits for a period of up to thirty (30) days.

The City Administrator, upon the recommendation of the Supervisor, may approve or disapprove a request for a Personal Leave of Absence upon the consideration of relevant factors including, but not limited to: the operational needs of the department, the availability of suitable temporary substitute personnel, the performance and attendance record of the individual, and the reason for the request.

Benefits will not accrue during a Personal Leave of Absence and employees shall not be eligible for holiday pay while on leave. An employee will be permitted to continue their insurance coverage at their own expense. Normally, a Personal Leave of Absence will not be granted until all vacation leave has been exhausted.

Personal Leaves of Absence greater than thirty (30) days may be granted at the sole discretion of the City Council.

#### **4-4 Educational Leave of Absence**

A regular full-time or part-time employee may be granted an Educational Leave of Absence without pay or the accrual of benefits to pursue course work related to his or her position with the City of Verona. The City Administrator, upon recommendation of the Supervisor, may approve an Educational Leave of Absence of up to thirty (30) days if it is found that the leave will be beneficial to the City and it is practicable to allow the

employee's position to remain vacant or to be filled by a temporary substitute employee. Educational Leaves of Absence greater than thirty (30) days may be granted at the sole discretion of the City Council.

#### **4-5 Worker's Compensation**

All City employees are covered under the state mandated Worker's Compensation program. This program provides medical and indemnity benefits for individuals who are injured in the performance of their work related duties. Coverage under Worker's Compensation is automatically extended to all eligible City employees and officials with the City paying the contribution required of the employer. It is the responsibility of each individual to report that they have been injured or disabled as a result of a work-related accident or illness.

##### Procedure for Reporting On-the-Job Injuries.

- (a) The employee shall immediately report any on-the-job injury, regardless of extent, to the employee's immediate supervisor. First aid treatment shall be provided, and, if appropriate, the injured employee shall be taken to the hospital or practitioner of their choice. In an emergency, the City may arrange for treatment until the employee is able to choose a practitioner.
- (b) The supervisor shall immediately inform the Department Head and the City Clerk of the action taken in the case of on-the-job injuries. The supervisor shall complete an Employer's First Report of Injury or Disease Form and forward the original to the City Clerk, as soon as possible and no later than twenty-four (24) hours following the incident, with a copy to the City Administrator. Upon the employee's return to work, the supervisor shall inform the City Clerk and City Administrator.
- (c) Upon receipt of the Employer's First Report of Injury or Disease Form, the City Clerk shall immediately notify the City's Worker's Compensation insurance carrier. Any additional correspondence or activity related to the incident shall also be communicated to the City's insurance carrier.
- (d) The supervisor may be asked to conduct an investigation into the incident and to submit a report to the Department Head and City Administrator.
- (e) At the discretion of the Department Head, upon consultation with the City Administrator and the City's insurance carrier, employees who receive on-the-job injuries may be asked to submit to a physical examination by a medical doctor or doctors designated by the City who shall complete a Return to Work report noting any work restrictions prior to the employee resuming their duties.

An employee incurring a physical injury while on-the-job for the City will, if the injury is disabling, receive full pay for the period of total temporary disability as provide by state statute. Accumulated sick leave will not be used for this purpose. Insurance coverage will be maintained by the City during this period. All other benefits will accrue normally during the job related disability.

If the employee is determined by the Employer to be capable of working at some level and capacity of a light duty status other than his or her normal job, the City may assign the employee to such duties. An assignment to a light duty status may be approved at the discretion of the Department Head and City Administrator if it is determined that such an assignment is consistent with the efficient performance of available work and will not result in a hardship to the City. In considering an assignment to a light duty status, the City shall consult with the employee, medical personnel, and the City's insurance carrier and shall give the employee advance written notice of any such assignment and the terms of the assignment.

#### **4-6 Family Medical Leave**

The City of Verona will comply with all applicable state and federal laws concerning family and medical leave (FMLA). For more information, refer to the City of Verona Family and Medical Leave Policy.



## **SECTION 5 – EMPLOYMENT ACTIONS**

### **5-1 Promotion**

The City shall endeavor to fill job vacancies by promotion from within the organization when practical and in the best interest of the City. In order to be considered for a promotion, there must be a genuine change in job duties and responsibilities. The newly promoted employee will be subject to an orientation period in the new position. If during this orientation period the City does not find the performance of the new employee in such new position to be satisfactory to the City, then the City, in its sole discretion, may demote the employee to the former position, if that position is available.

The Personnel Committee or City Council shall determine the compensation for an employee who is promoted.

Promotions of sworn police officers shall follow the procedures of the Police and Fire Commission.

Temporary Acting Appointment: Appointment of personnel to a higher classification on a temporary acting basis to fill a vacancy may be made. An employee holding a temporary acting appointment may receive a temporary pay increase. Decisions regarding this increase will be made by the Personnel Committee.

### **5-2 Reclassification**

A reclassification is a change in compensation for a position which is necessitated by a change in job duties over time. If, in the opinion of the City Administrator, a change in job duties is significant enough to warrant a pay adjustment, he or she shall make a recommendation to the Personnel Committee who may authorize the adjustment subject to available budgetary funds.

### **5-3 Transfer**

Employees wishing to transfer to another department or new position shall complete an application form for the position for which he or she would like consideration. If the employee meets the qualifications for the position, he or she will be included in the group of applicants considered for the position. A transferred employee will continue to receive pay at the same rate or the closest step above the old pay rate unless it is below the minimum pay for the new position in which case the employee will be brought to the minimum. A transferred employee may be required to go through an orientation period for the new position.

#### **5-4 Demotion**

An employee may be demoted for failure to satisfactorily perform assigned duties or at the employee's request. The employee may be demoted to a lower job classification if one is available and the employee is qualified for the position. Upon demotion, an employee's pay rate may be adjusted to reflect the change in job duties and responsibilities.

#### **5-5 Layoff/Reduction in Force**

When a lack of work, financial constraints, reorganization, or other reasons require a reduction in force, the City Administrator, based on input from the appropriate Department Head(s), shall make a recommendation to the City Council on the most effective manner to implement the reduction in force. This recommendation shall include the implementation date, the anticipated duration, a listing of the positions affected, and an explanation of how functions will be continued or eliminated.

In determining which employees will be laid-off as a result of a reduction in the force, the City Administrator and Department Head(s) may consider length of service, qualifications, efficiency, or other factors in determining how to provide City services in a cost effective manner while ensuring that the City's workforce is treated in a fair and equitable manner and in compliance with State Statutes.

#### **5-6 Resignation**

An employee may resign from the service of the City by giving at least ten (10) working days notice to his supervisor. Failure to do so shall be noted in the employee's personnel file.

Supervisors should conduct an exit interview with employees who have resigned. The Police and Fire Commission may conduct exit interviews with police officers and shall file the results with the Chief of Police. The Chief may, at his or her option, conduct additional interviews if he or she believes conditions warrant it. The results of all exit interviews may be reduced to writing on the appropriate form and filed in the employee's personnel file.