

# Library Center of the Ozarks

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## Board of Trustees Meeting Agenda

Library Center of the Ozarks, Tech Room

June 18, 2024, 11-12:20 pm

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As following our current process, the LCO Board of Trustees will not post DRAFT policies until they become approved.

Attachments: PTO POLICY (w proposed revisions) & proposed budget changes

1. **Roll Call of Trustees**
2. **June 4 Meeting Minutes (approval needed)** Mindy Honey
3. **Visitor Comments** (Comments are limited to 3 minutes per person with a limit of 15 minutes.)
4. **Treasurer's Report** Garrett Vanderpool
  - a. Report Link
5. **Invited Guest**
6. **Directors Report**
  - a. Essy Day, Interim Director Report
  - b. Website Design Proposals
7. **Old Business**
  - a. LAGERS Debbie Redford
  - b. Proposed Budget Amendments Garrett Vanderpool
8. **New Business**
  - a. Approval of Web Design
  - b. Draft Employee Policies for consideration
    - i. Draft Bereavement Policy
    - ii. Draft Jury Duty
    - iii. Draft Leave of Absence
    - iv. Draft Overtime Policy
    - v. Draft Leave of Absence
  - c. Suggested Revisions: Paid Time off Policy\*
9. **Committee Report**
10. **Public Comments**
11. **Comments from Trustees**
  - a. Meeting with Commissioners, June 24, 9am
  - b. Garrett Vanderpool's final words and acknowledgement
12. **Next Meeting July 2, 11-12:30**
  - a. AEM will chair the meeting from online link

### 13. Meeting Adjourned

\*Attached Documents:

## Library Center of the Ozarks

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### **Paid Time Off Policy (proposed revisions in red)**

Library Center of the Ozarks believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, we provide a Paid Time Off (PTO) program to employees who work 20 hours a week on average.

PTO provides employees the freedom to decide how to use their personal time off. Library Center of the Ozarks believes this program offers more generous time off with pay than traditional vacation, sick and personal time packages. Employees can use their PTO days in a number of different ways; for example:

- As vacation
- For personal business
- For periods of illness
- For doctor or dental appointments
- For personal emergencies
- For family emergencies
- In the event of severe weather or adverse driving conditions

PTO does not replace the Company holiday schedule. We will continue to have compensated holidays each year.

#### Eligibility for PTO

All employees who work 20 hours a week on average are eligible to earn PTO on a monthly basis. Full-time employees earn PTO by working at least 40 hours per week.

#### PTO Accrual

Employees accrue PTO hours after 2 months of employment. After that point, employees who work 20 hours a week on average will accrue PTO hours each pay period. Accrued PTO is available for immediate use. ~~Employee PTO is capped at 60 hours.~~

#### Employee PTO Accrual Table

##### **Paid Time Off Hours Accrued Per Month**

<b>Years of Service</b>	<b>Full-time employees (40 hrs/week)</b>	<b>Part-time employees (20-39 hrs/week)</b>
0-1	<u>126</u>	<u>36</u>
2-4	<u>168</u>	<u>48</u>

5-9	<del>1020</del>	<u>510</u>
10-14	<del>1224</del>	<u>612</u>
15+	<del>2814</del>	<u>714</u>

### Maximum PTO Accrual

~~As mentioned above, employee PTO is capped at 60 hours. Employees can accrue up to 120 hours annually with a carry-over of 80 hours are encouraged to use their PTO time before reaching their maximum accrual, so additional PTO accrual time is not lost.~~

### Use and Management of PTO

Library Center of the Ozarks encourages employees to use their PTO responsibly and, whenever possible, to schedule time for vacations or personal leave appointments in advance. Every time-off request will be evaluated and subject to approval depending on staffing needs at the time. Library Center of the Ozarks understands there may be occasions, such as sudden illness, when you may not be able to give sufficient advance notice. In those situations, however, be sure to inform your supervisor as soon as possible.

PTO also includes time off for unexpected emergencies or illness. Do not use PTO to cover time missed from work due to tardiness, except in the case of severe weather.

### Types of Non-PTO Leave

Situations that require time off such as jury duty, bereavement and workers' compensation will not be charged against your accrued PTO. Note: See separate policies on those topics to address these situations.

### PTO Tracking

Library Center of the Ozarks has an automated PTO tracking system to keep a record of your accrued PTO balance. The amount of PTO time accrued, used and available will be itemized on your paycheck stub each ~~month~~ paycheck for your records.

### List of Paid Holidays

- New Year's Day
- MLK Day
- Washington's Birthday/Presidents Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving
- Christmas Day

When one of these days falls on a Sunday, the following Monday is observed as a holiday. If a holiday falls on a regularly scheduled day off, the full-time employee may receive another day off to be arranged with your supervisor.

Part-time employees working fewer than 20 hours per week are not entitled to holiday pay, although they may be allowed to make up that time at the discretion of their supervisor or the Director.

Approved 1.16.24