

Performance and Salary Review Policy for Library Miscellaneous Employees

Purpose:

The purpose of this Policy is to address the performance and salary review process for Library staff who fall under the salary description of *Miscellaneous* employees based on established criteria and expectations for said positions.

Eligibility:

The positions eligible for the process includes:

Lead Library Page
Library Page
Library Intern
Library Cleaner

Performance Review Schedule:

The Librarians assigned to directly supervise eligible positions shall annually review the employees they supervise in said positions, based on the established criteria and expectations, and shall submit their review and recommendations for each such employee to the Library Director no later than January 31st.

In the case of the Library Cleaner position(s), said input shall be provided to the Library Director from both the Building Maintenance Technician and the Municipal Janitor.

Salary Increases:

An employee's overall performance, relative to the position's criteria and expectations, will determine if a salary increase is warranted.

The Library Director will make the final determination for salary increase eligibility for all *Miscellaneous* positions at the Library.

Criteria and Expectations:

See attached for descriptions

Salary Range:

See attached for salary range relating to each position

November 28, 2018
West Allis Public Library
Staff Manual

Adult Services Intern Competencies

- 1. Availability**
 - a. Willing to work hours as described in job description
 - b. Flexible availability to assist with programs and work at the public service desk

- 2. Ability to Follow Directives**
 - a. Listens to directives from librarian staff
 - b. Does extra tasks as assigned by supervisor and/or other librarians

- 3. Accuracy of Work**
 - a. Provides quality assistance at reference desk
 - b. Maintains and demonstrates library standards for excellent customer service

- 4. Output**
 - a. Willingness to learn all aspects of public librarianship
 - b. Regularly staffs the reference desk while accompanied by a professional librarian
 - c. Assists librarians with programming, creating and managing displays
 - d. Under supervision of a professional librarian, may assist in maintaining an area of the collection
 - e. May assist in the Circulation, Cataloging and Children's Department as directed

- 5. Quality of Work**
 - a. Efficiently and effectively works through assigned daily tasks
 - b. Checks with supervisor or other librarians for additional projects

Library Cleaner Competencies

1. Availability

- a. Willing to work hours as described in job description
- b. Willing/volunteers to pick-up hours if needed or fill any holes in schedule (including weekend, day and evening shifts)

2. Ability to Follow Directives

- a. Listens to/comprehends written and verbal directives from the Building Maintenance Technician, Municipal Janitor, Librarians and Library Director; refers questions up the supervisor line accordingly
- b. Does extra tasks as assigned by Supervisor, Janitor, Librarians, and Library Director
- c. Knows when to answer patrons' questions versus when to refer them to the appropriate staff

3. Accuracy of Work

- a. Works independently to accurately complete assignments and is self-motivated
- b. Establishes and maintains effective working relationships with supervisors, colleagues and library users
- c. Possesses a passion for providing a clean and welcoming environment for the public
- d. Organizes and uses proper materials to effectively carry out cleaning tasks

4. Output

- a. Works through daily assignments as expected
- b. Communicates with Supervisors/Librarians regarding work-related questions
- c. Is a team player who works well with colleagues to provide exemplary services to the public
- d. Is physically able to walk, push, pull, bend and lift repetitively during work hours
- e. Ability to organize time to effectively and thoroughly complete work

5. Quality of Work

- a. All work is completed to recognized cleaning standards
- b. Works to ensure building is left clean for the next business day
- c. Understands and carries out protocols for securing the building at the end of each day
- d. Takes pride in work and in the Library by working consistently throughout each shift and strives to exceed expectations

Library Page Competencies

1. Availability

- a. Willing to work hours as described in job description
- b. Willing/volunteers to pick-up hours if needed or fill any holes in schedule (including day and evening shifts)

2. Ability to Follow Directives

- a. Listens to directives from all librarian staff, refers questions up the supervisor line accordingly
- b. Does extra tasks as assigned by supervisor and/or other librarians
- c. Knows when to answer patrons' questions versus when to refer them to the appropriate staff

3. Accuracy of Work

- a. Accurately organizes materials within department correctly (i.e. on shelves, carts, etc.)
- b. Processes items according to the assigned priority of tasks
- c. Puts items in correct place (labels, RFID tags, miscellaneous delivery items, etc.)
- d. Takes care that materials are processed neatly and precisely.
- e. Shelf reading (if assigned) is done thoroughly

4. Output

- a. Works through expected daily workload (will vary depending on day)
- b. Willing to assist in other departments to shelve/organize materials, shelf read, clean toys, etc.
- c. Checks in with supervisor or another department's supervisor for additional projects
- d. Volunteers to assist when needed for programming

5. Quality of Work

- a. All work is done neatly and precisely (straightens, shifts, processes items, etc.)
- b. Works to ensure work area is neat and tasks are completed, ready for next shift
- c. Takes pride in work and in the Library
 - i. Picks up stray items, garbage, etc.
 - ii. Picks up toys when messy (when working in Children's Dept.)
 - iii. General straightening of public areas – push bookends tight on shelves, push in chairs, fill in display books on top of new section, etc.

Lead Library Page Competencies

1. Availability

- a. Willing to work hours as described in job description
- b. Willing/volunteers to pick-up hours if needed or fill any holes in schedule (including day and evening shifts)
- c. Flexible availability for training new staff

2. Ability to Follow Directives

- a. Listens to directives from all librarian staff, refers questions up the supervisor line accordingly
- b. Does extra tasks as assigned by supervisor and/or other librarians
- c. Knows when to answer patrons' questions versus when to refer them to the appropriate staff
- d. Communicates any updates to policies and procedures timely and correctly

3. Accuracy of Work

- a. Accurately organizes materials within department correctly (i.e. on shelves, carts, etc.)
- b. Processes items according to the assigned priority of tasks
- c. Puts items in correct place (labels, RFID tags, miscellaneous delivery items, etc.)
- d. Takes care that materials are processed neatly and precisely.
- e. Shelf reading (if assigned) is done thoroughly
- f. Regularly reviews procedures of workroom and brings any suggestions to supervisor

4. Output

- a. Works through expected daily workload (will vary depending on day)
- b. Willing to assist in other departments to shelve/organize materials, shelf read, clean toys, etc.
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ORDINANCE NO. O-2018-XXXX

By: Administration & Finance Committee

An Ordinance to amend Salary Ordinance No. O-2017-0026 and establishing the pay of certain Miscellaneous Employees of the City of West Allis

The Common Council for the City of West Allis do ordain as follows:

PART I. Salary Ordinance No. O-2017-0026 is amended as follows.

PART II. The wage ranges (1) of the following miscellaneous employees shall be as follows:

Miscellaneous Employees

Part-Time Cleaner	\$12.00 - \$17.00/Hour
Provisional Laborers	\$11.76-\$14.71/Hour
Seasonal Laborers	1st Year - \$8.82/Hour 2nd Year - \$9.31/Hour 3rd Year - \$9.80/Hour 4th Year - \$10.29/Hour
Library Page	\$8.33 - \$10.50/Hour
Lead Library Page	\$10.00 - \$15.00/Hour
Election Inspectors	\$107.84/Day (2)
Special Voting Deputy	\$9.80/Hour
High School Co-ops	\$8.00-\$9.00/Hour*
College Co-ops/Interns	\$12.00-\$17.00/Hour*
BINS Part-Time Inspectors	\$24.51-\$29.41/Hour
Community Service Officer – Police	\$11.76-\$14.71/Hour
Police Background Investigators	\$24.51-\$29.41/Hour
Security Installers	\$11.76-\$14.71/Hour
Night Parker Takers	\$7.84-\$9.80/Hour
WISH Child Care Providers	\$9.80-\$14.71/Hour
Co-Facilitator (WISH)	\$25.00-\$30.00/Hour (Per Contract)
Market Attendant	\$9.80-\$14.71/Hour

(1) These pay rates, *excluding the High School Co-Ops and College Co-Op/Interns, shall be increased by 2% for West Allis Residents. (2) Shall receive an additional \$10.00 for attending instructional meeting prior to each primary and regular election and \$9.00 per hour for training; the Chief Election Inspector shall receive an additional \$40.00 and the Assistant Chief Election Inspector shall receive an additional \$20.00 for service at each primary and regular election.

PART II. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART III. This ordinance shall take effect on June 19, 2018 and be in force from and after its passage and publication.