

MEMO

To: RPL Board

From: Nick Demske, Interim Library Director

Date: 2/7/24

Subject: Revised Vacation Schedule and related benefits

To our RPL Trustees,

In January of 2024, leadership at the RPL found out that the city had revised its vacation schedule formulas in their handbook for all the city staff. This was never mentioned in the budget meetings/discussions, since it basically has no (or a negligible) budgetary impact. Because apparently the RPL director transition overlapped with when this was being communicated to senior city leadership, also, no one currently at the library was told about these changes ahead of time. The city wasn't aware of this oversight either, and so included the library in these changes. When the new year came, many library staff members had a larger amount of vacation put into their time management system than they expected.

These changes were adopted by the city because, while their pay structure is competitive with other municipal employers, their vacation structure was not. It presented them with recruitment and retention issues, and it was also one of the few strategies that had virtually no budgetary impacts to increase employee benefits and make the city a more competitive employer of choice. For these same purposes, I would recommend the RPL pursue the same changes.

This memo is to request that the board adopt the vacation formula changes that have been adopted for the rest of the city of Racine employees, which are reflected in the attached document.

Thank you all for your consideration,

Nick Demske

Interim Library Director

Vacation Change breakdowns

Current RPL Vacation schedule/former City of Racine Vacation Schedule

10 days under 7 years
15 days between 7 and 14 years
18 days between 14 and 18 years
20 days between 18 and 23 years
25 days after 23 years

New City of Racine Vacation Schedule

96hrs/12 days under 4 years
136hrs/ 17 days between 4 and 9 years
176hrs/ 22 workdays between 9 and 14 years
216 hrs/27 days between 14 and 21 years
256 hrs/32 days after 21 years

Grid from the updated City of Racine Handbook

Effective as of January 1, 2024, paid vacation shall be allocated as follows:

Total Annual Hours	Maximum Vacation Balance Hours	Years of Continuous Service
96	176	Less than 4 years
136	216	At least 4 years but less than 9 years
176	256	At least 9 years but less than 14 years
216	296	At least 14 but less than 21 years
256	336	At least 21 years