

January 7, 2004

TO: WPLC Board Members
FROM: Phyllis
RE: Agenda Items #7

Vacation Payout:

The two full time employees (ILL & Bib Access positions) have accepted the reduction to part time as of April 1st. According to the WPLC Personnel Manual, when they leave full time employment, they are entitled to be paid for their accumulated vacation time. In talking with staff, it is my understanding that in some cases involving similar circumstances, a payout was given - in others; employees were allowed to retain their vacation time and use it as part time employees until they actually left employment with WPLC.

My recommendation is that you pay these employees - in full - for their accumulated vacation time on April 1st. With the other full time staff members having their hours reduced, I believe it will create scheduling problems if these employees were to retain their vacation time.

At this time, your maximum exposure would be for \$5227.60. The budget contains \$7857.00 for unemployment costs, part of which could be re-appropriated to cover this cost.

Microsoft Windows Server 2003 Class:

Sheila Good has advised me of a 5 day class "Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure" in February. The class will be held in Livonia. The registration fee (with a 10% discount) is approximately \$1920. Additional costs for hotel, meals and mileage will make the estimated total cost to be \$2500. I believe these costs can be covered using travel money in the budget as well as costs savings in other areas. If we are to use the technology we have effectively, then this type of training is needed. Additionally it strengthens the role of WPLC as consultants.

Because of the cost, I would like a resolution of support from the Board for this training.

If Board members are aware of other less costly training on this topic, please let us know.