

POUDRE RIVER PUBLIC LIBRARY DISTRICT AGENDA ITEM SUMMARY

Name of Requestor: Holly Carroll
Appearance Date: October 13, 2014
Time Required: 15 minutes
Date Decision Needed: October 13, 2014

Agenda Item:

- VIII. UNFINISHED BUSINESS**
a. Approval of Human Resources Policy Manual

Objective:

Board of Trustees approval and adoption of new Library District Human Resources Policy Manual (Poudre River Public Library District Policies, Section 6—Personnel Policies.)

Situation:

Since its establishment the Library District has operated its personnel functions according to the City of Fort Collins (COFC) Personnel Policies and Procedures Manual. Library District management has found that policies written for a large, complex organization such as the City of Fort Collins do not always work well for the Library District. In the past couple of years, the Board has adopted District-specific personnel policies for grievance, appeals and issue resolution processes, as the COFC procedures were not practical for our situation. In the view of Library District administration, a number of other COFC HR policies either are not relevant to the District's operations, or do not meet the needs of the District as well as our own set of HR policies would.

In discussions with Library District administration earlier in the current year, the City's HR department indicated that it does not have capacity to administer separate HR policies that deviate from the City's. Therefore, it was concluded that the best solution for 2015 would be for the Library District to develop its own HR policies and to hire its own HR manager for employee and supervisor support.

At its August 2014 meeting the Board approved modifying the Human Resources services currently contracted for with the City of Fort Collins and the creation of a Library District position of Human Resources Manager. The Human Resources Manager position will be posted in October, with a target hire timeframe of mid- December of the current year.

To provide the Library District with its own set of human resources policies, staff worked with an MSEC policy development specialist. Through a process of discussion, revision, and review, including a MSEC legal review, a completed Library District policy emerged.

The policies are intended to provide a District-specific human resources framework to provide focus and facilitate the work of the new Human Resources Manager. Once the new HR Manager begins, there will likely be additional proposed refinements and additions to the policies to tailor them to the needs of the District.

The policies also provide for reference to COFC HR polices where relevant for services the District continues to contract with the City for, including benefits and benefits administration, recruitment and learning, wellness, payroll data entry (JD Edwards), and performance management software.

Proposal:

Administration proposes the Board approve the HR policies as proposed.

Advantages:

The Library District will be able to administer its own set of HR policies that better meet the needs of an organization of our size and industry type. Staff will have greater access to HR support for implementation of HR policies with the hiring of an HR manager. An HR manager can begin to develop performance measurement and compensation tools and other programs specific to the Library District.

Disadvantages:

None

Requested Action:

Board approval and adoption of Library District Human Resources policy manual, effective January 1, 2015.

Potentially Affected Interest: Staff

Level of Public Interest and Participation: Low