



Great River Regional Library
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**Library Board of Trustees Personnel Committee Meeting
Tuesday, January 20, 2008 -- 6:30 p.m.
St. Cloud Public Library**

1. Call to Order
2. Adoption/Amendment of Agenda
3. Minutes of November 18, 2008 meeting
4. Summary of Policy Changes due to implementation of PTO on 1/1/09
5. Position Description(s) (Approval)
 - 5.1 Reference Specialist (Update)
 - 5.2 Inter-Library Loan Assistant (Update)
 - 5.3 Administrative Assistant (Update)
 - 5.4 Other
6. Personnel Policy Revision(s) (Approval)
 - 6.1 Employee Lockers (Update)
 - 6.2 Criminal Background Checks (New)
 - 6.3 Dismissal from Library Service (Update)
 - 6.4 Employee Discipline (Update)
 - 6.5 Annual Pay for Performance (Update)
 - 6.6 Other
7. Request for reduction of hours for Richmond Branch Manager
8. Next Meeting – March 19, 2009 at 6:00 p.m.
9. Adjournment

**GREAT RIVER REGIONAL LIBRARY PERSONNEL COMMITTEE MEETING
November 18, 2008**

A meeting of the Great River Regional Library (GRRL) Personnel Committee was held Tuesday evening, November 18, 2008. The meeting was called to order at 6:04 p.m. by Mark Nelson.

<u>Members Present:</u>	<u>Members Excused:</u>	<u>GRRL Staff Present:</u>	<u>GRRL Staff Excused:</u>
Robert Hare	Louise Kuester	Joan Allen	
Joanne Kudrna		Mic Golden	
John Meurers		Bill Hecht	
Mark Nelson		Julie Henne	
Pat Sawatzke		Sunny Hesse	
Vince Schaefer		Karla Kraft	
		Verne Oleksowicz	
		Jay Roos	
		Kirsty Smith	
		Linda Treb	
		Diane Vosen	

APPROVAL OF AGENDA

Joanne Kudrna moved to approve the agenda. Motion seconded by Vince Schaefer and carried unanimously.

APPROVAL OF MINUTES

Robert Hare moved to approve the minutes of September 16, 2008. Motion seconded by Joanne Kudrna and carried unanimously.

REORGANIZATION OF COMMUNITY RELATIONS AND FUND DEVELOPMENT DEPARTMENTS

Joanne Kudrna moved to approve the reorganization with the amendment of changing the wording for the Clerk 2 position from 'requires 2 yrs experience' to 'strongly prefer.' Seconded by Vince Schaefer and carried unanimously.

POSITION DESCRIPTION

Joanne Kudrna moved to approve the revised position descriptions for the Custodian; Administrative Assistant; Human Resource Generalist, Staff Development and the Human Resources Assistant. Seconded by Vince Schaefer and carried unanimously.

POLICY REVISIONS

Vince Schaefer moved to approve Policy Revision to 4E Insurance and Retirement Benefits to reflect the effective date of various benefits be changed to the first day of the month following hire. Seconded by Joanne Kudrna. Motion carries 3/2 with Robert Hare and Joanne Kudrna opposed and John Meurers abstaining.

MERIT INCREASE FOR DIRECTOR CERTIFICATION

Joanne Kudrna moved approval of the Merit Increase for the Director. Seconded by Vince Schaefer and carried unanimously.

360 DEGREE FEEDBACK SURVEY PROPOSAL

Joanne Kudrna moved to implement the 360 Degree Feedback Survey. Seconded by John Meurers and carried unanimously.

CONFIDENTIAL HUMAN RESOURCES

Meeting was closed due to confidentiality. The personnel recommendation, regarding this human resources matter, is to take no action at this time.

NEXT MEETING

The Great River Regional Library Board of Trustees announced that the January 20, 2009, Personnel Committee Meeting will take place at 6:30 p.m. in the Bremer Community Room at the new St. Cloud Library.

ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Personnel Committee Chair, Great River Regional Library

Summary of Policy Changes due to PTO Implementation

Effective January 1, 2009

Policies Deleted

1. 4A. Vacation Time and all subdivisions of policy.
2. 4B. Sick Time and Usage and all subdivisions of policy.
3. 4C.4 Funeral and Emergency Leave and all subdivisions of policy.

Policies Added

1. 4A. Paid Time Off (PTO) Policy and all subdivisions of policy.
2. 4B. Extended Sick Leave Bank (ESLB) Policy and all subdivisions of policy.
3. 4C. PTO Donation Policy and all subdivisions of policy.

As approved by BOT on September 16, 2008 for implementation January 1, 2009.

Policy Changes

1. Replace Sick/Vacation wording with PTO
 - a) 2A.3 Hiring for a Temporary Appointment
 - b) 3B.1 Overtime/Pay Classification (Exempt and Non-Exempt Positions)
 - c) 4C. Leaves of Absence
 - d) 4C. 3 Educational Leave
 - e) 4C.5 Medical Leave (also includes pregnancy, adoption, care of spouse or minor child)
 - f) 4C.9 Minnesota Parental Leave Due to Birth or Adoption of a Child-Minn. Stat. 181.940-943 & Minn. Stat. 181.92
 - g) 4C.10 Minnesota School Conference & Activities Leave (Minn. Stat. 181.9412)
 - h) 4C.11 Minnesota Sick Child Care Leave (Minn. Stat. 181.9413)
 - i) 4D.1 Holiday Closings
 - j) 4D.3 Holiday Pay for Part-time Employees
 - k) 4D.4 Personal Holiday
 - l) 4J. Benefit Continuation / Benefit Payout upon Resignation or Termination (see attached)
 - m) 4K. Benefit Continuation / Benefit Payout upon Retirement (see attached)
 - n) 5A. Grievances
 - o) 6A.1 Lay-off
 - p) 7A. Inclement Weather
 - q) 7B.2 Worker's Compensation
2. Re-number all policies from 4C through 4K based on addition of 4C. PTO Donation Policy (4C currently exists as Leaves of Absence).

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Reference Specialist	Career Ladder:
Department/Location:	Adult Services	Other Range 10 positions
Range:	10	Resource Librarian
Reports to:	Regional Branch Manager	Regional Coordinator
Status:	Exempt	
Date Approved:	5-1-01	
Date Revised:	2-23-02, 11-25-03, 5-9-06. 6-24-08, <u>01-20-09</u>	

Position Summary:

Under general direction of the Regional Branch Manager, the position of Reference Specialist exists to supervise the operation of the reference section of the Adult Services Department at headquarters.

Education/Experience:

Graduation from a recognized college or university with a Master’s degree in Library Science or Information Media or equivalent education/experience, unless otherwise required by law.

Two years of library experience, including background in reference and one year of supervisory experience. Public library experience preferred.

Essential Job Duties:

THE FOLLOWING ARE THE REGULAR DUTIES FOR THIS POSITION. THESE DUTIES ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Trains staff in reference service techniques and in the use of print and on-line reference tools to ensure effective use of these tools.	
2. Assists in training staff in reference service policies to ensure clear understanding of these policies and appropriate use of them.	
3. Supervises reference staff in all aspects of the provision of services of the Adult Services Department to ensure efficient and effective operation of the section and provide high quality service. a. Trains, supervises and evaluates all staff and volunteers assigned to the reference section to maintain a well-trained, well-informed and effective staff. Sets schedules to provide the best service for library users. b. Develops written reference section procedures to assist staff in carrying out their tasks in compliance with GRRL policies. Makes recommendations to the Regional Branch Manager on departmental policies to facilitate service to users. c. Participates in interviewing candidates for all positions supervised and makes hiring recommendations to the Regional Branch Manager. d. Provides section statistics to the Regional Branch Manager for annual reports and to assess staffing needs.	
4. On a limited basis, works public service desks to help customers find materials, answer questions and explain library policies to demonstrate appropriate reference techniques and procedures to staff.	
5. In conjunction with others, provides building supervision and serves as a	

<p>regularly scheduled supervisor in-charge at the St. Cloud Public Library. Communicates with appropriate vendors or service providers to resolve building mechanical or security issues when needed. Occasionally may be called to the library when closed to resolve security or alarm events. Communicates with local law enforcement to resolve rules of behavior issues related to library customers when necessary. Responds to customer concerns, complaints and problems as they occur during time scheduled.</p>	
<p>6. Serves on the Internet Site Selection Committee to select helpful sites to highlight on GRRL's home web page.</p>	

Non-Essential Job Duties:

1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.

Qualifications:

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to balance the multiple tasks associated with the day-to-day operation of the reference section of the Adult Services Department at headquarters.
2. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
3. Ability to translate comprehensive knowledge of library reference services and materials and training techniques into effective training sessions with branch staff following GRRL'S philosophy, policies and procedure
4. Ability to satisfactorily and accurately answer customer requests for information.
5. Ability to utilize computer skills to access and proficiently use the circulation module of the automation system and able to use the on line catalog to search for materials by author and title. Able to use advanced software programs to produce reports, written procedures, forms and e-mail.
6. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record by following traffic laws and regulations to ensure safe operation of library vehicles.
7. Ability to operate a variety of library and office equipment including computer and printer, photocopier, fax machines, ~~VCR~~, and microform reader printer.

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Reference Specialist at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Inter-Library Loan Assistant	Career Ladder:
Department/Location:	Collection Development	Collection Development Asst
Range:	3	Range 5 positions
Reports to:	Reg Coordinator, -Collection Development	Range 6 positions
Status:	Non-exempt	
Date Approved:	5-1-01	
Date Revised:	7-1-02, 6-6-03, <u>01-20-09</u>	

Position Summary:

Under direct supervision, the position of Inter-Library Loan Assistant exists to provide support services in the Inter-Library Loan office to facilitate the sending and receiving of ILL materials to library customers.

Education/Experience:

Completion of high school or equivalent formal education.

Essential Job Duties:

THE FOLLOWING ARE THE REGULAR DUTIES FOR THIS POSITION. THESE DUTIES ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Receives, fills, and processes ILL requests from other libraries and agencies for library materials owned by GRRL to fill such requests as part of statewide and nation-wide library cooperation.	
2. Processes and maintains files on ILL materials borrowed by GRRL from other libraries and notifies customers to pick up their ILL materials. Prepares and processes ILL materials for return to home library.	
3. Using the automated system, registers other libraries as ILL borrowers, adds temp ILL records to facilitate the circulation of ILL materials and tracks the date due status of ILL items to facilitate their timely return.	
4. Communicates verbally and in writing with other libraries and agencies relating to ILL.	
5. Uses the computer to maintain ILL files and reports, keeping track of loans and their status, and compiles statistics on loans to be used in annual reports.	
6. Answers telephones, routes calls and takes messages to cover receptionist duties during breaks and lunch times.	
7. Oversees the return of non-ILL materials to their home libraries.	
6. Processes overdues and billing processes for unreturned materials.	

Non-Essential Job Duties:

- 1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.

Qualifications:

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. Ability to utilize computer skills to access and proficiently use the circulation module of GRRL's automated system.
- 2. Ability to operate a variety of office and library equipment including computer and printer, photocopier, fax machines.
- 3. Ability to operate a multi-line telephone system including direct dialing station and voice mail sufficient to route calls quickly, correctly and without disconnecting the caller.
- 4. Ability to satisfactorily and accurately answer customer requests for information regarding ILL requests.

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Inter-Library Loan Assistant at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Administrative Assistant	Career Ladder:
Department/Location:	Headquarters	Range 6 Positions
Range:	5	Library Assistant 3
Reports to:	Director	Branch Manager
Status:	Non-exempt	
Date Approved:	11-18-08	
Date Revised:	<u>01-20-09</u>	

Position Summary:

Under general supervision, the position of Administrative Assistant exists to perform a variety of tasks to support administration in carrying out their job responsibilities.

Education/Experience:

Completion of high school or equivalent formal education. One year of secondary training in administrative processes.

Two years experience directly related to the duties and responsibilities specified.

Essential Job Duties:

THE FOLLOWING ARE THE REGULAR DUTIES ARE NORMAL FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Organizes and coordinates preparation of all mailings to GRRL and SCPL -board members to ensure that materials arrive in a timely fashion to allow board members to prepare in advance for meetings.	80
2. Organizes and arranges the GRRL and SCPL -board and committee meetings including confirming all arrangements and set-up are done in advance.	
3. Ensures open meeting notices are sent to the appropriate media outlets and/or posted as necessary for the GRRL and SCPL -board and committee meetings.	
4. Attends and take minutes at GRRL and SCPL -board and committee meetings to keep an accurate record of all business conducted at these meetings.	
5. Provides administrative and clerical support to all members of the Leadership Support Team. Handles a variety of sensitive communications using computers proficiently as they relate to assigned tasks.	15
6. Other essential duties include but are not limited to the following: a. Prepares and updates library-GRRL board adopted policies and forwards these items to the Information Technology department for posting on the GRRL website to ensure the most current policies are available to board members, staff and members of the public. b. Effectively and consistently provides excellent customer service to all contacts.	5

Non-Essential Job Duties:

1. Organizes special events and meetings.
2. Maintains records and databases.
3. Assists in the coordination of special projects and activities.
4. Assists in administrative inquiries and needs of the board, staff and library users.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to balance the multiple tasks associated with the provision of administrative support services and the skill to react quickly and effectively to ongoing projects or situations.
2. Ability to perform and use the following proficiently and accurately - data entry, word processing, spreadsheets, database and other software applications, e-mail and Internet to produce records, forms, reports and other documents as needed.
3. Ability to pay attention to detail, completeness, accuracy and compliance with established policies and procedures to satisfactorily perform all duties.
4. Ability to utilize knowledge of standard administrative assistant methods, office terminology and procedures and records maintenance skills.
5. Ability to operate a variety of office and library equipment including computer and printer, software programs, calculator, photocopier and fax machines.

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff, business contacts, and library users.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Administrative & Human Resources Assistant at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

4L. Employee Lockers

Lockers ~~are may be available~~provided at Headquarters as available for employees to store personal articles. GRRL does not accept any liability for loss or theft of personal property on our premises. Lockers are library property and GRRL reserves the right to inspect with or without employee permission. ~~Lockers are located on the lower level of the St. Cloud Public Library in the GRRL administrative area.~~

Procedure:

1. Lockers are assigned, ~~as where~~ available and as requested, to new employees ~~at Headquarters by Human Resources during the New Employee Orientation by their supervisor.~~
2. GRRL will not be held responsible for items in lockers.
3. Employees accepting the use of GRRL lockers will sign an "Agreement to Use Lockers" form at the time of locker assignment. Upon signature, this form will be forwarded to Human Resources and placed in the employee's file.
4. ~~Custodians and the Deputy Director have keys for use as needed.~~

Form: [Agreement to Use Lockers](#)

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03, 01/20/09

2W. CRIMINAL BACKGROUND CHECK POLICY

Great River Regional Library (GRRL) believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the organization. Criminal background checks serve as an important part of the selection process at GRRL. This type of information is collected as a means of promoting a safe environment for current and future GRRL employees as well as all patrons. Background checks also help GRRL obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

At GRRL, criminal background checks are conducted on job applicants applying for sensitive positions. These include positions involving patron contact, security and financial responsibilities. GRRL will use a third party agency to conduct the background checks. A criminal history will be requested through the MN Bureau of Criminal Apprehension (and/or any other state applicable).

GRRL can make inquiries regarding criminal records during the pre-employment stage, however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.

RECORDKEEPING:

GRRL guarantees that all information attained from the background check process will only be used as part of the employment process and kept strictly confidential. Be aware, only appropriate personnel at GRRL will have access to this information.

Approved Date: 1/20/09

Effective Date: 1/20/09

Revised Date:

Procedure:

1. As part of the interview process, the Hiring Manager will request completion of the *Pre-Employment Inquiry Authorization Release / Informed Consent Document* by all interviewed applicants for a position which includes a public service component.
2. Hiring Manager will return this Authorization to Human Resources immediately following the completion of all scheduled interviews.
3. Human Resources will request a criminal history from the MN Bureau of Criminal Apprehension (and/or any other state applicable based on applicants residence during the previous 10 years).
4. Hiring Manager will complete reference checks (see policy 2M. Employment References) and make hiring decision. Decision will be reviewed with Human Resources and Director/Deputy Director.
5. Human Resources will only share results of criminal history if conflicts with the job responsibilities for which the applicant has applied.

6A.5 Dismissal from Library Service

Employees may be dismissed from employment at GRRL by the Library Director, or his/her designee, for violation of the Personnel Rules and Policies.

The employee shall be given a notice in writing prior to the effective time of dismissal. The notice shall contain the reason(s) for the dismissal, the employee's rights as set forth in these policies, and, if a veteran as defined in M.S. 197.447, rights contained in veteran's preference laws. Prior to the effective time of the dismissal, the employee shall be given an opportunity to present his/her side following procedures outlined in the Grievance Procedure.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 01/20/09

Procedure:

1. Supervisors will fill out an Employee Change Notice form and submit to Human Resources.

Form: [Employee Change Notice](#)

5B. Employee Discipline Policy

All personnel of the Great River Regional Library are required to meet acceptable performance standards and comply with the library's policies at all times. The Great River Regional Library reserves the right to determine in all cases the discipline appropriate for all acts of negligence or misconduct, violation of library policies or non-acceptable performance.

Disciplinary measures may include but are not limited to the following:

- Oral Reprimand
- Written Reprimand
- Suspension with pay
- Suspension without pay
- Mandatory counseling or treatment before resumption of duties
- Termination

The order of disciplinary measures listed above in no way is meant to imply that any specific type of discipline must occur before other types of discipline may be used by the Great River Regional Library.

Employees will be provided notice of charges prior to discipline, an opportunity to respond to the charges and other due process rights as required by law.

The following are examples of conduct of an extreme nature which could result in an employee's immediate termination. The list is not exhaustive.

- Dishonesty: Including, but not limited to, theft, fraudulent statements concerning medical or personnel records, falsification of timecards, "punching in or out" for another employee, and other dishonest acts.
- Alcohol: Consumption of alcohol during working hours, or use that adversely affects employee job performance or threatens the safety of other employees.
- Drugs: Being under the influence of or in possession of illegal drugs, or the illegal use of drugs, or drug use that adversely affects employee job performance or threatens the safety of other employees.
- Possession of explosives, firearms, fireworks, and/or other weapons or dangerous substances on Great River Regional Library property, including vehicles.
- Vandalism to Great River Regional Library property or that of another employee.
- Fighting, assault or threatening physical assault on another person.
- Gross negligence, recklessness, willful misconduct or horseplay resulting in personal injury or property damage.
- Insubordination: Including the refusal to follow a direct order, the refusal to perform assigned work, or any kind of conduct that evidences an abuse of authority; such as profane, threatening, or disrespectful language or actions addressed or directed to supervisory personnel or other representatives of management.
- Malicious gossip about fellow employees, supervisors, or representatives of management.
- Absenteeism: Including, but not limited to, tardiness, leaving early, or absence from job post without notice, permission or authorization.
- Substandard work including incompetence or inefficiency in the performance of duties.
- Violation of safety rules.

- Acceptance of any gift from a person or a firm that does business or seeks to do business with the Great River Regional Library where receipt of such gift or favor might place the employee or the library under obligation.
- Failure of employee to terminate outside employment which interferes with the employee's job performance.
- Conviction of an offense involving the use of alcohol or drugs while driving a motor vehicle.
- Conviction of a felony or gross misdemeanor, or of a misdemeanor involving moral character which affects the performance of assigned responsibilities.
- Sexual, racial, ethnic, age, religious, or other harassment of any company, employee or customer. See Policy titled "Discrimination and Offensive Behavior."
- Offensive treatment of co-workers or other persons. See Policy titled "Discrimination and Offensive Behavior."

Personnel decisions regarding dismissal made by the Director may be appealed in writing to the Personnel Committee within 7 calendar days. The Director must receive a copy of the appeal request. The appealing employee will not be on the payroll during the period between the dismissal date and the appeal. See Policy titled "Grievances."

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/10/07, 06/10/08, 01/20/09

2B. Annual ~~Pay-For-Performance~~ Employee Performance Review (EPR)

Annual performance reviews are used to evaluate an employee's overall work performance, based upon duties listed on the position description and other standard performance indicators. These reviews are an opportunity for the supervisor and employee to review the work, conduct, and achievements of the past and set goals for the future. Also see Policy titled "Merit Steps."

The purpose of the annual performance review process is to promote better communication between employees and supervisors, and to improve employee job satisfaction and productivity. The performance review is a continuous and ongoing process.

The annual performance review includes oral as well as written comments, conducted in private between the employee and the supervisor. All pertinent oral comments should be documented on the review. Isolated instances of good or substandard work should not unduly influence the supervisor's rating. Satisfactory job performance and reviews are required for continued employment and are a condition of receiving merit steps. Reviews will be completed by the employee and their supervisor (see completion procedure below). All completed reviews MUST BE reviewed and approved by the supervisor's supervisor before given to employee.

Each staff member also has the opportunity to request 360 Degree Feedback through the annual Employee Performance Review (EPR) process.

The appraisal of performance of the director will be done by the Personnel Committee of the Board in consultation with the director.

Approved Date: 5/13/03

Effective Date: 5/13/03

Revised Date: 7/10/07, 3/10/08, 01/20/09

Request for Reduction of Hours

Richmond Public Library

Per Policy 2C.5.Reduction of Hours, we request approval by the BOT to reduce the hours of the Branch Manager position at the Richmond Public Library.

The Richmond Public Library currently has 20 open hours. The Branch Manager position is scheduled for 22 hours per week with approximately six (6) closed hours each week.

Until January 1, 2009, Richmond shared a Branch Assistant with Cold Spring. Due to an increase in staffing hours in Cold Spring, the shared Branch Assistant has accepted all hours in Cold Spring. Therefore, there is an open Branch Assistant position in Richmond of currently 5.75 hours per week. The current GRRL Strategic plan requires that we, "Hire Branch Assistants for a minimum of 8 hours per week." In order to fulfill the requirements of the strategic plan and in the best interest of the Richmond branch, I request permission to reduce the Branch Manager position by two (2) hours and transferring these hours to the Branch Assistant position. This would allow for 2.75 hours of Branch Assistant time for a total of 8.5 hours per week.

2C.5 Reduction of Hours

When public interest dictates, the Board of Trustees can authorize the Director to temporarily or permanently reduce the hours of a position or group of positions or any combination of staff. The employer will give twenty-eight (28) days notice to employees whose hours are to be reduced except in an emergency.

Approved Date: 5/08/07
Effective Date: 6/04/07
Revised Date: