

Great River Regional Library
1300 W. St. Germain
St. Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Library Board of Trustees Personnel Committee Meeting
Tuesday, March 16, 2010 -- 6:00 p.m.
St. Cloud Public Library

1. Call to Order
2. Adoption/Amendment of Agenda
3. Election of Personnel Committee Chairperson for Calendar Year 2010 (verbal)
4. Approval of Minutes from January 19, 2010 Personnel Committee Meeting
5. Director's Review (**Closed Session**)
6. Technical Services Specialist Position Descriptions Update (**Requested action – Approve**)
7. Physical Demands Analysis Updates for Circulation Supervisor, LAII – Circulation, LAI – Circulation, and Library Aide – Circulation (**Requested action – Approve**)
8. Annual Personnel Policy Updates and Corrections (See attached for listing) (**Requested action – Approve**)
9. Succession Plan (**Requested action – Approve**)
10. Next Meeting – May 11, 2010 at **6:30 p.m.**
11. Adjournment

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
January 19, 2010**

A meeting of the Great River Regional Library (GRRL) Personnel Committee was held Tuesday, January 19, 2010. The meeting was called to order at 6:03 p.m. by Robert Hare.

Members Present:

Bernice Berns
Robert Hare
Louise Kuester
Gerald Ruda
Pat Sawatzke

Members Excused:

Vince Schaefer

GRRL Staff Present:

Brandi Canter
Mic Golden
Sunny Hesse
Michele Monson
Karen Pundsack
Jay Roos
Kirsty Smith
Linda Treb
Diane Vosen
Patricia Waletzko

GRRL Staff Excused:

Janie LaBree

APPROVAL OF AGENDA

The following amendment was made to the agenda:

--Table item #6 until coordination with union representative is complete.

Bernice Berns moved to approve the agenda with the amendment. Motion seconded by Gerald Ruda and carried unanimously.

APPROVAL OF MINUTES

Gerald Ruda made a motion to approve the November 10, 2009, Personnel Committee meeting minutes. Seconded by Louise Kuester and carried unanimously.

POSITION DESCRIPTIONS

Due to the large number of position descriptions, the Committee agreed to approve them in groups as follows:

--A motion was made by Louise Kuester to approve all Range 1 positions (pages 1-13). Seconded by Bernice Berns and carried unanimously.

--A motion was made by Bernice Berns to approve the positions on pages 14-26. Seconded by Louise Kuester and carried unanimously.

--Pat Sawatzke motioned to amend the Administrative Assistant/Headquarters position (pages 17-19) by adding the duty, "Maintains historical files for GRRL." This duty is removed from Clerk 2/Communications and Fund Development (pages 32-33). Louise Kuester seconded the motion which carried unanimously.

--A motion was made by Bernice Berns to approve the positions on pages 30-35. Seconded by Louise Kuester and carried unanimously.

--A motion was made by Bernice Berns to approve the Circulation Supervisor position on pages 27-29. Seconded by Pat Sawatzke and carried unanimously.

--A motion was made by Bernice Berns to approve the positions on pages 36-46. Seconded by Louise Kuester and carried unanimously.

--A motion was made by Gerald Ruda to approve the Director position (pages 47-49) and remaining positions on pages 50-122. He included an amendment to the Regional Coordinator/Human Resources position (pages 98-101) job duty #13 to state, "Participates in union negotiations as requested. Coordinates and communicates with union representative as appropriate." After a second by Bernice Berns and some discussion, the motion carried with Robert Hare opposed.

PHYSICAL DEMANDS ANALYSIS

A motion was made by Pat Sawatzke to approve the Physical Demands Analysis for all positions. Louise Kuester seconded the motion which carried unanimously.

REIMBURSEMENT FOR USE OF PERSONAL VEHICLE

Tabled until coordination with union representative is complete.

HOLIDAY PAY DURING DAY OFF/HOLIDAY DURING PAID LEAVE

HOLIDAY PAY FOR PART-TIME EMPLOYEES

Louise Kuester made a motion to approve the 4E.2 Holiday Pay During Day Off/Holiday During Paid Leave policy revision and 4E.3 Holiday Pay for Part-time Employees policy elimination. Seconded by Gerald Ruda, the motion carried unanimously.

PERSONAL HOLIDAY AND RELIGIOUS ACCOMMODATIONS FOR HOLIDAYS

Gerald Ruda motioned to approve renumbering of the Personal Holiday and Religious Accommodations for Holidays policies to read 4E.3 and 4E.4 respectively. Seconded by Louise Kuester and carried unanimously.

RELIGIOUS ACCOMMODATIONS FOR HOLIDAYS

Pat Sawatzke made a motion to table the 4E.4 Religious Accommodations for Holidays policy until the March 16 Board meeting which would allow time to have the policy reviewed by legal counsel. Seconded by Gerald Ruda and carried unanimously.

NEXT MEETING

The Great River Regional Library Board of Trustees announced that the March 16, 2010, Personnel Committee Meeting will take place at 6:00 p.m. in the Mississippi Room at the St. Cloud Public Library.

ADJOURNMENT

Motion made by Gerald Ruda to adjourn the meeting at 7:00 p.m. Seconded by Bernice Berns, the motion carried unanimously.

Personnel Committee Chair

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification: Technical Services Specialist **Career Ladder:**
Department/Location: Technical Services **Other Range 10 positions**
Range: 10 **~~Resource Librarian~~Regional**
Supervisor
Reports to: Reg Coordinator – Collection Development **Regional Coordinator**
Status: Exempt
Date Approved: 5-1-01
Date Revised: 7-1-02, 12-4-03, 1-31-05, 5-9-06, **3-16-2010**

Position Summary:

Under general direction, the position of Technical Services Specialist exists to supervise operations of the Technical Services Department and performs cataloging and classification of library materials.

Education/Experience:

Graduation from a recognized college or university with a Master's Degree in Library Science or Information Media or equivalent, unless otherwise required by law.

Two years of library experience including 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. Performs routine and specialized cataloging and classification of assigned formats of library materials, using on-line shared bibliographic resources and the cataloging module of GRRL's automated system, to provide easy, accurate and comprehensive access to the materials in GRRL's collection.	
2. Creates holding records for each item cataloged so specific barcodes and items can be linked to facilitate the circulation of library materials.	
3. Maintains authority records in accordance with library standards to maintain the integrity of GRRL's catalog.	
4. Supervises all functions of the Technical Services department to ensure efficient and effective operation of the department.	
5. Develops written departmental procedures to assist staff in carrying out their tasks in compliance with GRRL policies and to maintain quality cataloging, classification and processing of materials.	
6. Trains, supervises and evaluates assigned staff to maintain a well-trained, well-informed and effective staff. Sets staff schedules to provide the best coverage for the department.	
7. Participates in interviewing candidates for all positions supervised and makes hiring recommendations to the Regional Coordinator-Collection Development.	
8. Provides department statistics to administration for annual reports and to assess staffing needs.	
9. 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>	
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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 be proficient in searching and evaluating online shared bibliographic resources and exporting records into GRRL’s automated system to provide a quality database of library materials.
2. Ability to apply specialized knowledge of international cataloging standards and rules to create accurate records of materials owned by GRRL, including creation of records for unique items not owned by other libraries.
3. Ability to apply specialized knowledge of the Dewey Decimal Classification system and Library of Congress subject headings to library materials in order to put similar items together on library shelves for the convenience of library staff and customers.
4. 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.
5. Ability to perform complex cataloging and classification functions on the on-line shared bibliographical database and on GRRL’s automated system to meet library standards.
6. Ability to work independently at cataloging and classification tasks with accuracy and attention to details in order to maintain high quality library records.
7. Ability to effectively plan the workflow of assigned area of responsibility including the delegation of tasks to other staff members and volunteers to facilitate productive use of their time.
8. Ability to operate a variety of library equipment including photocopier, fax machines, VCR, and microform reader printer.
9. Ability to utilize computer skills to access and proficiently use GRRL’s online catalog, online databases, and the Internet. Able to use advanced software programs to produce reports, written procedures and forms and e-mail.

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 Technical Services 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 Physical Demand Analysis**

CIRCULATION SUPERVISOR
Position

CIRCULATION SERVICES/SCPL
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	1	(2)	3	4	5	6	7	8
b.	Stand	1	2	3	(4)	5	6	7	8
c.	Walk	1	(2)	3	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	___	<u>X</u>	___	___
b.	Squat	___	<u>X</u>	___	___
c.	Crawl	<u>X</u>	___	___	___
d.	Climb Height	<u>X</u>	___	___	___
e.	Reach above shoulder level	___	<u>X</u>	___	___
f.	Crouch	___	<u>X</u>	___	___
g.	Kneel	___	<u>X</u>	___	___
h.	Balance	<u>X</u>	___	___	___
i.	Push/pull	___	___	<u>X</u>	___
j.	Twist	___	<u>X</u>	___	___
k.	<u>Climb Ladder</u>	___	<u>X</u>	___	___

3. On the job you carry:

a.	Up to 10 lbs.	___	___	___	<u>X</u>
b.	11-24 lbs.	___	___	<u>X</u>	___
c.	25-34 lbs.	___	<u>X</u>	___	___
d.	35-50 lbs.	___	<u>X</u>	___	___
e.	over 50 lbs.	<u>X</u>	___	___	___

4. On the job you lift:

a.	Up to 10 lbs.	___	___	___	<u>X</u>
b.	11-24 lbs.	___	___	<u>X</u>	___
c.	25-34 lbs.	___	<u>X</u>	___	___
d.	35-50 lbs.	___	<u>X</u>	___	___
e.	over 50 lbs.	<u>X</u>	___	___	___

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <input checked="" type="checkbox"/> No	___Yes <input checked="" type="checkbox"/> No	___Yes <input checked="" type="checkbox"/> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <input checked="" type="checkbox"/> Yes ___No	<input checked="" type="checkbox"/> Yes ___No	<input checked="" type="checkbox"/> Yes ___No
b.	Left <input checked="" type="checkbox"/> Yes ___No	<input checked="" type="checkbox"/> Yes ___No	<input checked="" type="checkbox"/> Yes ___No

7.	This job requires:	Yes	No	Comments
	a. Working on unprotected heights	___	<input checked="" type="checkbox"/>	_____
	b. Being around moving equipment	___	<input checked="" type="checkbox"/>	_____
	c. Exposure to marked changes in temperature and humidity	___	<input checked="" type="checkbox"/>	_____
	d. Driving automotive equipment	<input checked="" type="checkbox"/>	___	Deliveries & Special Stations
	e. Exposure to dust, fumes, and gases	___	<input checked="" type="checkbox"/>	_____
	f. Working in restricted spaces	<input checked="" type="checkbox"/>	___	_____
	g. _____	___	___	_____
	h. _____	___	___	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

CIRCULATION AIDE
Position

CIRCULATION/SCPL
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	2	(3)	4	5	6	7	8	
b.	Stand	1	2	(3)		5	6	7	8
c.	Walk	1	(2)		4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	_____	_____	_____	<u> X </u>
b.	Squat	_____	_____	<u> X </u>	_____
c.	Crawl	_____	<u> X </u>	_____	_____
d.	Climb Height	_____	<u> X </u>	_____	_____
e.	Reach above shoulder level	_____	_____	<u> X </u>	_____
f.	Crouch	_____	<u> X </u>	_____	_____
g.	Kneel	_____	<u> X </u>	_____	_____
h.	Balance	_____	<u> X </u>	_____	_____
i.	Push/pull	_____	_____	<u> X </u>	_____
j.	Twist	_____	_____	<u> X </u>	_____
k.	Climb Ladder	_____	<u> X </u>	_____	_____

3. On the job you carry:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	_____	<u> X </u>	_____	_____

4. On the job you lift:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	_____	<u> X </u>	_____	_____

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <u>X</u> No	___Yes <u>X</u> No	___Yes <u>X</u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No
b.	Left <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No

7. This job requires:

	Yes	No	Comments
a. Working on unprotected heights	___	<u>X</u>	_____
b. Being around moving equipment	<u>X</u>	___	_____
c. Exposure to marked changes in temperature and humidity	___	<u>X</u>	_____
d. Driving automotive equipment	___	<u>X</u>	_____
e. Exposure to dust, fumes, and gases	___	<u>X</u>	_____
f. Working in restricted spaces	___	<u>X</u>	_____
g. Pushing library carts and bins	<u>X</u>	___	_____
h. _____	___	___	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

LIBRARY ASSISTANT I
~~SERVICES~~

CIRCULATION/~~SCPL DISTRIBUTION~~

Position

Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	1	(2)	4	5	6	7	8	
b.	Stand	1	2	4	(5)	6	7	8	
c.	Walk	(1)		3	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	_____	_____	<u> X </u>	_____
b.	Squat	_____	_____	<u> X </u>	_____
c.	Crawl	_____	<u> X </u>	_____	_____
d.	Climb Height	_____	<u> X </u>	_____	_____
e.	Reach above shoulder level	_____	<u> X </u>	_____	_____
f.	Crouch	_____	_____	<u> X </u>	_____
g.	Kneel	_____	_____	<u> X </u>	_____
h.	Balance	_____	<u> X </u>	_____	_____
i.	Push/pull	_____	_____	<u> X </u>	_____
j.	Twist	_____	<u> X </u>	_____	_____
k.	Climb Ladder	_____	 X 	_____	_____

3. On the job you carry:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	_____	<u> X </u>	_____	_____

4. On the job you lift:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____

- d. 35-50 lbs.
- e. over 50 lbs.
5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___ Yes <input checked="" type="checkbox"/> No	___ Yes <input checked="" type="checkbox"/> No	___ Yes <input checked="" type="checkbox"/> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a. Right	<input checked="" type="checkbox"/> Yes ___ No	<input checked="" type="checkbox"/> Yes ___ No	<input checked="" type="checkbox"/> Yes ___ No
b. Left	<input checked="" type="checkbox"/> Yes ___ No	<input checked="" type="checkbox"/> Yes ___ No	<input checked="" type="checkbox"/> Yes ___ No

7. This job requires:
- | | Yes | No | Comments |
|---|-------------------------------------|-------------------------------------|---|
| a. Working on unprotected heights | ___ | <input checked="" type="checkbox"/> | _____ |
| b. Being around moving equipment | <input checked="" type="checkbox"/> | ___ | _____ |
| c. Exposure to marked changes in temperature and humidity | ___ | <input checked="" type="checkbox"/> | _____ |
| d. Driving automotive equipment | ___ | <input checked="" type="checkbox"/> | _____ |
| e. Exposure to dust, fumes, and gases | ___ | <input checked="" type="checkbox"/> | _____ |
| f. Working in restricted spaces | ___ | <input checked="" type="checkbox"/> | _____ |
| g. Pushing library carts & bins | ___ | ___ | ___ <input checked="" type="checkbox"/> ___ |
| h. _____ | ___ | ___ | _____ |

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

LIBRARY ASSISTANT II
SERVICESSCPL
Position

CIRCULATION/~~DISTRIBUTION~~
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	1	(2)	3	4	5	6	7	8
b.	Stand	1	2	3		(5)	6	7	8
c.	Walk	(1)		3	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	_____	<u> X </u>	_____	_____
b.	Squat	_____	<u> X </u>	_____	_____
c.	Crawl	_____	<u> X </u>	_____	_____
d.	Climb Height	_____	<u> X </u>	_____	_____
e.	Reach above shoulder level	_____	<u> X </u>	_____	_____
f.	Crouch	_____	<u> X </u>	_____	_____
g.	Kneel	_____	<u> X </u>	_____	_____
h.	Balance	_____	<u> X </u>	_____	_____
i.	Push/pull	_____	_____	<u> X </u>	_____
j.	Twist	_____	<u> X </u>	_____	_____
k.	<u>Climb Ladder</u>	_____	<u> X </u>	_____	_____

3. On the job you carry:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	_____	<u> X </u>	_____	_____

4. On the job you lift:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____

- d. 35-50 lbs. _____ X _____ _____
 e. over 50 lbs. _____ X _____ _____
5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
____ Yes <u> X </u> No	____ Yes <u> X </u> No	____ Yes <u> X </u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u> X </u> Yes _____ No	<u> X </u> Yes _____ No	<u> X </u> Yes _____ No
b.	Left <u> X </u> Yes _____ No	<u> X </u> Yes _____ No	<u> X </u> Yes _____ No

7. This job requires:
- | | Yes | No | Comments |
|---|--------------|--------------|--------------------|
| a. Working on unprotected heights | _____ | <u> X </u> | _____ |
| b. Being around moving equipment | <u> X </u> | _____ | _____ |
| c. Exposure to marked changes in temperature and humidity | _____ | <u> X </u> | _____ |
| d. Driving automotive equipment | <u> X </u> | _____ | _____ |
| e. Exposure to dust, fumes, and gases | _____ | <u> X </u> | _____ |
| f. Working in restricted spaces | <u> X </u> | _____ | _____ |
| g. Pushing library carts and bins | _____ | _____ | _____ <u> X </u> |
| h. _____ | _____ | _____ | _____ |

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____



Personnel Policy Review

For BOT Approval March 16, 2010

Submitted by Sunny M. Hesse, HR Coordinator

Item 8

Outline of Personnel Policy Changes (detailed below)

Policy	Revision
1A.2 Goals	Deleted (Strategic Plan)
2A. Recruitment and the Hiring Process	Advertisement of positions
2C. Promotions, Transfers and Demotions	Re-named
2C.1 Promotions	Re-named/numbered
2C.2 Transfers	Re-named/numbered
2C.3 Demotions	Renamed/numbered
2C.4 Reorganization	<i>Changes presented as part of BRC Committee Report</i>
2D. Personnel Files	Inspection time
2H. Reporting Absences	Deleted Deputy Director
2X. Computer Use Policy	Updated and moved from Technology Policies
3A. Compensation	Update Pay Scale/Schedule
3F. Merit Step Increase	Supervisor Sign ECN not complete
3G. Longevity Pay	Deleted (effective 1/1/2010)
3H. Wage Garnishment	Re-numbered
4D.9 MN School Conference & Activities Leave	NOTE moved to procedure
4D.11 Personal Leave	Vacation changed to PTO
4E. Holidays	Statement added re: religious accommodations similar to Stearns Co and Met Council
4E.4 Religious Accommodations for Holidays – To Be Developed	Deleted
4H.1 Public Employees Retirement Association (PERA)	Plan available based on PERA reqs
4K. Benefit Continuation / Benefit Payout upon Resignation or Termination	Deleted Longevity Pay
4P. Library Materials Buyer's Club	Delete – Conflict of Interest for public employer
4Q. Special Privileges	Delete – Conflict of Interest for public employer
5A. Grievances	Step 2 – Deleted Deputy Director
6A. Separation From Library Services	Deleted
6A. Lay-off	Re-numbered / Revised consistent with Reorg Policy
6B. Resignation	Re-numbered
6C. Retirement	Re-numbered
6D. Early Retirement	Re-numbered
6E. Dismissal from Library Service	Re-numbered



Personnel Policy Review

For BOT Approval March 16, 2010

Submitted by Sunny M. Hesse, HR Coordinator

Item 8

CHAPTER 1: GRRL STRUCTURE

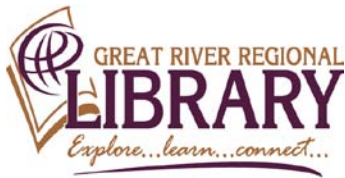
1A.2 Goals

Focus Area: Services-What should we provide (programs, outreach, collections, reference, circulation/delivery)?

Goal	Action Steps
1. An innovative library system that is convenient and user friendly.	<ul style="list-style-type: none"> A. Provide automated hold-calling system. B. Consider requested patron services including classes on library usage. C. Explore customer-driven fees for specialized services. D. Research use of Smart Cards and credit cards. E. Examine alternative access for library services. F. Explore title request tracking systems including the best practices in other libraries to provide status information when requested by library users.
2. Provide services based on community needs within GRRL service area.	<ul style="list-style-type: none"> A. Develop and analyze research to respond to community interest in new branch development. B. Increase library collection size to meet demand in all formats. C. Explore outreach initiatives. D. Survey the public concerning recommendations for improved services.

Focus Area: Staffing-Who should do what and why?

Goal	Action Steps
1. A staffing plan that equitably distributes hours and staff to provide the highest quality service	<ul style="list-style-type: none"> A. Have sufficient and equitable staffing throughout the region. B. Work to ensure a well-trained mobile and flexible staff.
2. A staffing plan that re-assesses job efficiencies and effectiveness for all library positions.	<ul style="list-style-type: none"> A. Re-evaluate and re-examine our tasks and priorities. B. Survey the staff concerning recommendations for improved services.
3. Identify demographics to plan for staffing growth and needs.	<ul style="list-style-type: none"> A. Evaluate population forecast and branch usage to proactively assess staff growth and needs.



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~~Focus Area: Structure-How should we be organized? HQ/Branch I, II, III?~~

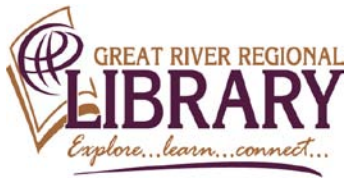
Goal	Action Steps
1.- Explore a structure that redistributes library resources and staff within the region served by GRRL from one central location to multiple resource libraries.	A.- Review current schedules of libraries to coordinate present open hours. B.- Review and evaluate the Branch 1, 2, and 3 designations. C.- Explore the de-centralized resource library model.
2.- Develop and implement a virtual library service plan by 2007	A.- Evaluate and research the public service benefits of virtual library services. B.- Implement virtual library if the findings of Action Step A support the benefit to library service.

~~Focus Area: Training-How do we need to grow our staff?~~

Goal	Action Steps
1.- Provide and facilitate a comprehensive, standardized and competency-based training curriculum for all GRRL job classifications.	A.- Develop competency lists for all GRRL job classifications. B.- Provide increased access to skilled trainers, high-quality training tools, practice time, and skilled evaluation procedures for all current and future GRRL positions with an emphasis on user-friendly electronic training resources. C.- Increase funding to facilitate staff training needs.

~~Focus Area: Communications-How do we share our message and possibilities (Internal and External)?~~

Goal	Action Steps
1.- Provide more frequent and uninterrupted face-to-face meeting time for supervisor/staff communication.	A.- Regularly scheduled cluster and department meetings. B.- Branch visits by supervisor to include additional staff member to work for branch manager during meetings.
2.- Increase communication with the	A.- Target non-users with promotional materials.



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general public about library issues.	B. Fund library staff participation in community activities, programs and service organizations.
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~~Focus Area: Techtools-What do we need to grow with technology?~~

Goal	Action Steps
1. Increased access to technology for staff.	A. Provide additional circulation computers, HHP terminals and internet stations to each GRRL location (as use demands and space allows) with provision for upgrading and replacement on a regular schedule. B. Provide internet sign-up software at libraries with high internet use. C. Use available technology to provide technology staff with remote access to all computers from HQ. D. Provide wireless scanners for collection inventory.
2. Increased access to technology for the public.	A. Provide wireless access at all locations. B. Provide technology to improve access for persons with disabilities. C. Create a web page for each branch with pertinent information.

~~Focus Area: Budget-What do we need to grow?~~

Goal	Action Steps
1. To obtain sufficient funding to insure that GRRL is a world class public library recognized as a primary source of knowledge and information and an integral part of the community cultural life.	A. Procure additional revenues by encouraging GRRL Board participation as advocates for additional state and local dollars. B. Prepare and provide budget comparison studies of similar library systems C. Support and develop system wide fund development activities D. Support advocacy efforts by building community leaders

~~Approved Date: 7/11/00~~

~~Effective Date: 10/31/00~~

~~Revised Date: 5/14/02; 11/15/05~~



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CHAPTER 2: EMPLOYMENT

2A. Recruitment and the Hiring Process

Selection of staff members is based solely on the requirements of and suitability for the position. There is no discrimination or favoritism because of race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin or membership or activity in a local commission.

Appointment of members of the immediate families of Board members or administrative staff is to be avoided. No employee or prospective employee will be hired or placed in a position where he or she would be supervising or be supervised by a spouse or a member of the employee's immediate family. For the purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, corresponding in-law, and any other member of the employee's household.

All applicants must provide names, addresses and phone numbers of references. References will be checked carefully.

Veteran's Preference points will be granted to eligible candidates as provided by law.

Local residents are not shown preference.

All positions will be advertised externally except ~~at the discretion of the Director, all positions at Range 5 and below may be advertised when it is believed that an internal posting will provide an adequate applicant pool internally before they are advertised externally. If the initial internal posting does not prove to provide an adequate applicant pool, the position will be posted externally.~~ Preference in filling vacancies advertised only internally will be given to present staff members and volunteers who meet minimum qualifications.

2C. Promotions, Transfers and Demotions and Reorganization

An employee's present position or any position previously held by the employee at GRRL (as long as their performance in the position was satisfactory and there has been no break in employment since the position was held by the employee) will be considered in determining promotions or transfers.

2C.1 Promotions

Staff members, when submitting the required application materials, will be considered for promotion whenever a vacancy occurs. Vacancies will be advertised according to GRRL policies, and selection will be made of the candidate best suited for the position.

A promotion to a new position must not be confused with a reclassification of an existing position in accordance with increased responsibilities.



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A promotion, for the purposes of this document, shall be the appointment of an employee to an established position higher on the organizational chart than the position previously occupied by the employee.

Any employee may be considered to be qualified for a promotion if they meet the minimum requirements of the position.

This policy shall not be applied to the position of Library Director because of the Minnesota State Board of Education requirement that the Director possess a Master's Degree in Library Science from a graduate school accredited by the American Library Association.

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Revised Date: 9/19/06, 3/16/2010

2C.21 Transfers ~~Due To Health Reasons~~

Transfers will usually be initiated by the Director when it seems expedient to do so, or when the particular talents of a staff member can be utilized in another position.

If, for reasons of ill health an employee is unable to fulfill the requirements of his/her position, and if circumstances permit, he/she may request to be transferred to a position of equal rank involving less strain or to part-time employment. In granting the transfer for medical reasons, the library must require appropriate certification of the medical condition which necessitates the transfer.

~~An employee's present position or any position previously held by the employee at GRRR (as long as their performance in the position was satisfactory and there has been no break in employment since the position was held by the employee) will be considered in determining promotions or transfers.~~

Temporary or substitute positions would not be eligible for this consideration.

~~Promotions and T~~ransfers are discussed in advance with staff members concerned, in order to explain reasons for the moves and, whenever possible, to give consideration to the employee's wishes.

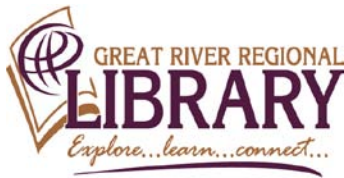
For circumstances other than medical reasons cited above, employees may communicate their interest in moving to a different position to the Director. Such statements will be evaluated only in light of the best interest of the library.

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~~2C.2 Voluntary Transfers To Be Developed~~



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2C.3 Demotions

The Director may demote an employee whose ability to perform his/her required duties falls below satisfactory standards. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications. Written notice of the demotion shall be given to the employee prior to the effective date of the demotion. The employee will be paid within the range of the position to which he/she is demoted and not receive pay exceeding current level of pay.

An assignment in a lower range carries with it compensation within that range of service.

Approved Date: 7/11/00
Effective Date: 10/31/00
Revised Date: [3/16/2010](#)

2D. Personnel Files

Personnel records will be maintained for employees and past employees in order to retain employment related documents and comply with government record keeping and reporting requirements. Files will be maintained in the Human Resources Office.

An employee's personnel file is available for that person's inspection during the normal office hours of Human Resources ~~Coordinator's normal office hours~~, and shall be inspected under the supervision of Human Resources ~~Coordinator's supervision~~. Any incorrect information found in the file should be reported to the Director. The file may be released to prospective employers at the request of the employee.

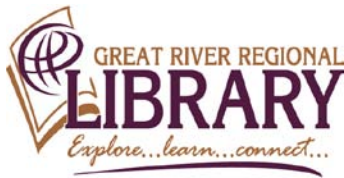
Personnel files are also available to members of the Great River Regional Library Board of Trustees, the Director, and the Finance Coordinator.

Approved Date: 7/11/00
Effective Date: 10/31/00
Revised Date: 5/14/02, 7/13/04, 11/10/09, [3/16/2010](#)

2H. Reporting Absences

Illness and personal emergencies should be reported to the employee's supervisor as early as possible in the workday. If the supervisor is available, the employee should also speak to him/her to be certain that all scheduled work is covered. Branch managers are responsible for scheduling approved substitute employees. If the branch manager is unavailable, then the responsibility falls to the immediate supervisor ~~or the deputy director~~.

Employees who fail to report are considered to be absent without leave unless their supervisor receives adequate justification. Employees who are absent without leave will not be compensated for their absence from work and may be disciplined appropriately.



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Submitted by Sunny M. Hesse, HR Coordinator

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Blocks of non-work paid time reflected on the "Payroll Time Request" should be reflected on the computerized timesheet.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: [3/16/2010](#)

2X. Computer Use Policy for GRRL Staff

The use of Great River Regional Library (GRRL) automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for library business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to GRRL.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to GRRL's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Using GRRL automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates GRRL's Discrimination and Offensive Behavior policy and is subject to disciplinary action. GRRL's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including termination and criminal prosecution. GRRL will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the GRRL's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including termination.

Approved Date: 3/16/2010

Effective Date: 3/16/2010

Revised Date:

2X.1 Electronic Communication and Computer Files

Electronic communication includes but is not limited to email, instant messaging, forums, web pages, comment posts, electronic forms and reports.



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Electronic communications and other data composed, transmitted or saved on library computers or the library's computer network are not private and may be monitored by library administration.

The library network and library computers belong to the library and should not be used to store, transmit or execute files concerning:

- ❖ personal matters
- ❖ gossip
- ❖ harassment of another employee and/or
- ❖ communications in violation of the library's policies or state or federal law.

Employees use of electronic communications may be subject to the Minnesota Government Data Practices Act and therefore, should be related to the business of the library. Staff will be aware of and use appropriate communication vehicle based on the information being communicated.

Electronic mail, computers and certain applications are protected by access passwords and/or codes when it is in the interest of the library to do so. Any unauthorized attempt to break such security or unauthorized disclosure of such security credentials is subject to disciplinary action which could include the possibility of termination and/or criminal prosecution. Inadvertent disclosure of security credentials may be subject to disciplinary action based on the circumstances surrounding the disclosure.

The library does not provide e-mail accounts for library customers but customers may sign up for free or fee web-based e-mail accounts and use them on library computers.

Approved Date: 6/12/2007

Effective Date: 6/12/2007

Revised Date: 3/16/2010

2X.2 Passwords

GRRL uses a number of passwords to protect data and services. Passwords must not be shared with anyone who is not authorized to access a particular service or data.

Passwords that protect sensitive data such as patron identity, patron borrowing activity and staff personal information must be changed at least once per year. Any shared password protecting sensitive data must be changed whenever a staff person with access to that shared account leaves GRRL employment, is demoted or transferred to a position that does not have access to the account in question. It must be notified of the staff change in a timely manner so that necessary password changes take place within 1 week of the event. Shared passwords will also be changed upon discovery of unauthorized access to that account.

Passwords for staff-person specific accounts will be changed at least once per year.



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Submitted by Sunny M. Hesse, HR Coordinator

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Passwords that are not centrally managed and do not protect sensitive data will be changed as needed.

Approved Date: 6/12/2007

Effective Date: 6/12/2007

Revised Date: 3/16/2010

CHAPTER 3: COMPENSATION AND PERFORMANCE EVALUATION

3A. Compensation

The following is the Board approved wage schedule.

~~Pay Schedule 2008~~

~~Pay Schedule 2009~~

Current Pay Schedule

Current Pay Scale

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 1/1/02, 3/16/2010

3F. Merit Step Increases

Step increases approved by the Board shall take effect on the pay anniversary date of each employee affected. The employee's supervisor certifies that the employee's work performance or conduct justifies granting such increase by completing signing an Employee Change Notice.

If the employee's supervisor finds that the employee's work performance or conduct does not justify a step increase, the supervisor will consult with the Human Resources Regional Coordinator and complete a Non-Performance Form and a plan for improving performance, which will be reviewed within 3 months. Also see Policy titled " Annual Pay-For-Performance Review."

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 3/20/07, 7/10/07, 3/16/2010

3G. Longevity Pay [Longevity Pay was discontinued as January 2010 due to Budget]



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Submitted by Sunny M. Hesse, HR Coordinator

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~~Full-Time Employees~~

~~All full-time employees shall be eligible for longevity pay in accordance with the provisions of this policy.~~

~~Part-Time Employees~~

~~All part-time employees shall be eligible for one-half of longevity benefits.~~

~~Approved Date: 7/11/00~~

~~Effective Date: 10/31/00~~

~~Revised Date: 7/13/04~~

~~3G.1 Rate of Longevity Pay for Full-Time Employees~~

~~Full-time Employees~~

~~After completion of five full years of continuous service, an employee shall accrue \$5.00 per month. Starting with the completion of the sixth year of continuous service, an employee shall accrue an additional \$1.00 per month for each additional year of service. This amount will be paid for up to 25 years of service. The maximum amount per month that may be received is \$25.00.~~

~~Part-Time Employees~~

~~After completion of five full years of continuous service, an employee shall accrue \$2.50 per month. Starting with the completion of the sixth year of continuous service, an employee shall accrue an additional .50 per month for each additional year of service. This amount will be paid for up to 25 years of service. The maximum amount per month that may be received is \$12.50.~~

~~Approved Date: 7/11/00~~

~~Effective Date: 10/31/00~~

~~Revised Date: 7/13/04~~

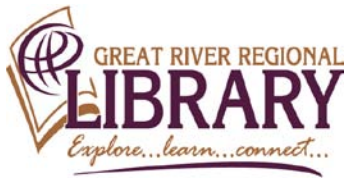
~~3G.2 Continuous Service Eligibility for Longevity Pay~~

~~Service with GRRL must be continuous for an employee to be eligible for longevity pay, except for leaves of absence as may be granted according to Personnel Policies. Military service with the armed forces of the United States will not be considered an interruption of employment, as provided by state law.~~

~~Approved Date: 7/11/00~~

~~Effective Date: 10/31/00~~

~~Revised Date:~~



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~~3G.3 Date of Eligibility~~

~~An employee's eligibility for longevity pay will be calculated from his/her date of employment to the nearest beginning of a month.~~

~~Approved Date: 7/11/00~~

~~Effective Date: 10/31/00~~

~~Revised Date:~~

~~3G.4 Date of Payment~~

~~Longevity pay shall be paid once a year on or about December 15, for the year beginning the previous January 1. Longevity pay shall not be given in advance. Upon the termination of his/her employment with GRRL, an employee's accumulated longevity pay will then be paid.~~

~~Approved Date: 7/11/00~~

~~Effective Date: 10/31/00~~

~~Revised Date: 5/14/02~~

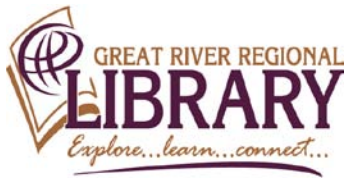
3GH. Wage Garnishment

Periodically, it may be necessary for Great River Regional Library to garnish wages of an employee to meet legal requirements. GRRL will handle this process with as much confidentiality as possible.

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Revised Date: 3/16/2010



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CHAPTER 4: EMPLOYEE BENEFITS

4D.9 Minnesota School Conference & Activities Leave (Minn. Stat. 181.9412)

Employees who give proper notice will be granted up to 16 hours during a 12-month period for the purpose of attending school conferences and school-related activities of the employee's child, provided that such conferences and activities cannot be scheduled during non-work hours. Where an employee's child receives childcare services or attends a pre-kindergarten regular or special education program, the employee may use this leave time to attend a conference or activity of the employee's child, or to observe or monitor the services or program, provided that the conference, activity, or observation cannot be scheduled during non-work hours. Employees are asked to give reasonable notice of the need for this leave. Employees may choose to use PTO to pay for this leave. The employee will be returned to his/her former position.

~~NOTE: It is possible that some leaves could run concurrently. In those situations, all leaves for which the employee qualifies will run concurrently. It is the intent of GRRL to provide the employee with the leave that best suits their needs.~~

~~It is in the interest of the library for employees to use accumulated PTO when appropriate to cover times the employee needs or wishes to absent himself/herself from duties. Varying conditions must be met for an employee to be eligible to receive a leave of absence without pay. Such leaves are granted at the discretion of the Director.~~

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 01/01/09, [3/16/2010](#)

4D.11 Personal Leave

Leaves may be granted by Director to employees for personal reasons not included in the leaves listed ~~below~~. Leave without pay will be granted only when all ~~vacation-PTO~~ has been expended or may be granted, under special circumstances, for new employees who are not yet eligible to use ~~vacation~~PTO.

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Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/08, [3/16/2010](#)

4E. Holidays

The following days shall be paid holidays:

- New Year's Day – January 1
- Martin Luther King Day – 3rd Monday in January
- President's Day - 3rd Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4



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- Labor Day – 1st Monday in September
- Veteran's Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Christmas Eve Day – December 24
- Christmas Day - December 25

When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following day will be a holiday. When Christmas Eve falls on a Sunday the preceding Saturday will be a holiday. When Veteran's Day falls on a Saturday the preceding Friday will be a holiday in conjunction with other governmental offices.

Religious accommodations for holidays not recognized in GRRL's holiday schedule can be made through the use of paid time off (PTO), personal holiday, time without pay or schedule changes. As usual, time off must be requested in advanced and approved by the requesting employees supervisor.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 01/01/09, 3/16/2010

~~4E.4 Religious Accommodations for Holidays – To Be Developed~~

4H.1 Public Employees Retirement Association (PERA)

This retirement plan is available to ~~all employees working regularly scheduled hours each pay period. However, eligibility for PERA retirement benefits are determined by PERA who meet PERA's eligibility requirements.~~

Those employees not eligible for PERA are still required to pay Social Security and Medicare taxes as required by law.

Deductions are taken from the employee's salary. The library also contributes towards these benefits as required by law or PERA guidelines.

Upon retirement or termination from a PERA eligible position to a non-qualifying position, a break in service of 30 days is required by PERA.

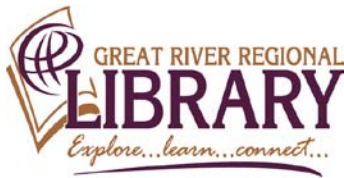
Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first day of employment.

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Effective Date: 10/31/00

Revised Date: 5/13/03, 7/10/07, 06/10/08, 01/01/09, 3/16/2010

4K. Benefit Continuation / Benefit Payout upon Resignation or Termination



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If an employee leaves employment at GRRL (for reasons other than gross misconduct), or is laid off as a result of reduction in staff, the following benefits will be made available to them. Upon resignation or termination, employees are expected to work the last day of their notification period.

Paid Time Off

The employee will be paid for any earned PTO to the day of termination, provided the employee has completed 6 months of employment.

ESLB

Accrued ESLB benefits are not payable to employees upon termination.

Personal Holiday

Accrued personal holidays are not payable to employees upon termination.

Longevity Pay

~~Accrued months will be paid upon termination.~~

Group Health, Dental, Life Insurance and Medical Reimbursement Flexible Spending Account

Employees regularly scheduled to work 32 or more hours per week can elect to continue Group Life, Dental and Health Insurance through COBRA and Minnesota Extension for up to 18 months at their own expense (under certain circumstances, up to 36 months may apply). Monthly payments are due the 15th of each month proceeding the month of coverage. Premium information and election forms are sent to each employee at the time of termination.

Employees participating in the Medical Reimbursement Flexible Spending Account may apply for COBRA during the remainder of the plan year.

Minnesota Deferred Compensation

All employees who have elected to participate in the Minnesota Deferred Compensation Plan, are responsible for contacting their plan representative to make arrangements for withdrawal of funds under the plan.

Social Security

Employees must contact the Social Security Administration for withdrawal of these funds.

Flexible Spending Account

Employees may continue to apply for reimbursement of funds for expenses incurred prior to termination.

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Revised Date: 5/14/02, 5/13/03, 5/11/04, 7/10/07, 7/8/08, 01/01/09, 3/16/2010

~~**4P. Library Materials Buyer's Club**~~

~~GRRL employees are given the opportunity to order and purchase library materials for their own personal use with the potential for discounted library prices.~~



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~~Approved Date: 5/11/04~~

~~Effective Date: 5/11/04~~

~~Revised Date:~~

~~4Q. Special Privileges~~

~~Staff members will not be subject to paying overdue fees. This privilege should be tempered with a certain amount of ethics, however.~~

~~Staff members and trustees may purchase materials at the library discount, if available.~~

~~Approved Date: 7/11/00~~

~~Effective Date: 10/31/00~~

~~Revised Date: 02/19/08 (procedures only)~~

CHAPTER 5: DISCIPLINE AND GRIEVANCE SITUATIONS

5A. Grievances

It is the policy and philosophy of GRRL to treat all employees equitably and fairly in matters affecting their employment. Each employee will be provided ample opportunity to understand and resolve matters affecting their employment, which the employee believes are unjust. Employees have the right to present grievances without fear of reprisal. All grievances will be promptly and fairly processed to provide the employee access to all levels of management and a fair, impartial resolution.

Employees may not grieve a termination.

Nothing in this policy alters the doctrine of Employment At Will.

Nothing in this policy alters the ability of management to discipline employees.

Examples of matters that are appropriately addressed under this policy may include:

1. A belief that policies or procedures have been applied inconsistently to an employee;
2. Treatment which the employee considers unfair such as coercion, intimidation, reprisal or harassment, including sexual harassment;
3. Alleged discrimination because of race, color, age, sex, national origin, marital status, disability or any other protected class under the Minnesota Human Rights Act or other applicable law;
4. Improper or unfair administration of employee benefits or of conditions of employment such as promotions, scheduling, performance review, or PTO.

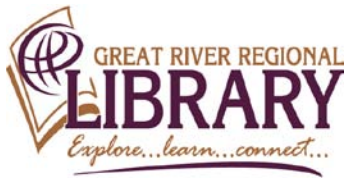
This list is not exhaustive, but rather is illustrative in nature.

If an employee has a grievance relating to his/her employment, he/she should proceed in the following manner:

Step 1

All time lines are firm and missing a deadline will constitute abandonment of the grievance by the employee unless both parties have mutually agreed in writing upon a time extension.

The grievance shall be presented orally to his/her supervisor within seven (7) calendar days after the occurrence upon which the grievance is based except in cases where the grievance is against the first level supervisor for illegal activity such as sexual harassment or discrimination. If the grievance involves the reporting of illegal activity by the supervisor then the grievant can proceed to step 2. The supervisor shall orally respond to the employee regarding the grievance within seven (7) calendar days from the date that he/she received the grievance. The supervisor is expected to document the conversation in writing. The employee presenting the grievance is encouraged to document the conversation as well.



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Submitted by Sunny M. Hesse, HR Coordinator

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If the complaint is in regard to the Director and is not resolved at this level, the processing required in Step 2 and 3 are not applicable and the grievance will directly proceed to Step 4. To assist the staff committee in Step 4 with resolution, the employee is to record in writing all pertinent facts regarding what happened and why they believe it constitutes unfair or inconsistent treatment under GRRL policy or procedure or other law, state relief that is sought, and date and sign the document. Only the full Board of Trustees has the authority to grant monetary relief, including, but not limited to, an increase in wages and benefits. The staff committee must receive the document within seven calendar (7) days of the oral decision from the Director.

Step 2

If the grievance is not settled in Step 1, then the employee is to record in writing all pertinent facts regarding what happened and why they believe it constitutes unfair or inconsistent treatment under GRRL policy or procedure or other law, state relief that is sought, and date and sign the document. The document is then to be given to their supervisor's supervisor within seven (7) calendar days for consideration and action. . The employee shall receive a written response from the recipient of the document within seven (7) calendar days after the grievance has been received. ~~If the complaint is in regard to the Deputy Director and is not resolved at this level, Step 3 is eliminated and the grievant will immediately proceed to Step 4.~~

Step 3

If the grievance is not settled in Step 2, the grievance and all accompanying documentation shall be submitted within seven (7) calendar days to the Director, who shall give his/her written answer within seven (7) calendar days after the grievance has been received.

Step 4

If the grievance is not settled in Step 3, a three person staff committee consisting of (a) one person selected by the grievant, (b) one person selected by the Director, ordinarily a member of the Human Resources Staff, and (c) one employee at a level nine or above who shall be annually designated by the Staff Association to serve on this committee shall meet within seven (7) calendar days after the answer is delivered in the previous step.

The staff committee will hear from each party to the dispute in an informal hearing setting, review any documents that have been produced, and determine whether the matter should be ended, resolved with non-monetary relief or presented to the Great River Regional Library Personnel Committee within 30 calendar days. The decision of the staff committee will be made promptly, usually within 24 hours of the end of the informal hearing of the parties, and communicated to all the parties immediately in writing.

This staff committee has the authority to: (a) deem the grievance unsubstantiated and end any further processing; (b) refer the grievance for review by the Personnel Committee; or (c) grant non-monetary relief which in their judgment is just and appropriate. Only the full Board of Trustees has the authority to grant monetary relief, including, but not limited to, an increase in wages and benefits.

A 2/3 majority of the staff committee must support the decision made to end, resolve or refer the grievance for further review. Decisions of the staff committee are final.



Personnel Policy Review

For BOT Approval March 16, 2010

Submitted by Sunny M. Hesse, HR Coordinator

Item 8

If the next scheduled meeting of the Personnel Committee is more than 30 days away, the staff committee may recommend that the Director call for a special meeting of the Personnel Committee. The Director will call such a special meeting unless extraordinary circumstances prevent such a meeting being feasible. If the regular meeting of the Personnel Committee is scheduled within 30 calendar days, this grievance will be placed on the regular agenda.

Step 5

The Personnel Committee shall meet to review the facts associated with the grievance. They shall make a recommendation for resolution to the GRRL Board of Trustees. This recommendation shall be considered by the full Board at their next regularly scheduled meeting, but generally not more than 30 days after the Personnel Committee meeting scheduled in Step 4. If the next regularly scheduled meeting of the full Board is more than 30 days away, the Personnel Committee can recommend that a special meeting be called to resolve this matter. The President of the Board will decide whether to hold a special meeting of the full Board. The decision of the GRRL Board of Trustees is final.

The human resources department will provide training and support to supervisors in dealing with employee grievances.

Final decisions on disputes brought forth under this policy will not be precedent setting or binding on future disputes.

Information concerning an employee dispute is considered confidential; supervisors, members of management and other staff members who are involved in the investigation of the complaint may discuss it only with people who have an official need to know about it. However, all employees are encouraged to supply necessary background information and advice when requested to do so.

Time spent by employees in dispute discussions with management during their normal work hours will be considered paid time for pay purposes.

Employees will not be penalized for proper use of this dispute resolution process. However, it is not considered proper use if an employee raises complaints in bad faith, solely for the purpose to harass or repeatedly raises meritless disputes.

Retaliation against any employee who properly uses this dispute process is prohibited.

GRRL, through the Director or the Board of Trustees, may refuse to proceed with any dispute determined to be improper under this policy.

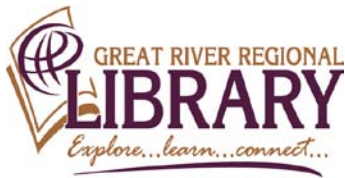
This policy does not alter the Employment At Will relationship in any way.

Information about Employee Assistance Program

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 9-18-07, 01/01/09, [3/16/2010](#)



Personnel Policy Review

For BOT Approval March 16, 2010

Submitted by Sunny M. Hesse, HR Coordinator

Item 8

CHAPTER 6: SEPARATION FROM EMPLOYMENT

~~6A.~~ Separation From Library Service

~~6A.1~~ Lay-off

~~The Director may approve the lay off of any employee or a group of positions when public interest, budget and/or staffing levels dictate. Management can use the staffing guidelines and criteria approved by the Board of Trustees to reorganize all staff, a department or department(s), a group of positions or any combination of staff using the appropriate staffing tools available. See also policy 2C.4 Reorganization.~~

~~When required by the public interest and declared by Board of Trustees resolution, the Director may lay off any employee or a group of positions.~~ Written notice shall be given to the affected employee, unless otherwise specified by law. When financial conditions warrant, the employee(s) may be re-employed at their previous range, step and benefit accrual. A lay-off will be used when there is a short-term financial condition and a genuine possibility that employees will be recalled within a year.

The employer will give twenty-eight (28) days notice to employees who are to be laid off except in an emergency. Temporary employees within classification will be laid off prior to part-time and full-time employees. If possible, part-time employees will be laid-off prior to full-time employees, unless the financial conditions are extreme.

The library will attempt to accomplish a lay-off by attrition.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/9/03, 7/18/03, 5/08/07, 01/01/09, 3/16/2010

~~6BA.2~~ Resignation

Employees wishing to leave the library service are encouraged to file with their supervisor and the Director a written resignation stating the effective date of their resignation at least two weeks prior to the effective resignation date. Four weeks notice is preferred for those Range 9 and above .

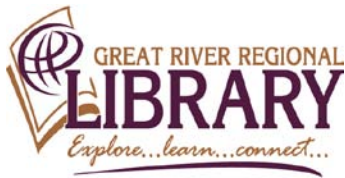
Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/10/07, 3/16/2010

~~6CA.3~~ Retirement

GRRL is a member of the Public Employees Retirement Association, a state-wide organization that administers the retirement funds of state, county, and municipal employees. New employees shall be required to join as coordinated members of this plan in accordance with the plan's eligibility rules.



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For BOT Approval March 16, 2010
Submitted by Sunny M. Hesse, HR Coordinator

Item 8

Deductions shall be made from the employee's total salary in such amounts as required by the Public Employees Retirement Association and the Social Security Act.

Employees may retire from library employment at age 65. Early retirement is possible for qualified employees (MS 471.61). See Policy titled "Early Retirement."

It is beneficial to notify the Director in writing at least ninety (90) days prior to the anticipated retirement date of any employee in an effort to avoid a break between the employee's last paycheck from GRRL and the first retirement check from PERA.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, [3/16/2010](#)

6DA-4 Early Retirement

Any employee under the age of 65 and qualifying for retirement benefits under the provisions of the Public Employees Retirement Association or the Social Security Act may elect to retire from library employment. It is beneficial for any employee electing to retire early according to the provisions of this policy to notify the Director at least ninety (90) days prior to the anticipated retirement date in an effort to avoid a break between the employees last paycheck from GRRL and the first retirement check from PERA. Early retirement shall qualify the retiring employee for all benefits accruing to retired employees in accordance with the personnel policies of the library.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, [3/16/2010](#)

6EA-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, [3/16/2010](#)

Draft Succession Plan

At the November 2009, GRRL Board meeting the need for a succession plan was discussed. I was asked to come back with a proposed succession plan at the January 2010 meeting. At the January 2010 meeting, this item was tabled until the Personnel Committee could review and approve it.

DRAFT
GRRL Succession Plan
Concerning
Executive Director

1. Rationale

The director position is critical to the success of the Great River Regional Library (GRRL). This plan is *primarily* designed to insure that the organization has leadership and effective management in the event the director is unable to fulfill his or her duties due to unplanned temporary absence or short or long term absence.

2. Basics of the Plan

The GRRL Board of Trustees authorizes the Chairman (Chair) to implement the terms of this emergency succession plan in the event of an unplanned temporary, short-term or long term absence.

- An unplanned absence is one that arises unexpectedly, in contrast to a planned leave such as vacation.
- A temporary absence is 29 days or less. A short-term absence is between 30 and 90 days. A long-term absence is between 91 and 365 days.

It is the responsibility of the director to inform the Chair of a planned temporary or short-term absence, and to make appropriate plans for duty coverage. Planned absences do not trigger the implementation of this plan under ordinary circumstances.

It is the responsibility of the Coordinator for Human Resources to immediately inform the Chair of an unplanned temporary or short-term absence of the director.

As soon as feasible, following notification of an unplanned temporary or short-term absence, the Chair shall implement the procedures in this plan. If procedures need to be modified prior to implementation, the Chair shall convene an Executive Committee meeting.

3. Unplanned Temporary or Short Term Absence of Director

I. Appointing an Acting Director

Based on the anticipated duration of the absence and accessibility of the current director, the Chair may appoint an Acting Director (AD). The appointment of an AD shall be made from Coordinator level staff based on total GRRL employment seniority within the management ranks and workload considerations.

II. Authority, Restrictions and Compensation of the Acting Executive Director

The AD reports to the Board Chair.

The AD shall have full authority for day-to-day decision making and independent action as the regular director.

Staff termination decisions shall be made in consultation with the Chair.

As soon as possible, the Chair and AD shall announce the organization's temporary leadership structure to staff, the Board of Trustees, and the public including key supporters.

The AD will be offered no additional compensation.

III. When No Acting Director is appointed

In the event that the absence is 29 days or less and the current director is available for consultation, appointment of an AD is not generally warranted. When an AD is not appointed, the Coordinator with the most employment seniority with GRRL will assume the key director functions. Specialized knowledge is required in these areas and these duties shall not transfer:

- Financial Management – Coordinator for Finance
- Human Resources – Coordinator for Human Resources
- Technology – Coordinator for Information Technology
- Spokesperson – Coordinator for Communications and Fund Development

IV. Return After Absence

The decision about when the absent director returns to lead GRRL should be determined by the director and the Chair in coordination with the Coordinator for Human Resources. They will decide upon a mutually agreed upon schedule and start date. A

reduced schedule for a set period of time can be allowed, by approval of the Chair, with the intention of working their way back up to a full-time commitment.

4. Unplanned Long Term Temporary Absence of Director

A long-term absence is one that is expected to last more than 90 days, but no more than 365 days. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

- The Executive Committee of the GRRL Board of Trustees will give immediate consideration, in consultation with the AD, to **temporarily** filling the management position left vacant by the AD.

This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the AD to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the AD needs assistance.

5. Permanent Change in Director

A permanent change is one in which it is firmly determined that the director will not be returning to the position. A permanent change is generally evidenced by an absence of more than 365 days, a determination of permanent disability, a voluntary letter of resignation, or death. In unusual circumstances, an absence of more than 365 days might not be considered proof of the director's intention to permanently leave the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

- The GRRL Board of Trustees will hold a special meeting and appoint a Transition and Search Committee within 21 business days to plan and carry out a transition to a new permanent director.

The Board will consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search. The Transition and Search Committee will determine the need for an Interim Director (ID), and plan for the recruitment and selection of an ID and/or permanent director.