

5A. Grievances

~~At each step of the grievance process, the position of authority should listen and gather information only. A member of Human Resources must be present for the Oral presentation to the direct supervisor in Step 1. Formal response to the grievant will take place only after review with the Human Resources Coordinator.~~

Purpose

~~The GRRL Board of Trustees and Administration recognize the need for a consistent process for resolution employment concerns for non-bargaining unit employees. This policy is established to provide eligible employees with an orderly process for addressing employment conditions or decisions in a timely manner.~~

I) Definition

~~A grievance is a dispute arising over the interpretation or application of a specific provision set forth in this policy.~~

II) Disclaimer

~~The grievance policy is provided to non-union employees as a guideline for expressing concerns about employment relative to the application, meaning or interpretation of the established personnel policies. The policy does not compromise the rights of management to direct the workforce in accomplishing the mission of the organization. This process does not alter the employment at-will relationship between GRRL and its at-will employees.~~

~~Employees may not grieve a termination.~~

~~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 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.~~

~~Issues regarding matters of public concern may be directed to the GRRL Board of Trustees by:~~

- ~~i) Attending a board meeting and presenting concern during the the open public forum, or~~
- ~~ii) Submitting a concern using the Comments for the Library Board submission form on the GRRL public website.~~

III) Policy

~~At each step of the grievance process, the position of authority should listen and gather information only. A member of Human Resources must be present for the Oral presentation to the direct~~

~~supervisor in Step 1. Formal response to the grievant, at any step, will take place only after review with the Human Resources Coordinator.~~

It is the policy and philosophy of GRRL to treat all employees ~~consistently 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 ~~g~~Grievances will be promptly and fairly processed ~~to provide the employee access to all levels of management and through the grievance procedure in a fair and~~ impartial ~~resolution~~ manner.

IV) -Eligibility

- a) ~~All non-union employees except those listed in Paragraph B, below, are eligible to file a grievance.~~
- b) ~~The following employees are not eligible to file a grievance:~~
 - i) ~~Employees who have been terminated.~~
 - ii) ~~Employees seeking relief through other administrative or judicial procedures.~~
- c) Waiver. If an employee has a grievance relating to his/her employment, he/she should proceed in the following manner. All time lines are firm and missing a deadline will constitute waiver of the grievance by the employee unless both parties have mutually agreed in writing upon a time extension. If a grievance is not appealed in conformity with any of the procedural requirements of this grievance procedure or any agreed waiver of the requirements, it shall be considered settled on the basis of the employer's last answer. If the employer does not answer a grievance or an appeal thereof within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

~~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:~~

- 5. ~~A belief that policies or procedures have been applied inconsistently to an employee;~~
- 6. ~~Treatment which the employee considers unfair such as coercion, intimidation, reprisal or harassment, including sexual harassment;~~
- 7. ~~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;~~
- 8. ~~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 grievant shall provide, in writing, a summary of the nature of the grievance, the facts upon which it is based, the provision(s) of the policy allegedly violated, and the remedy requested. The grievance document(s) shall be presented ~~orally~~ to his/her supervisor within fifteen seven (157) 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 Sstep 2.

The supervisor shall ~~orally~~ respond, in writing, to the employee-grievant regarding the grievance within fifteen seven (157) 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.~~

In the event the grievant does not agree with the response he/she receives at this level or if the supervisor does not reply within the established timeframe, the grievant may appeal to Step 2.

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-grievant 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-committeegrievant must receive-submit the document, within seven-fifteen (157) calendar (157) days of the ~~oral~~ decision from the Director, to the Regional Coordinator of Human Resources (see Step 4).

Step 2

If the grievance is not settled in Step 1, the grievant shall provide, in writing, a summary of the nature of the grievance, the facts upon which it is based, the provisions(s) of the policy allegedly violated, and the remedy requested. ~~then t~~The employee-grievant 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. ~~submit~~ The document(s) is then to be given to their supervisor's supervisor within seven-fifteen (157) calendar days of receipt of Step 1 response for consideration and action. The employee-grievant shall receive a written response from the recipient of the document within seven-fifteen (157) calendar days after the grievance has been received.

Step 3

If the grievance is not settled in Step 2, the grievant shall provide, in writing, a summary of the nature of the grievance, the facts upon which it is based, the provisions(s) of the policy allegedly violated, and the remedy requested. ~~the grievance~~ The grievant is to submit the document and all accompanying documentation shall be submitted within seven-fifteen (157) calendar days after receipt of the Step 2 response to the Director, who shall give his/her written answer within seven-fifteen (157) calendar days after the grievance has been received.

Step 4

If the grievance is not settled in Step 3, the grievant shall provide, in writing, a summary of the nature of the grievance, the facts upon which it is based, the provision(s) of the policy allegedly violated, and the remedy requested. The grievant is to submit the document ~~the grievant must submit~~, to the Human Resources Coordinator, a written request for a meeting of a three-person staff committee within fifteen

(15) calendar days after the receipt of Step 3 response. This committee consists 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. The staff committee shall meet within ~~seven-fifteen~~ (157) calendar days after the written request is received by the Human Resources Coordinator.

The staff committee will assign a chairperson, establish ground rules and provide notice of hearing to the grievant and opposing party.

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.

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. The chairperson of the Personnel Committee will determine the format in which the grievance is submitted. ~~They~~The Personnel Committee 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. Time to prepare a grievance or for a grievance hearing is not paid work time.

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 will be made available to the grievant when appropriate.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 09/18/07, 01/01/09, 03/16/10, 03/15/11, 07/19/11

5A. Grievances

Purpose

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

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will be promptly and fairly processed through the grievance procedure in a fair and impartial manner.

IV) Eligibility

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of the Personnel Committee will determine the format in which the grievance is submitted. The Personnel Committee 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.

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Information about Employee Assistance Program will be made available to the grievant when appropriate.

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Revised Date: 05/14/02, 07/10/07, 09/18/07, 01/01/09, 03/16/10, 03/15/11, 07/19/11

Great River Regional Library Arts & Cultural Heritage Fund – 2011-2012

With Minnesota's government shutdown, Arts & Cultural Heritage Funds were stalled for fiscal year 2012. In order to allow planning for these funds to begin as soon as possible, and with a special legislative session beginning today (July 19, 2011) at 3:00pm, GRRL submits this application outlining plans for the funds in four categories, dollar amounts for which are subject to change contingent on the Legislature passing a final Legacy bill in this special session. We ask that this contingent application be approved by the GRRL Board of Trustees so that this application can be submitted to the state as soon as possible.

Contingent upon the Legislature passing the revised version of H.F. 1061 which allocates \$3 million to Regional Library Systems for fiscal year 2012, Great River Regional Library expects to receive \$341,203.47, or 11.37% of the allocation, based on the Regional Library Basic System Support formula. Based on this projected \$341,203.47, we submit this application for approval with the understanding that the total allocation or GRRL's portion of the allocation may be different. Descriptions of activities would remain the same even with a change in allocation. A revision with updated budget would be submitted for approval upon a change in allocation.

Program 1 – Theatre Performance & Drama Education

Description of Activity: GRRL will partner with various theatre and drama organizations, including, but not limited to, Great River Educational Arts Theatre (GREAT), the Guthrie Theater, Mixed Blood Theatre, and Paramount Theatre, to bring theatre performances and drama education to all ages. This could include drama workshops and theatre performances at GRRL branches or partner locations, busing patrons to performances at theatre venues like the Guthrie and the Paramount, and tickets for performances at various theatres.

Program Title: Theatre Performance & Drama Education		
Type of program: Region-wide		
Personnel (coordination and development)		
Advertising/marketing of program	\$8,500.00	For advertising
Contracted services (honorarium, travel, hotel)	\$85,000.00	For contracted partnership costs, busing/ticket costs, or other fees
Technology/equipment		
Collection (10% max)		
Materials (consumables)		
Evaluation	\$200.00	For paper surveys to evaluate
Other (break out costs)		
	\$93,700.00	

Program 2 – Music Performance/Education

Description of Activity: GRRL will partner with musicians and music organizations to offer high quality musical performances and education to all ages. This would potentially include

Great River Regional Library Arts & Cultural Heritage Fund – 2011-2012

partnerships with Pages of Music, a classical music duo based in Minnesota who teach music education workshops for children, and tickets to performances by the St. Cloud Symphony Orchestra, which gives concerts across central Minnesota. Other partnerships may develop.

Program Title: Music Performance/Education		
Type of program: Region-wide		
Personnel (coordination and development)		
Advertising/marketing of program	\$2,000.00	For advertising
Contracted services (honorarium, travel, hotel)	\$20,000.00	For contracted partnership costs, busing/ticket costs, or other fees
Technology/equipment		
Collection (10% max)		
Materials (consumables)		
Evaluation	\$200.00	For paper surveys to evaluate
Other (break out costs)		
	\$22,200.00	

Program 3 – Art Workshops & Artists-in-Residence

Description of Activity: GRRL will partner with artists to offer a variety of art workshops, and potentially begin an Artists-in-Residence program, in which one or more artists are contracted to create and present art workshops and other art events/opportunities at various branch libraries and partner locations. This may include exhibits, presentations, or any other art-based project or program which meets the grant requirements.

Program Title: Art Workshops & Artists-in-Residence		
Type of program: Region-wide		
Personnel (coordination and development)		
Advertising/marketing of program	\$ 3,500.00	For advertising
Contracted services (honorarium, travel, hotel)	\$ 35,000.00	For contracted partnership costs to hire artists
Technology/equipment		
Collection (10% max)		
Materials (consumables)		
Evaluation	\$ 200.00	For paper surveys to evaluate
Other (break out costs)		
	\$38,700.00	

Great River Regional Library Arts & Cultural Heritage Fund – 2011-2012

Program 4 – Authors/Performers/Presenters

Description of Activity: GRRL will continue to have branch staff plan and implement programs for their individual branches to meet community interests. Each branch will receive \$3,500 to hire authors, performers, presenters, or exhibitors which meet the Arts & Cultural Heritage definitions.

Program Title: Authors/Performers/Presenters		
Type of program: Local Program		
Personnel (coordination and development)	\$8,500.00	For staff time to plan and implement the programs outside of regular hours
Advertising/marketing of program	\$11,200.00	For advertising
Contracted services (honorarium, travel, hotel)	\$113,849.20	\$3,500 for each branch to hire authors, performers, presenters, and exhibitors which meet the grant requirements
Technology/equipment		
Collection (10% max)	\$6,000.00	For books and other materials to support the programs
Materials (consumables)		
Evaluation	\$200.00	For paper surveys to evaluate
Other (break out costs: music licenses from ASCAP/BMI)	\$7,559.00	For public performance music licenses
	\$147,308.20	

Summary & Totals

A total of \$8,500 will be spent on staff time to plan and implement programs. A total of \$39,295.27 (10%) will be contributed to the Statewide Initiative with the Minnesota Historical Society, and a total of \$301,908.20 will be spent on region-wide programs which will be presented at our 32 branch library locations. The total for all is \$341,203.47.

Category	Subcategory	Budget
Administration (2.5% max)		
	Staff	\$8,500.00
	Overhead	

Great River Regional Library Arts & Cultural Heritage Fund – 2011-2012

Statewide Initiative Participation	\$39,295.27
Multi-Regional Programs	
Region-wide Programs	\$301,908.20
Local Programs	
Subgrant Program	
Regional Public Library System Total	\$341,203.47

Category	Subcategory	Budget	1st Q Exp	2d Q Exp	3d Q Exp	Final Total Exp	Partner Financial Support	
							Actualy \$	In Kind
Administration (2.5% max)	Staff	\$8,500.00						
	Overhead							
Statewide Initiative Participation		\$39,295.27						
Multi-Regional Programs								
Region-wide Programs		\$353,657.39						
Local Programs								
Subgrant Program								
Regional Public Library System Total-\$392,952.66		\$392,952.66					\$0.00	\$0.00
Program 1	Program Title: Theatre Performance & Drama Education	Budget	1st Q Exp	2d Q Exp	3d Q Exp	Final Total Exp	Actual \$\$	In Kind
	Type of program: Region-wide							
	Personnel (coordination and development)							
	Advertising/marketing of program	\$13,200.00						
	Contracted services (honorarium, travel, hotel)	\$132,000.00						
	Technology/equipment							
	Collection (10% max)							
	Materials (consumables)							
	Evaluation	\$200.00						
	Other (break out costs)							
Program 1 Subtotal		\$145,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program 2	Program Title: Music Performance/Education	Budget	1st Q Exp	2d Q Exp	3d Q Exp	Final Total Exp	Actual \$\$	In Kind
	Type of program: Region-wide							
	Personnel (coordination and development)							
	Advertising/marketing of program	\$2,000.00						
	Contracted services (honorarium, travel, hotel)	\$20,500.00						
	Technology/equipment							
	Collection (10% max)							
	Materials (consumables)							
	Evaluation	\$200.00						

