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St. Cloud, MN 56301
Telephone 320-650-2500 Fax 320-650-2501

Board of Trustees Personnel Committee Meeting
Tuesday, March 15, 2022, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|---|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Elect Personnel Committee Chairperson (verbal) | 5:32 |
| 4. Personnel Policy Updates (Requested Action – Approve) pg 3 | 5:34 |
| 5. Sample Position Description Review pg 9 | 5:44 |
| 6. Next Meeting – To Be Determined | 5:54 |
| 7. Adjournment | 5:55 |

March 15, 2022



Personnel Policy Updates

Submitted by Julie Schmitz, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Action Requested

RECOMMENDATION

Approve updates to Personnel Policies 4A.2 PTO Eligibility and Availability and 4A.3 Accrual Rates and Maximums.

BACKGROUND INFORMATION

Supporting Documents Attached

- 4A.2 PTO Eligibility and Availability and 4A.3 Accrual Rates and Maximums – marked up
- 4A.2 PTO Eligibility and Availability and 4A.3 Accrual Rates and Maximums – clean copy

Staff in Aide positions earn three (3) prorated days of Paid Time Off (PTO) per year, while all other part-time staff accrue PTO based on hours worked. This is an area of inequity identified by GRRL’s Diversity, Equity & Inclusion work group. In addition, we believe that updating the PTO policy for Aides to receive the same accrual as other part-time staff will assist us in our recruitment and retention efforts within this challenging labor market.

FINANCIAL IMPLICATIONS

Estimated Cost: \$48,400 Funding Source: GRRL 2022 Operating
 Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled

200 Personnel Chapter 4. Employee Benefits

4A.2 PTO Eligibility and Availability

PTO with pay shall be granted to all regular employees. ~~Employees in a position below pay grade 10 will earn three (3) days of PTO per year. For all other regular employees,~~ PTO is earned, in advance, on a pay period by pay period basis. PTO may be taken in full up through the last pay period worked and up through the last full day earned.

A maximum of three (3) days of PTO is available for use by an employee in the first six (6) months of service. After an employee has been in the continuous service of the library for a period of six (6) full months, the remaining accrued PTO will be available for use. Any time off needs in excess of three (3) days, and within this six (6) month period, will require a request for time off without pay. PTO will be scheduled with regard to the library's operating requirements and, insofar as possible, with the requests of the employee.

~~The six (6) month waiting period will be waived for employees below pay grade 10 who are promoted into a position in pay grade 10 or higher without a break in service, and who have worked at least six (6) months in that lower pay grade position.~~

Approved Date: 09/16/08

Effective Date: 01/01/09

Revised Date: 11/10/09, 03/17/15, 11/17/15, [03/15/22](#)

4A.3 Accrual Rates and Maximums

PTO benefits shall be accrued at the following rate for full-time staff. Part-time employees are awarded PTO at the same rate of accrual as full-time staff, except that their accrual and maximum carry-over is prorated based on hours worked. ~~Employees in positions below pay grade 10 will receive a prorated day of PTO on January 1, May 1 and September 1 provided they are an active employee. The maximum carry-over for Aides is six (6) prorated days of PTO.~~

Yrs of Service	Annual Accrual Rate Prorated (hours / days)	Accrual Rate Formula (hours earned per hour worked)	Max Carry-Over Prorated (hours / days)
0 - 4	144 / 18	.0693	288 / 36
5 - 9	184 / 23	.0885	368 / 46
10 - 20	224 / 28	.1077	448 / 56
21	232 / 29	.1116	464 / 58
22	240 / 30	.1154	480 / 60
23	248 / 31	.1193	496 / 62
24	256 / 32	.1231	512 / 64
25+	264 / 33	.1270	528 / 66

- No Employee shall accrue more than 33 days prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over.
- Proration Formula = Budgeted weekly hours divided by five (5).

PTO is accrued per pay period and may be used subsequent to being earned in increments of:

- Non-exempt employees may use PTO in increments of not less than 30 minutes. PTO used in amounts greater than 30 minutes may be used in 15-minutes increments.
- Full-time exempt employees may use PTO in increments of four (4) or eight (8) hours.
- Part-time exempt employees may use PTO in pro-rated increments, which are determined by dividing the budgeted weekly hours by five (5).

When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate will be effective as of the date of eligibility.

PTO shall not accrue during a period of unpaid leave of absence.

Approved Date: 09/16/08

Effective Date: 01/01/09

Revised Date: 11/10/09, 11/16/10, 07/17/12, 11/18/14, 11/17/15, 04/19/16, [3/15/22](#)

Last Revision Effective Date: 08/01/12, 01/01/15, 01/01/16, 04/19/16, [05/15/22](#)

200 Personnel Chapter 4. Employee Benefits

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Sample Position Description Review

Submitted by Julie Schmitz, Associate Director – Human Resources

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Review the sample Library Assistant position description to provide feedback and direction.

BACKGROUND INFORMATION

Supporting Documents Attached

- Current and sample Library Assistant position descriptions

As part of our Library Services & Technology Act (LSTA) Grant “Advancing Equity and Inclusion in Central Minnesota Libraries,” Filsan Talent Partners reviewed ten (10) GRRL position descriptions. They provided recommendations on how we can create position descriptions that help reduce barriers to applicants and increase the diversity of our staff. The sample Library Assistant position description incorporates their recommendations as a possible template for GRRL position descriptions. The sample is a template for discussion and not a final position description.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ n/a

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma and two years of formal education or equivalent
- Six months of library or customer service experience

Required Knowledge, Skills and Abilities:

- Excellent communication skills both written and verbal
- Ability to manage multiple priorities with frequent interruptions
- Ability to be creative in designing programs/displays that reach diverse patron interests
- Strong organizational skills
- Demonstrated proficiency with computers and technology devices
- Knowledge of research and information gathering techniques
- Ability to respond to emergencies and situations that may be stressful or difficult

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Contact with staff for informational purposes

Scope of Relationships (external): Extensive contact with the public, occasional contact with law enforcement, outreach with external organizations

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____

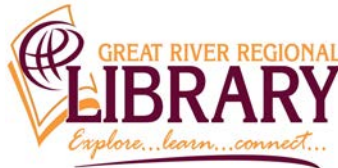
PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment.

N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Check in/out materials
Looking at computer screen					X	
Reaching in any direction					X	Check in/out materials, shelving
Kneel/Crouch/Crawl			X			Shelve materials
Bend/Stoop/Squat			X			Shelve materials/locate items
Balance		X				
Push/Pull/Twist				X		Move carts, check in/out items
Climb heights/ladder			X			Displays/decorations
Sit				X		
Stand				X		Patron desk
Walk				X		
Lift	1-10 lbs				X	Books and materials
	11-19 lbs			X		Books and materials
	20-49 lbs		X			
	50+ lbs		X			
Carry	1-10 lbs				X	Books and materials
	11-19 lbs			X		Book bags
	20-49 lbs		X			
	50+ lbs		X			

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



LIBRARY ASSISTANT

Sample

JOB SUMMARY

The Library Assistant provides friendly and welcoming service to the public and helps patrons use the library.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is a dynamic and inclusive workplace where we value people of all backgrounds and celebrate the uniqueness that every employee brings. GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking, and having a community focus that serves patrons from ALL socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

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 based on the needs of GRRL.

1. Help patrons borrow library materials.
2. Register patrons for library cards.
3. Help patrons find the library resources they need.
4. Provide trusted and reliable information to patrons.
5. Create displays and conduct programs that reach diverse patron interests.
6. Keep library materials available and refreshed for patron use by maintaining shelves.
7. Ensure the library is safe and welcoming by managing the public areas.
8. Assist the public in the use of library computers, printers and with other technology needs.
9. Maintain the confidentiality of patron information.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills, and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Ability to display cultural sensitivity and tact when interacting with a diverse patron population
- Organizational, interpersonal, and time management skills
- Good communication skills, both written and verbal

- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities

Education and Experience:

- Associate’s Degree or 2 years of postsecondary education
- Library or customer service experience

Knowledge, Skills and Abilities:

- Excellent interpersonal skills, including building relationships across cultures
- Ability to manage multiple priorities with frequent interruptions
- Strong organizational skills
- Knowledge and ability to help others with computers and technology devices
- Knowledge of research and information gathering techniques
- Ability to respond to emergencies and situations that may be stressful or difficult

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: General

Scope of Relationships (internal): Contact with staff for informational purposes

Scope of Relationships (external): Extensive contact with the public, occasional contact with law enforcement, outreach with external organizations

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Constantly operates office and library equipment
- Frequently positions self to shelve materials from ground level to over 6 feet high
- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Frequently moves library books and materials up to 20 pounds
- Occasionally moves carts loaded with library materials
- Constantly communicates with patrons and must be able to exchange accurate information in person and over the telephone
- May be required to work alone in the library

Department: Branch Libraries

Pay Grade: 16

Reports To: Library Services Coordinator

FLSA Status: Non-Exempt

Union: Non-Union

ACKNOWLEDGEMENT

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GRRL provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, marital status, sexual orientation, national origin, genetic information, age, veteran status, pregnancy, or any other protected class under federal, state, and/or local law.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 03/21/2017

