

1300 St. Germain Street West  
St. Cloud, MN 56301  
Telephone 320-650-2500 Fax 320-650-2501

**Board of Trustees Personnel Committee Meeting**  
**Tuesday, September 19, 2023, 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. Approval of Minutes – July 18, 2023, Meeting ( <a href="#">Requested Action – Approve</a> ) pg 3                 | 5:32 |
| 4. Communications & Development Position Descriptions Revisions ( <a href="#">Requested Action – Approve</a> ) pg 5 | 5:33 |
| 5. Automobile Usage Policy Revision ( <a href="#">Requested Action – Approve</a> ) pg 33                            | 5:37 |
| 6. Drug and Alcohol Testing Policy Update ( <a href="#">Requested Action – Approve</a> ) pg 41                      | 5:43 |
| 7. Next Meeting – To Be Determined                                                                                  | 5:49 |
| 8. Adjournment                                                                                                      | 5:50 |

September 19, 2023

**GREAT RIVER REGIONAL LIBRARY  
PERSONNEL COMMITTEE MINUTES  
July 18, 2023**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Melissa Fee on Tuesday, July 18, 2023, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Jayne Dietz, Melissa Fee, Lynn Grewing, Ed Popp, Jacey Wallace, Randy Winscher

Members Excused:

GRRL Staff Present: Ryan McCormick, Karen Pundsack, Patricia Waletzko

**ADOPTION OF AGENDA**

Lynn Grewing made a motion to adopt the agenda as presented. Seconded by Jayne Dietz, the motion carried unanimously.

**APPROVAL OF MINUTES**

The March 21, 2023, Personnel minutes were approved at the May 16, 2023, Board meeting.

**POSITION DESCRIPTIONS REVISIONS**

The updated and reformatted Associate Director – Human Resources and Administrative Assistant position descriptions were presented. Associate Director – Human Resources Ryan McCormick explained these descriptions conclude the Accounting and Human Resources reorganization that began in September 2020.

Randy Winscher made a motion to approve the Associate Director – Human Resources and Administrative Assistant position descriptions as presented. Seconded by Jayne Dietz, the motion carried unanimously.

**PERSONNEL POLICY UPDATE**

Juneteenth (July 19) was recognized in the last legislative session as a state holiday effective in 2023. The policy update includes this as a paid holiday for staff beginning in 2024.

Jayne Dietz made a motion to approve Chapter 4E. Holidays as presented. Seconded by Lynn Grewing, the motion carried unanimously.

**NEXT MEETING**

The next Great River Regional Library Personnel Committee meeting is to be determined.

**ADJOURNMENT**

Melissa Fee adjourned the meeting at 5:35 p.m.

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Melissa Fee, Chair

September 19, 2023



# Communications & Development Position Descriptions Revisions

Submitted by Ryan McCormick, Associate Director – Human Resources

## BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

## RECOMMENDATION

Approve the revised position descriptions for the following:

- Communications & Development Coordinator
- Communications & Development Assistant
- Graphic Designer

## BACKGROUND INFORMATION

Supporting Documents Attached:

- Markup and clean position descriptions

These changes reflect the elimination of the Communications & Development Specialist position in 2019.

Both position descriptions have been streamlined and formatted into the new template. The template was developed to incorporate recommendations made by Filsan Talent Partners as part of our FY21 Library Services & Technology Act grant *Advancing Equity and Inclusion in Central Minnesota Libraries*.

## FINANCIAL IMPLICATIONS

Estimated Cost: None    Funding Source: 2023 GRRL Operating    Budgeted:  Yes     No     N/A

## ACTION

- Passed
  Failed
  Tabled





## COMMUNICATIONS & DEVELOPMENT COORDINATOR

**Department:** ~~Communications & Development~~

**Pay-Grade:** 25

**Reports To:** Executive Director

**FLSA Status:** Exempt

**Union:** Non-Union

**Date Approved:** ~~\_\_\_\_\_~~ 05/15/18

**Date of Last Revision:** ~~\_\_\_\_\_~~

### JOB SUMMARY

~~Under general direction, t~~The Communications & Development Coordinator assists the organization in meeting its strategic plan goals through marketing and fundraising. Areas of responsibility include providing leadership on fundraising initiatives and effective and efficient management of the Communications & Development department.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

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.

1. Builds and maintains relationships with major donors of all types and solicits or coordinates the solicitation by other GRRL staff, Board or volunteers, as appropriate. Identifies and pursues new sources of corporate and foundation funding.
2. Coordinates giving campaigns that encourage higher level donations.
3. Works with the Fund Development Committee, as outlined in the Development and Fundraising Plan, to broaden fundraising activities. ~~to grow major gifts program, planned giving program, online giving platform, solicitation of bequests and grants.~~
4. Serves as a resource to individuals, communities and organizations on giving opportunities. ~~; networks with donor groups.~~
5. Oversees utilization of the fund development software and donor communications.
6. Forms a strong support system for the library by building and sustaining working relationships with library advocates. ~~facilitating communication between Friends of the Library groups throughout the region, and growing alliances.~~
7. Keeps up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and informs leadership of items that would benefit GRRL.
8. Oversees the development and distribution of communication materials. ~~that raise awareness, increase library usage and maintain brand cohesiveness.~~

9. Increases GRRL visibility by representing, communicating and promoting the library and advocating for support.
10. ~~Participates on the Leadership Support Team. Serves on the Leadership Support Team to develop, plan, and implement the GRRL Strategic Plan and regional cross-department initiatives.~~
11. Promotes communication and transparency with the GRRL Board of Trustees by preparing materials ~~for~~ and attending GRRL Board meetings. ~~May attend meetings and present information related to external communications and fund development.~~
12. Interviews, schedules, trains, evaluates, and coaches Communications & Development Department staff. Maintains a high level of operations by training and coaching staff, evaluating job performance, and initiating personnel actions in conjunction with Human Resources.
13. Gathers and analyzes data and develops reports for informational purposes and to aid in decision making.
- ~~14.~~ Develops, writes, and edits content for region-wide publications. Makes and implements recommendations to improve department processes and procedures.
- ~~14.~~15. Researches grant opportunities and completes application process.

## 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
- Organizational, interpersonal, and time management skills
- 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
- Ability to be flexible and adapt to changes

### **Education and Experience:**

- Bachelor's degree in marketing, communications or related field, or equivalent
- Two years related experience, professional fundraising experience preferred
- One year of supervisory experience

### **Required Knowledge, Skills and Abilities:**

#### **Diversity, Equity and Inclusion**

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

#### **Technical Knowledge**

- Demonstrated proficiency with computer programs and the ability to master fund development software
- Understanding of digital marketing strategies including social media and website design



- [Knowledge and experience in the design and execution of marketing, branding, communications, and fund development activities.](#)

#### **[Communication, Interpersonal, and Customer Service](#)**

- [Clear and persuasive written and verbal communication, presentation, and organizational skills](#)
- [Ability to build effective relationships with individuals, organizations, and community partners](#)
- [Ability to be a self-starter to initiate donor visits and fundraising calls.](#)

#### **[Leadership and Management](#)**

- [Ability to plan and assign work](#)
- [Ability to develop, train and direct staff](#)
- [Ability to manage multiple priorities and successfully meet deadlines](#)
- [Strong attention to detail and follow up](#)

#### **[Other Abilities](#)**

- [Working environment may include frequent interruptions](#)
- [Ability to travel to libraries across the region](#)
- [Ability to work outside of regular hours to attend meetings and events](#)

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#### **~~Required Knowledge, Skills and Abilities:~~**

- ~~Clear and persuasive written and verbal communication, presentation and organizational skills~~
- ~~Proficient computer skills with the ability to master fund development software~~
- ~~Excellent organizational and leadership skills with the ability to think strategically and manage multiple priorities~~
- ~~Confident public speaking and ability to express ideas verbally and in writing~~
- ~~Ability to maintain confidential information~~
- ~~Understanding of digital marketing strategies including social media and web site design~~
- ~~Knowledge and experience in the design and execution of marketing, branding, communications and fund development activities~~
- ~~Ability to be a self-starter to initiate donor visits and fundraising calls~~
- ~~Ability to build effective relationships with individuals, organizations and community partners~~
- ~~Ability to develop, train and direct staff~~
- ~~Ability to work outside of regular work hours to attend meetings and events~~
- ~~Possession of a valid driver's license and satisfactory driving record with ability to travel throughout the region~~

**Complexity of Work:** Complex

**Budget Responsibility:** Monitors department and fund development budgets.

**Supervisory Responsibility:** Supervises Communications & Development department staff.

**Supervision Received:** [General Direction](#)

**Scope of Relationships (internal):** Regular contact with staff regarding policies and procedures and to resolve issues, member of Leadership Services Team.

**Scope of Relationships (external):** Occasional contact with Board members, media, vendors; regular contact with donors, Friends of the Library members and community business partners; serves on Fund Development Committee.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- [Work is typically done in an office environment](#)
- [Frequently operates office equipment](#)
- [Remains in a stationary position for extended periods of time](#)
- [Occasionally moves around the library building](#)

**Department:** [Communications & Development](#)

**Pay Grade:** [25](#)

**Reports To:** [Executive Director](#)

**FLSA Status:** [Exempt](#)

**Union:** [Non-Union](#)

**Date Approved:** [05/15/2018](#)

**Date of Last Revision:** [09/19/2023](#)

**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**

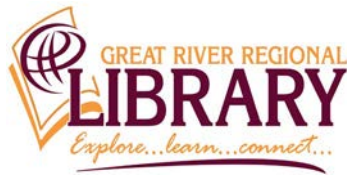
The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work is performed primarily in standard office environment. Position requires frequent travel throughout the region.

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		Keyboarding
Looking at computer screen				X		
Reaching in any direction			X			
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist		X				
Climb heights/ladder		X				
Sit				X		
Stand			X			
Walk			X			
Lift	1-10 lbs	X				
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs	X				
	11-19 lbs	X				
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Travel throughout the region
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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment





## COMMUNICATIONS & DEVELOPMENT COORDINATOR

### JOB SUMMARY

The Communications & Development Coordinator assists the organization in meeting its strategic plan goals through marketing and fundraising. Areas of responsibility include providing leadership on fundraising initiatives and effective and efficient management of the Communications & Development department.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

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.**

1. Builds and maintains relationships with major donors of all types and solicits or coordinates the solicitation by other GRRL staff, Board or volunteers, as appropriate. Identifies and pursues new sources of corporate and foundation funding.
2. Coordinates giving campaigns that encourage higher level donations.
3. Works with the Fund Development Committee, as outlined in the Development and Fundraising Plan, to broaden fundraising activities.
4. Serves as a resource to individuals, communities and organizations on giving opportunities.
5. Oversees utilization of the fund development software and donor communications.
6. Forms a strong support system for the library by building and sustaining working relationships with library advocates.
7. Keeps up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and informs leadership of items that would benefit GRRL.
8. Oversees the development and distribution of communication materials.
9. Increases GRRL visibility by representing, communicating and promoting the library and advocating for support.
10. Participates on the Leadership Support Team.
11. Promotes communication and transparency with the GRRL Board of Trustees by preparing materials and attending GRRL Board meetings.
12. Interviews, schedules, trains, evaluates, and coaches Communications & Development Department staff.
13. Gathers and analyzes data and develops reports for informational purposes and to aid in decision making.
14. Develops, writes, and edits content for region-wide publications.
15. Researches grant opportunities and completes application process.

## 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
- Organizational, interpersonal, and time management skills
- 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
- Ability to be flexible and adapt to changes

### **Education and Experience:**

- Bachelor's degree in marketing, communications or related field, or equivalent
- Two years related experience, professional fundraising experience preferred
- One year of supervisory experience

### **Required Knowledge, Skills and Abilities:**

#### **Diversity, Equity and Inclusion**

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

#### **Technical Knowledge**

- Demonstrated proficiency with computer programs and the ability to master fund development software
- Understanding of digital marketing strategies including social media and website design
- Knowledge and experience in the design and execution of marketing, branding, communications, and fund development activities.

#### **Communication, Interpersonal, and Customer Service**

- Clear and persuasive written and verbal communication, presentation, and organizational skills
- Ability to build effective relationships with individuals, organizations, and community partners
- Ability to be a self-starter to initiate donor visits and fundraising calls.

#### **Leadership and Management**

- Ability to plan and assign work
- Ability to develop, train and direct staff
- Ability to manage multiple priorities and successfully meet deadlines
- Strong attention to detail and follow up

#### **Other Abilities**

- Working environment may include frequent interruptions
- Ability to travel to libraries across the region
- Ability to work outside of regular hours to attend meetings and events

**Complexity of Work:** Complex

**Budget Responsibility:** Monitors department and fund development budgets.

**Supervisory Responsibility:** Supervises Communications & Development department staff.

**Supervision Received:** General Direction

**Scope of Relationships (internal):** Regular contact with staff regarding policies and procedures and to resolve issues, member of Leadership Services Team.

**Scope of Relationships (external):** Occasional contact with Board members, media, vendors; regular contact with donors, Friends of the Library members and community business partners; serves on Fund Development Committee.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Work is typically done in an office environment
- Frequently operates office equipment
- Remains in a stationary position for extended periods of time
- Occasionally moves around the library building

**Department:** Communications & Development

**Reports To:** Executive Director

**Union:** Non-Union

**Date Approved:** 05/15/2018

**Date of Last Revision:** 09/19/2023

**Pay Grade:** 25

**FLSA Status:** Exempt

**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.

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

Employee \_\_\_\_\_

Date \_\_\_\_\_

Printed Name: \_\_\_\_\_







## COMMUNICATIONS & DEVELOPMENT ASSISTANT

**Department:** ~~Communications & Development/GRRL~~ **Pay-Grade:** ~~16~~  
**Reports-To:** ~~Communications & Development~~ **FLSA-Status:** ~~Non-Exempt~~  
**Coordinator**  
**Union:** ~~General Unit~~

**Date Approved:** ~~05/01/2001~~

**Date of Last Revision:** ~~11/19/2013, 11/21/2017, 05/15/18~~

### JOB SUMMARY

~~Under general supervision, the~~ The Communications & Development Assistant helps to develop and coordinates the production and distribution of printed and raise library awareness promotional materials and provides administrative support for the department.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

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.

- ~~1. Coordinates various marketing programs.~~
- ~~2.~~ 1. Prepares communications and marketing materials as assigned.
2. Maintains database of donors and prepares acknowledgement in fund development software.
3. Works with Accounting Department to reconcile, update, and correct database records.
4. Updates region-wide forms and print stock supply.
5. Updates and prints marketing materials to fulfill requests throughout the region.
6. Edits and proofreads marketing materials.
7. Creates signage for facility use consistent with branding.
8. Creates displays for outreach events throughout the region.
9. Serves as a resource for staff regarding ~~branding and public relations~~ communications policies and procedures.
10. Develops and coordinates email marketing efforts.
11. Provides administrative support for the department including backup, consultation support and project assistance to other members of the department.
12. Assists with communications and events related to fund development efforts.
13. Participates in the planning and implementation of library publicity and promotions.

## 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
- Organizational, interpersonal, and time management skills
- 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
- Ability to be flexible and adapt to changes

### **Education and Experience:**

- High school diploma or equivalent
- Two years of related experience

### **Required Knowledge, Skills and Abilities:**

#### **Diversity, Equity and Inclusion**

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

#### **Technical Knowledge**

- Demonstrated proficiency with computer software programs including Microsoft Office
- Knowledge of Adobe Suite

#### **Communication, Interpersonal, and Customer Service**

- Excellent written and oral communication skills
- Strong organizational skills with attention to detail

#### **Program and Project Development**

- Ability to manage multiple priorities and effectively meet deadlines
- Ability to be creative

### ~~**Required Knowledge, Skills and Abilities:**~~

- ~~• Knowledge of Adobe Suite~~
- ~~• Proficiency with computers including Microsoft Office~~
- ~~• Strong organization skills with attention to detail~~
- ~~• Ability to be creative~~
- ~~• Ability to manage multiple priorities and effectively meet deadlines~~
- ~~• Strong interpersonal and communication skills verbal and written~~

**Complexity of Work:** Routine

**Budget Responsibility:** None

**Supervisory Responsibility:** None

Supervision Received: General

**Scope of Relationships (internal):** Regular contact with library staff to coordinate activities and communications.

**Scope of Relationships (external):** Occasional contact with printers/vendors.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Work is typically done in an office environment
- Frequently operates office equipment
- Remains in a stationary position for extended periods of time
- Occasionally moves around the library building

**Department:** Communications & Development **Pay Grade:** 16  
**Reports To:** Communications & Development Coordinator **FLSA Status:** Non-Exempt  
**Union:** General Unit  
**Date Approved:** 05/01/2001  
**Date of Last Revision:** 11/19/2013, 11/21/2017, 05/15/2018, 09/19/2023

**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.

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

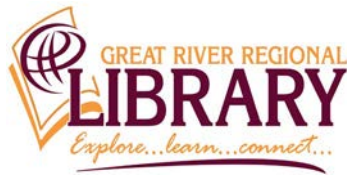
**PHYSICAL DEMANDS/WORK ENVIRONMENT**

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	Keyboarding
Looking at computer screen					X	
Reaching in any direction		X				
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist			X			Cutter
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Printed materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs	X				
	11-19 lbs	X				
	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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



## COMMUNICATIONS & DEVELOPMENT ASSISTANT

### JOB SUMMARY

The Communications & Development Assistant helps to raise library awareness and provides administrative support of the department.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

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.**

1. Prepares communications and marketing materials as assigned.
2. Maintains database of donors and prepares acknowledgement in fund development software.
3. Works with Accounting Department to reconcile, update, and correct database records.
4. Updates region-wide forms and print stock supply.
5. Updates and prints marketing materials to fulfill requests throughout the region.
6. Edits and proofreads marketing materials.
7. Creates signage for facility use consistent with branding.
8. Creates displays for outreach events throughout the region.
9. Serves as a resource for staff regarding communications policies and procedures.
10. Develops and coordinates email marketing efforts.
11. Provides administrative support for the department including backup, consultation support and project assistance to other members of the department.
12. Assists with communications and events related to fund development efforts.
13. Participates in the planning and implementation of library publicity and promotions.

### MINIMUM QUALIFICATIONS

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A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- 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
- Ability to be flexible and adapt to changes

**Education and Experience:**

- High school diploma or equivalent
- Two years of related experience

**Required Knowledge, Skills and Abilities:**

**Diversity, Equity and Inclusion**

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

**Technical Knowledge**

- Demonstrated proficiency with computer software programs including Microsoft Office
- Knowledge of Adobe Suite

**Communication, Interpersonal, and Customer Service**

- Excellent written and oral communication skills
- Strong organizational skills with attention to detail

**Program and Project Development**

- Ability to manage multiple priorities and effectively meet deadlines
- Ability to be creative

**Complexity of Work:** Routine

**Budget Responsibility:** None

**Supervisory Responsibility:** None

**Supervision Received:** General

**Scope of Relationships (internal):** Regular contact with library staff to coordinate activities and communications.

**Scope of Relationships (external):** Occasional contact with printers/vendors.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Work is typically done in an office environment
- Frequently operates office equipment
- Remains in a stationary position for extended periods of time
- Occasionally moves around the library building

**Department:** Communications & Development **Pay Grade:** 16  
**Reports To:** Communications & Development Coordinator **FLSA Status:** Non-Exempt  
**Union:** General Unit  
**Date Approved:** 05/01/2001  
**Date of Last Revision:** 11/19/2013, 11/21/2017, 05/15/2018, 09/19/2023

**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 \_\_\_\_\_







## GRAPHIC DESIGNER

**Department:** ~~Communications & Development~~      **Pay Grade:** ~~18~~  
**Reports To:** ~~Communications & Development~~      **FLSA Status:** ~~Non-Exempt~~  
                                  ~~Coordinator~~  
**Union:** ~~General Unit~~

**Date Approved:** ~~05/01/2001~~

**Date of Last Revision:** ~~11/19/2013, 05/15/18~~

### JOB SUMMARY

~~Under general supervision, t~~The Graphic Designer designs visual materials that ~~ensure brand consistency and~~ generate support and usage of the library.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

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. Designs print copy, digital communications, presentations and other materials to include new design concept, graphics and layout.
2. Collaborates with branches to meet marketing needs and promote special projects.
3. Maintains graphics and photographic files and/or digital records of materials developed by the department.
4. Works with IT staff to D~~esigns and creatively arranges graphics, links and information on GRRL's website. Works cooperatively with IT staff to ensure GRRL's web design is attractive and up-to-date and maintain the GRRL website.~~
5. Obtains price estimates from vendors, and makes recommendations on print orders for approval by supervisor.
6. Coordinates the printing and/or production process. ~~to ensure timeliness, quality and specification requirements. Verifies accuracy of invoices.~~
7. Edits and proofreads copy to ensure quality of materials.  
~~7. ———~~ Maintains brand design standards and, and visual appearance and continuity across GRRL platforms.
8. ———  
Provides advice and guidance to staff regarding graphic design matters.
9. ———

## 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](#)
- [Organizational, interpersonal, and time management skills](#)
- [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](#)
- [Ability to be flexible and adapt to changes](#)

### **Education and Experience:**

- High School diploma and Associate's degree in design or related field or equivalent
- Two years of design related experience

### **Required Knowledge, Skills and Abilities:**

- ~~Strong organization skills with attention to detail~~
- ~~Excellent communication skills both written and verbal~~
- ~~Ability to manage multiple priorities and effectively meet deadlines~~
- ~~Ability to be creative in designing materials (artistic ability to create user friendly, professional and informative documents)~~
- ~~Demonstrated proficiency with computers~~
- ~~Proficient with Adobe Suite~~
- ~~Experience with website design~~

### **Required Knowledge, Skills and Abilities:**

#### **Diversity, Equity and Inclusion**

- [Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture](#)
- [Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups](#)

#### **Technical Knowledge**

- [Demonstrated proficiency with computer software programs including Adobe Suite](#)
- [Experience with website design](#)

#### **Communication, Interpersonal, and Customer Service**

- [Excellent written and oral communication skills](#)
- [Strong organizational skills with attention to detail](#)

#### **Program and Project Development**

- [Ability to manage multiple priorities and effectively meet deadlines](#)
- [Artistic ability to create user friendly, professional, and informative documents](#)

**Scope-Complexity of Work:** Complex

**Budget Responsibility:** None

**Supervisory Responsibility:** None

**Supervision Received:** General

**Scope of Relationships (internal):** Regular contact with library staff for informational purposes.

**Scope of Relationships (external):** Occasional contact with printers/vendors.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- [Work is typically done in an office environment](#)
- [Frequently operates office equipment](#)
- [Remains in a stationary position for extended periods of time](#)
- [Occasionally moves around the library building](#)

**Department:** [Communications & Development](#) **Pay Grade:** [18](#)  
**Reports To:** [Communications & Development Coordinator](#) **FLSA Status:** [Non-Exempt](#)  
**Union:** [General Unit](#)  
**Date Approved:** [05/01/2001](#)  
**Date of Last Revision:** [11/19/2013, 05/15/2018, 09/19/2023](#)

**ACKNOWLEDGEMENT**

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

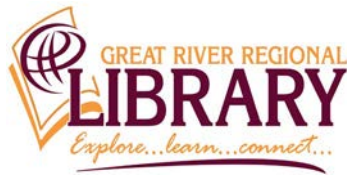
**PHYSICAL DEMANDS/WORK ENVIRONMENT**

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	Keyboarding
Looking at computer screen					X	
Reaching in any direction		X				
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist		X				
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs	X				
	11-19 lbs	X				
	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 type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



## GRAPHIC DESIGNER

### JOB SUMMARY

The Graphic Designer designs visual materials that generate support and usage of the library.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

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. Designs print copy, digital communications, presentations and other materials to include new design concept, graphics and layout.
2. Collaborates with branches to meet marketing needs and promote special projects.
3. Maintains graphics and photographic files and/or digital records of materials developed by the department.
4. Works with IT staff to design and creatively arrange graphics, links, and information on GRRL's website.
5. Obtains price estimates from vendors, and makes recommendations on print orders for approval by supervisor.
6. Coordinates the printing and/or production process.
7. Edits and proofreads copy to ensure quality of materials.
8. Maintains brand design standards, visual appearance, and continuity across GRRL platforms.
9. Provides advice and guidance to staff regarding graphic design matters.

### 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
- Organizational, interpersonal, and time management skills
- 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
- Ability to be flexible and adapt to changes

**Education and Experience:**

- High School diploma and Associate’s degree in design or related field or equivalent
- Two years of design related experience

**Required Knowledge, Skills and Abilities:**

**Diversity, Equity and Inclusion**

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

**Technical Knowledge**

- Demonstrated proficiency with computer software programs including Adobe Suite
- Experience with website design

**Communication, Interpersonal, and Customer Service**

- Excellent written and oral communication skills
- Strong organizational skills with attention to detail

**Program and Project Development**

- Ability to manage multiple priorities and effectively meet deadlines
- Artistic ability to create user friendly, professional, and informative documents

**Complexity of Work:** Complex

**Budget Responsibility:** None

**Supervisory Responsibility:** None

**Supervision Received:** General

**Scope of Relationships (internal):** Regular contact with library staff for informational purposes.

**Scope of Relationships (external):** Occasional contact with printers/vendors.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Work is typically done in an office environment
- Frequently operates office equipment
- Remains in a stationary position for extended periods of time
- Occasionally moves around the library building

**Department:** Communications & Development

**Pay Grade:** 18

**Reports To:** Communications & Development Coordinator

**FLSA Status:** Non-Exempt

**Union:** General Unit

**Date Approved:** 05/01/2001

**Date of Last Revision:** 11/19/2013, 05/15/2018, 09/19/2023

**ACKNOWLEDGEMENT**

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

Employee \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_







# Automobile Usage Policy Revisions

Submitted by Ryan McCormick, Associate Director – Human Resources

## BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

## RECOMMENDATION

Approve policy revisions to 200 Personnel Chapter 2M. Automobile Usage.

## BACKGROUND INFORMATION

Supporting Documents Attached

- Marked up and clean versions of policy 2M. Automobile Usage

The policy revisions provide clarity and consistent reimbursements for both regular and substitute staff, regardless of their reason for travel. Policy changes will take effect in January 2024 and may warrant an increase to the mileage budget in future years.

These revisions are a product of meetings of the Labor Management Committee during 2023.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$                      Funding Source: GRRL Operating Budget

Budgeted:  Yes     No     N/A

## ACTION

- Passed
  Failed
  Tabled



## 200 Personnel

### Chapter 2. Employment

#### 2M. Automobile Usage

Great River Regional Library (GRRL) operates a fleet of vehicles consisting of a combination of vans and automobiles (fleet vehicles). The use of fleet vehicles is restricted to library-related activities. Employees are encouraged to use fleet vehicles whenever possible. If a fleet vehicle is not available, GRRL allows employees to drive their personal vehicles for library business and reimburses employees for this use. All staff using a fleet vehicle will be required to complete the Fleet Safety Program.

[A personal vehicle is considered used for Library business whenever an employee is traveling between employer locations during the workday, regardless of whether or not the trip is reimbursed by the Library.](#)

Employees who drive a vehicle for library business must exercise due diligence to drive safely and follow all traffic laws, avoid distractions while driving and maintain the security of the vehicle and its contents.

Employees will not text, email, or use a hand-held phone or communication device while operating a fleet vehicle or driving a personal vehicle for business use. In emergency situations, or when essential calls must be made, employees will pull off the road to a safe place. Employees bear sole responsibility for liability incurred from traffic violations or accidents involving the use of a cell phone or other electronic device while driving.

Employees are not permitted, under any circumstances, to operate a library vehicle or a personal vehicle for library business, when any physical or medical impairment causes the employee to be unable to drive safely. The prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication or intoxication.

Employees must make sure a personal vehicle meets any library or legal standards for insurance, maintenance and safety.

Employees who receive a traffic citation while driving a fleet vehicle for business purposes must promptly report the incident to their GRRL supervisor. Employees are responsible for any driving infractions or fines, including parking and speeding tickets, which result from their driving. Failure to pay such tickets prior to notification to GRRL by law enforcement agencies may result in disciplinary action, up to and including termination.

Employees must report any accident, theft, damage, breakdown or mechanical problem involving a library vehicle to the Senior Distribution Assistant or Circulation and Distribution Supervisor, regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than to reply to questions of investigating officers. Failure to report such information may result in disciplinary action, up to and including termination.

When there is an accident, GRRL's automobile insurance covers library employees driving or riding in a GRRL vehicle. The library's insurance policy does not cover any damage or liability when personal vehicles are used for library business. Any insurance claim required on a personal vehicle will be made to the owner's insurance policy. State regulations require that vehicle owners must maintain insurance coverage for their vehicles. Therefore, all personal vehicles used for library business must have proper insurance coverage.

Approved Date: 05/14/02

Effective Date: 05/14/02

Revised Date: 05/13/03, 11/19/13, 3/16/21, [09/19/23](#)

[Effective Date of Last Revision: 01/01/24](#)

### [Fleet Safety Program](#)

#### 2M.1 [Mileage](#) Reimbursement for Use of Personal Vehicle

~~Library staff will be assigned a home library(ies) within the GRRL region and may be assigned secondary libraries. Travel to and from work at those location(s) will not be reimbursed. Library staff will receive mileage reimbursement from their home library(ies) or residence (whichever is less) to a temporary work location under the terms of the adopted rate.~~

[Employees may request reimbursement for use of their personal vehicle to travel to a temporary work location when these locations are further than 15 miles apart. Mileage is reimbursed at the IRS standard mileage rate and paid from home library\(ies\) or residence \(whichever location is less\) to a temporary work location.](#)

[Employees are assigned a home library within the GRRL region and may be assigned multiple home library\(ies\) as part of their regular position\(s\). Mileage to and from scheduled hours at those location\(s\) are not reimbursed.](#)

[If an employee is assigned more than one employer location during a workday as part of their regular schedule, Patron Services Supervisor and Associate Director - Human Resources approval is required in advance.](#)

[Employees do not receive mileage reimbursement for commuting between their home library\(ies\) and their residence.](#)

#### ~~2M.1A Approved Library Business~~

~~Employees who use their personal vehicles for approved library business (to attend authorized meetings or perform required job functions) will receive mileage reimbursement equal to the IRS mileage rate. This payment shall not apply to travel between an employee's residence and regular workplace. This rate does not apply to substitute shifts. For more information regarding substitute shifts, see 2M.1B Approved Substitute Shifts.~~

~~Mileage and Time Compensation Between Libraries for Approved Library Business:~~

~~This does not apply to substitute shifts elected by an employee. For more information regarding substitute shifts, see 2M.1B Approved Substitute Shifts.~~

~~Staff who use their own vehicles for library business will be reimbursed for travel time and mileage, equal to the IRS mileage rate between library locations if the employee is assigned by GRRL to work in more than one location during a day. If the temporary work location is the last location worked for the day, staff will be reimbursed for transit time and mileage to return to their home library(ies) or home, whichever is less. Those employees will be paid based on a designated mileage and time matrix (see procedures).~~

~~Travel time will be reimbursed, regardless of use of personal vehicle or library vehicle as follows:~~

~~Travel time to meetings and trainings.~~

~~Travel time to a location other than your home or secondary libraries to deliver a program.~~

~~Travel time between shared branches within your regular schedule.~~

### ~~2M.1B Approved Substitute Shifts~~

~~Employees who use their personal vehicles for approved substitute shifts will receive mileage reimbursement equal to the IRS mileage rate. This payment shall only apply to travel between an employee's residence or home library and the substitute shift filled outside of the assigned secondary libraries. Payment shall not apply to travel between an employee's residence and home or secondary library(ies).~~

~~Travel time to fill a substitute shift will not be paid except in cases where an employee works a regular shift at their home library and an adjoining substitute shift in the same day.~~

#### ~~Definitions:~~

~~Home Library – the primary library assigned to the employee by GRRL. Employees hired for multiple regular positions at separate branches at GRRL, will be assigned multiple home libraries. No reimbursement for mileage or transit time will be paid to or between any home library(ies).~~

~~Secondary Library(ies) – any additional libraries assigned to the employee by GRRL within 20 miles of residence or home library. No reimbursement for mileage or transit time will be paid to or between any secondary library(ies).~~

### 2M.2 Compensation for Travel Time to Temporary Work Locations

If a temporary work location is the first or last location worked for the day, employees are compensated for travel time to return to their home library(ies) or residence, whichever location is less.

When assigned to work adjoining shifts in more than one GRRL location during a workday, employees are compensated for travel time. Adjoining shifts must be approved in advance by a Leadership Support Team member.

Employees do not receive travel time for commuting between their home library(ies) and their residence.

#### Definitions:

Home Library(ies) - Home library or libraries: The primary location(s) an employee was hired to work at.

Temporary Work Location – A short-term location where a GRRL employee attends or conducts pre-approved library business, training, or meetings.

Approved Library Business – LST approved training, programming, work schedule(s), and regularly scheduled trainings or meetings conducted outside of a home library(ies).

Adjoining Shift(s) – Shift(s) at different GRRL location(s) separated by less than one hour (excluding travel time).

Non-Adjoining Shift(s) – Shift(s) at different GRRL location(s) separated by one hour or more.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/03, 09/08/09, 01/18/11, 11/20/12, 12/19/17, 09/19/23

Effective Date of Last Revision: 01/01/13, 01/01/18, 01/01/24



## 200 Personnel

### Chapter 2. Employment

#### 2M. Automobile Usage

Great River Regional Library (GRRL) operates a fleet of vehicles consisting of a combination of vans and automobiles (fleet vehicles). The use of fleet vehicles is restricted to library–related activities. Employees are encouraged to use fleet vehicles whenever possible. If a fleet vehicle is not available, GRRL allows employees to drive their personal vehicles for library business and reimburses employees for this use. All staff using a fleet vehicle will be required to complete the Fleet Safety Program.

A personal vehicle is considered used for Library business whenever an employee is traveling between employer locations during the workday, regardless of whether or not the trip is reimbursed by the Library.

Employees who drive a vehicle for library business must exercise due diligence to drive safely and follow all traffic laws, avoid distractions while driving and maintain the security of the vehicle and its contents.

Employees will not text, email, or use a hand-held phone or communication device while operating a fleet vehicle or driving a personal vehicle for business use. In emergency situations, or when essential calls must be made, employees will pull off the road to a safe place. Employees bear sole responsibility for liability incurred from traffic violations or accidents involving the use of a cell phone or other electronic device while driving.

Employees are not permitted, under any circumstances, to operate a library vehicle or a personal vehicle for library business, when any physical or medical impairment causes the employee to be unable to drive safely. The prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication or intoxication.

Employees must make sure a personal vehicle meets any library or legal standards for insurance, maintenance and safety.

Employees who receive a traffic citation while driving a fleet vehicle for business purposes must promptly report the incident to their GRRL supervisor. Employees are responsible for any driving infractions or fines, including parking and speeding tickets, which result from their driving. Failure to pay such tickets prior to notification to GRRL by law enforcement agencies may result in disciplinary action, up to and including termination.

Employees must report any accident, theft, damage, breakdown or mechanical problem involving a library vehicle to the Senior Distribution Assistant or Circulation and Distribution Supervisor, regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than to reply to questions of investigating officers. Failure to report such information may result in disciplinary action, up to and including termination.

When there is an accident, GRRL's automobile insurance covers library employees driving or riding in a GRRL vehicle. The library's insurance policy does not cover any damage or liability when personal vehicles are used for library business. Any insurance claim required on a personal vehicle will be made to the owner's insurance policy. State regulations require that vehicle owners must maintain insurance coverage for their vehicles. Therefore, all personal vehicles used for library business must have proper insurance coverage.

Approved Date: 05/14/02  
 Effective Date: 05/14/02  
 Revised Date: 05/13/03, 11/19/13, 3/16/21, 09/19/23  
 Effective Date of Last Revision: 01/01/24

### [Fleet Safety Program](#)

#### 2M.1 Mileage Reimbursement for Use of Personal Vehicle

Employees may request reimbursement for use of their personal vehicle to travel to a temporary work location when these locations are further than 15 miles apart. Mileage is reimbursed at the IRS standard mileage rate and paid from home library(ies) or residence (whichever location is less) to a temporary work location.

Employees are assigned a home library within the GRRL region and may be assigned multiple home library(ies) as part of their regular position(s). Mileage to and from scheduled hours at those location(s) are not reimbursed.

If an employee is assigned more than one employer location during a workday as part of their regular schedule, Patron Services Supervisor and Associate Director - Human Resources approval is required in advance.

Employees do not receive mileage reimbursement for commuting between their home library(ies) and their residence.

#### 2M.2 Compensation for Travel Time to Temporary Work Locations

If a temporary work location is the first or last location worked for the day, employees are compensated for travel time to return to their home library(ies) or residence, whichever location is less.

When assigned to work adjoining shifts in more than one GRRL location during a workday, employees are compensated for travel time. Adjoining shifts must be approved in advance by a Leadership Support Team member.

Employees do not receive travel time for commuting between their home library(ies) and their residence.

#### **Definitions:**

Home Library(ies) – Home library or libraries: The primary location(s) an employee was hired to work at.

Temporary Work Location – A short-term location where a GRRL employee attends or conducts pre-approved library business, training, or meetings.

Approved Library Business – LST approved training, programming, work schedule(s), and regularly scheduled trainings or meetings conducted outside of a home library(ies).

Adjoining Shift(s) – Shift(s) at different GRRL location(s) separated by less than one hour (excluding travel time).

Non-Adjoining Shift(s) – Shift(s) at different GRRL location(s) separated by one hour or more.

Approved Date: 07/11/00  
 Effective Date: 10/31/00  
 Revised Date: 05/14/02, 05/13/03, 09/08/09, 01/18/11, 11/20/12, 12/19/17, 09/19/23  
 Effective Date of Last Revision: 01/01/13, 01/01/18, 01/01/24





# Drug and Alcohol Testing Policy Updates

Submitted by Ryan McCormick, Associate Director – Human Resources

## BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

## RECOMMENDATION

Approve policy updates to 200 Personnel Chapter 2L. Drug and Alcohol Testing.

## BACKGROUND INFORMATION

Supporting Documents Attached

- Marked up and clean versions of policy 2L. Drug and Alcohol Testing

The policy has been updated to reflect the legalization of cannabis in the state of Minnesota.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$                      Funding Source:                      Budgeted:  Yes     No     N/A

## ACTION

- Passed                       Failed                       Tabled



## 200 Personnel

### Chapter 2L. Drug, ~~and~~ Alcohol, and Cannabis Testing

Great River Regional Library (GRRL) has a commitment to provide a safe workplace for its employees and patrons. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential, GRRL is committed to assuring a drug and alcohol free working environment for all of its employees.

For the purposes of this policy any reference to “cannabis” includes both adult use cannabis products and lower potency hemp edibles as defined by Minnesota Statutes Section 342.01.

GRRL prohibits the use, possession, transfer, and sale of alcohol, cannabis, and/or illegal drugs or related paraphernalia, while working, while on all premises owned or operated by GRRL, and while operating any company vehicles, machinery, or equipment. GRRL also prohibits the abuse of prescription drugs. GRRL prohibits reporting for work, and working anywhere on behalf of GRRL under the influence of alcohol, cannabis, and/or illegal drugs. Work related substance abuse will not be tolerated.

**Violation of the policy may result in corrective action, up to and including termination.**

#### **Employees Covered by the Policy:**

This policy applies to all GRRL personnel, no matter what position or employment status without exception.

#### **Definitions**

**Work-related substance abuse:** the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, ~~marijuana~~, cannabis, or the use of prescription drugs adversely affecting work performance. Abusing prescription drugs includes exceeding the recommended prescribed dosage and/or using another person's prescribed medications.

**Adversely affects work performance and under the influence:** these shall be determined to be present if the employee is perceptively impaired; has impaired alertness, coordination, reactions, responses, or effort; if the employee's conditions or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of GRRL as an employer as determined by the employee's supervisor and a designated member of management.

**Controlled Substances:** those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and ~~marijuana~~ cannabis.

**Mood-altering or alter:** changed behavior which may limit an employee's ability to safely and effectively perform their job duties, or pose a threat to the safety of the employee or others.

#### **Work Rules**

- No employee shall report to work under the influence of alcohol, ~~marijuana~~, cannabis, controlled substance or other mood altering drugs which adversely affect their work performance, including their alertness, coordination, reaction, response, judgment, decision making or safety or the safety of others.
- No employee shall operate, use or drive any equipment, machinery or vehicle of GRRL while under the influence of alcohol, ~~marijuana~~, cannabis, controlled substances or other mood altering drugs. Every employee is under an affirmative duty to immediately notify their

supervisor that they are not in an appropriate mental or physical condition to operate, use or drive GRRL equipment if under the influence of alcohol, [cannabis](#), or drugs.

- During work hours, no employee shall use, sell, possess, or transfer any illegal drug, alcohol, [cannabis](#), or any prescription drug (except as medically prescribed and directed). Employees shall not participate in these activities during their rest breaks or during overtime work hours. Such action will be reported to appropriate law enforcement officials.
- Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow an employee to use, possess, or be impaired by that drug while at work for GRRL. The federal government still classifies cannabis as an illegal drug, even though ~~some states have decriminalized~~ [Minnesota has legalized](#) its possession and use. ~~There is no acceptable concentration of marijuana metabolite in the blood or urine of an employee who operates GRRL equipment or vehicles or who is on a GRRL worksite.~~ Employees are still subject to being tested under the GRRL drug, ~~and~~ alcohol, [and cannabis](#) testing policy, and employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

**The following exceptions do apply:**

- Possession of alcohol [or cannabis](#) while in an employee's personal vehicle on the premises in compliance with applicable statutory requirements is not a violation of this policy.
- When the prohibited act is a part of a medical treatment required by a physician, the physician has advised the employee that he/she is capable of performing his/her job, and the employee has informed the supervisor of the otherwise prohibited use.
- When an employee is taking medically authorized drugs or other substances, which may alter job performance, the employee is under affirmative duty to notify the appropriate supervisor of their temporary inability to perform the job duties of their position.

**Drug, ~~and~~ Alcohol, [and Cannabis](#) Testing**

- **Reasonable suspicion testing:** An employee may be subject to drug, ~~alcohol,~~ [or cannabis](#) testing under any of the following circumstances:
  - GRRL has a reasonable suspicion that an employee:
    - is under the influence of drugs, ~~or~~ alcohol, [or cannabis](#);
    - the employee has violated GRRL's written work rules concerning drugs, ~~alcohol~~ [or cannabis](#) use;
    - the employee has sustained a work-related personal injury or caused another person to sustain a work-related injury which required medical attention; or
    - the employee has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident or a near miss accident that resulted in lost time or a personal injury that required medical attention or was the subject of a written disciplinary notice.
  - Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, [cannabis](#), or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employee to believe that a violation of GRRL's policies concerning ~~alcohol or drugs~~ [drugs, alcohol, or cannabis](#) may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

- **Treatment program testing:** Any employee participating in a chemical dependency treatment program under an employee benefit program, or who has been referred by GRRL for chemical abuse treatment or evaluation, may be required to submit to drug, ~~and~~ alcohol, and cannabis testing at any time, without prior notice, during the period of participation and for an additional twenty-four (24) months following completion. **Any employee failing to complete a treatment or rehabilitation program, or refusing to submit to testing, is subject to corrective action, up to and including termination.**

### General Responsibilities and Testing Procedures

- Substance abuse prevention is everyone's responsibility.
- GRRL expects all of its employees to recognize and accept this responsibility, and to do their part in assuring that, working together, a drug, ~~and~~ alcohol, and cannabis-free working environment can be achieved and maintained for all employees.
- All managers and supervisors will be offered training including drug, ~~and~~ alcohol, and cannabis problem identification and internal procedures to be followed to enforce this policy.

### The testing procedures are as follows:

Work-related accident or injury: Employees who are required to submit to drug, ~~and~~ alcohol, and cannabis testing due to work-related accidents or injury will be notified by their supervisor, given a copy of GRRL's Employee Drug, ~~and~~ Alcohol, and Cannabis Testing Policy, requested to complete the Notification of Testing Form and escorted to the local testing site by two other employees. The ~~drug/alcohol~~-test specimen will be sent to an approved laboratory. While waiting for the test result, the employee is expected to return to work to complete their shift if not impaired. If the employee fails to return to work as required, the employee may be suspended with pay. The determination regarding a suspension with pay will be made by the Executive Director, and Associate Director, Human Resources, as circumstances warrant.

Reasonable suspicion: Employees who are in a condition which impairs their ability to perform their job will not be allowed to continue working or remain in the workplace. The impaired condition determination will be made by the employee's supervisor or a member of management. The impaired employee will be given a copy of GRRL's Employee Drug, ~~and~~ Alcohol, and Cannabis Testing Policy and requested to complete the Notification of Testing Form. The impaired employee will be taken to the local testing site for the collection of a ~~drug/alcohol~~-test specimen. When transporting an employee, at least two (2) other employees must be along: one of them should be of the same sex as the impaired employee. When the test is complete, the escorts will take the employee home. The ~~drug/alcohol~~-test specimen will be sent to a SAMSHA certified testing laboratory. While waiting for the test result, the employee is expected to return to work on their next scheduled workday. If the employee fails to report to work as scheduled after a ~~drug/alcohol~~-test which was conducted upon reasonable suspicion, they may be suspended without pay. The determination regarding a suspension without pay will be made by the Executive Director or appropriate Associate Director as circumstances warrant.

- Urine drug ~~and~~ alcohol, and cannabis testing will be done except in circumstances where a blood sample may be necessary.
- ~~Drug-T~~esting kits will be maintained at each branch library. These kits will be taken with the employee and given to the clinic where the test is to be conducted. The kits will include:
  1. a collection kit;
  2. a chain of custody form;
  3. an air bill;

4. an air lab pack.

#### Responsibilities of the Medical Review Officer (MRO)

- All drug, alcohol, and cannabis test results from a SAMSHA certified testing laboratory, will be faxed directly to GRRRL's contracted Medical Review Officer (MRO) to specifically review the test results. The MRO will review the test results, check the chain of custody for accuracy and report accordingly.
- **Negative Results:** The MRO will notify the Associate Director, Human Resources in writing within three working days of receiving negative results. The MRO will give a verbal report over the phone to the Associate Director, Human Resources (properly identified and authorized by GRRRL) upon request. GRRRL's Associate Director, Human Resources will also notify the employee in writing within three working days of receiving negative results by the MRO
- **Positive Results:** Upon receiving positive results from a test, the MRO will contact the employee directly, identifying the person by date of birth and social security number. If the MRO cannot reach the employee by phone, the MRO will call GRRRL's Associate Director, Human Resources. GRRRL's Associate Director, Human Resources will then contact the employee with instructions to call the MRO immediately. The MRO will report the positive results to the employee and ask if there is any reasonable explanation for same (i.e. if the employee is on any prescription or over-the-counter medications for any surgical or dental procedures). If the employee presents a plausible, verifiable reason, they must produce the verification (i.e. prescription, bottle of medicine, name and phone number of physician performing procedure or writing prescription). If the employee is on a prescription prescribed for another person, employee must provide written authorization from the prescribing physician. The MRO will then contact that individual for verification. If all information is verified and it is deemed reasonable per the judgment of the MRO, the MRO will report the results to GRRRL as negative. If there is no verification or reasonable explanation of the positive results, the MRO will report it as positive. A verbal report will be made to the Associate Director, Human Resources (properly identified and authorized by GRRRL). A letter verifying a positive result will also be sent to GRRRL. GRRRL's Associate Director, Human Resources will send a copy of the results to the employee.
- **Alcohol Test Result Thresholds:**
  1. With a test result of 0.020-0.039 GM/DL, documentation will be maintained in the employee's medical file. This will not be viewed as a positive result for purposes of further action under the policy unless the employee has another incident of testing 0.020-0.039 GM/DL in one year. At this point, a mandatory referral to EAP will occur.
  2. With a test result of 0.040 GM/DL or above, mandatory referral to EAP will occur.

#### Administration of Test Results

All drug, alcohol, and cannabis test results will be received by GRRRL's Associate Director, Human Resources who will administer the test results as follows:

#### Drug, ~~and Alcohol,~~ and Cannabis Testing

- Negative Results: GRRRL's Associate Director, Human Resources will notify the immediate supervisor of the negative ~~drug/alcohol~~ test results and maintain the documentation in an employee medical file. The immediate supervisor will notify the employee of the negative results.
- Positive Results: GRRRL's Associate Director, Human Resources will notify the immediate supervisor of the positive ~~drug/alcohol~~ test results. The MRO will already have discussed the

results with the employee. The Associate Director, Human Resources and supervisor will review the positive ~~drug~~ test options with the employee and place the employee on a non-paid leave until they are released back to work by the MRO.

- Employee accepts treatment: The employee will contact GRRL's Employee Assistance Program to complete an initial assessment plan. The Associate Director, Human Resources will assist in the initial contact with EAP. After the initial assessment, the EAP will coordinate their findings with the MRO regarding a specific treatment plan for the employee. The MRO will manage the return to work process and the random drug, ~~alcohol~~, or cannabis testing program for the twenty-four month period immediately following their return to work. If the employee tests positive again on a post-treatment ~~drug/alcohol~~ test, their employment will be terminated.
- Employee refuses treatment: If the employee refuses treatment, counseling, rehabilitation, retesting or quits treatment at any time before being released by a counselor and/or the MRO, their employment will be terminated.

### Record Retention

GRRL shall retain a copy of all test results from the MRO. Positive test results are kept for five years; negative test results are kept for one year. GRRL will keep written notification of random drug, ~~alcohol~~, or cannabis screens along with any letters from employees requesting a retest.

### Employee Assistance Program

GRRL urges individuals with substance abuse problems to seek help. GRRL is committed to providing assistance in this regard. GRRL considers ~~drug~~ addiction and alcoholism to be treatable diseases. The goal of GRRL's policy on Employee Drug, ~~and Alcohol~~, and Cannabis Testing Policy is not only deterrence, it also is detection and treatment.

GRRL makes available to all employees a confidential Employee Assistance Program whose ultimate goal is rehabilitation. This program is available at no cost to employees and their dependents and includes initial assessment, referral and counseling. The EAP includes family support, counseling, and re-enforcement, all of which can be critical to the successful rehabilitation of substance abuse.

Any subsequent treatment after referral from the EAP to an outside treatment provider may be covered under the employee's medical plan. The costs of continuing or long-term rehabilitation services, whether covered by the employee's medical plan or not, are the ultimate responsibility of the employee.

### Employee Rights

- Employees have rights under GRRL's Drug, ~~and Alcohol~~, and Cannabis Testing Policy and State law.
- An employee may refuse to submit to drug, ~~and alcohol~~, and cannabis testing. However, any employee refusing to submit to testing is subject to corrective action, including termination.
- Prior to drug, ~~and alcohol~~, and cannabis testing, the employee will be provided with a form on which to acknowledge that they have received a copy of GRRL's Employee Drug, ~~and Alcohol~~, and Cannabis Testing Policy.
- GRRL will notify the employee in writing of negative or positive test results within three working days after receiving notice from the MRO.
- An employee may submit a written explanation of a confirmed positive test result within three working days of receiving notice of the positive test result.

- The employee may, at their own expense, have a confirmatory retest of the original sample performed by a licensed testing laboratory. They must notify GRRL in writing within five working days of receiving the initial test results of their intention to obtain a confirmatory test.
- An employee may appeal any disciplinary action taken against them by submitting a written statement indicating the basis for the appeal. The written statement may include an explanation for the confirmed positive test result. GRRL will determine whether a meeting with the employee is necessary to discuss the appeal based on the written statement, any additional explanation provided by the employee and the test results including the confirmatory retest paid for by the employee. Appeals of disciplinary action based on a confirmed positive test result must be made within fifteen working days of the date the employee was provided written notice of the disciplinary action. GRRL's grievance policy will not be followed due to statutory requirements.
- An employee may request a copy of their test result report from any ~~drug and alcohol~~ test.
- An employee may review any information regarding confirmed positive test results and any action based on those results.
- Test result reports and other information acquired through GRRL's Employee Drug, ~~and Alcohol,~~ [and Cannabis](#) Testing Policy are private and confidential information. This information will not be communicated by GRRL to individuals inside or outside of the company without the employee's consent except to those who need to know this information to perform their job functions, and as permitted or required by law or regulation.
- Positive test results may not be used as evidence in a criminal prosecution against the employee.
- An employee who is suspended without pay will be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

### Corrective Action

Any violation of this policy constitutes employee misconduct. Any employee who violates this policy or receives a confirmed positive test result is subject to corrective action. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved. An employee who refuses testing or to participate in a rehabilitation or counseling program recommended by GRRL will be terminated. An employee receiving a subsequent confirmed positive test result during the course of treatment or following treatment will be terminated.

### Other Misconduct

Nothing in this policy limits the right of GRRL to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other GRRL personnel policies.

### Non-Discrimination

GRRL's policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Ch.363, disability does not include conditions resulting from alcohol, ~~or other~~ [drug, or cannabis](#) abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of individuals.

Approved Date: 07/11/00

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Revised Date: 05/13/03, 07/10/07, 03/17/15, [09/19/23](#)



## 200 Personnel

### Chapter 2L. Drug, Alcohol, and Cannabis Testing

Great River Regional Library (GRRL) has a commitment to provide a safe workplace for its employees and patrons. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential, GRRL is committed to assuring a drug and alcohol free working environment for all of its employees.

For the purposes of this policy any reference to “cannabis” includes both adult use cannabis products and lower potency hemp edibles as defined by Minnesota Statutes Section 342.01.

GRRL prohibits the use, possession, transfer, and sale of alcohol, cannabis, and/or illegal drugs or related paraphernalia, while working, while on all premises owned or operated by GRRL, and while operating any company vehicles, machinery, or equipment. GRRL also prohibits the abuse of prescription drugs. GRRL prohibits reporting for work, and working anywhere on behalf of GRRL under the influence of alcohol, cannabis, and/or illegal drugs. Work related substance abuse will not be tolerated.

**Violation of the policy may result in corrective action, up to and including termination.**

#### **Employees Covered by the Policy:**

This policy applies to all GRRL personnel, no matter what position or employment status without exception.

#### **Definitions**

**Work-related substance abuse:** the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, cannabis, or the use of prescription drugs adversely affecting work performance. Abusing prescription drugs includes exceeding the recommended prescribed dosage and/or using another person's prescribed medications.

**Adversely affects work performance and under the influence:** these shall be determined to be present if the employee is perceptively impaired; has impaired alertness, coordination, reactions, responses, or effort; if the employee's conditions or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of GRRL as an employer as determined by the employee's supervisor and a designated member of management.

**Controlled Substances:** those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

**Mood-altering or alter:** changed behavior which may limit an employee's ability to safely and effectively perform their job duties, or pose a threat to the safety of the employee or others.

#### **Work Rules**

- No employee shall report to work under the influence of alcohol, cannabis, controlled substances or other mood altering drugs which adversely affect their work performance, including their alertness, coordination, reaction, response, judgment, decision making or safety or the safety of others.
- No employee shall operate, use or drive any equipment, machinery or vehicle of GRRL while under the influence of alcohol, cannabis, controlled substances or other mood altering drugs. Every employee is under an affirmative duty to immediately notify their supervisor that they are

not in an appropriate mental or physical condition to operate, use or drive GRRL equipment if under the influence of alcohol, cannabis, or drugs.

- During work hours, no employee shall use, sell, possess, or transfer any illegal drug, alcohol, cannabis, or any prescription drug (except as medically prescribed and directed). Employees shall not participate in these activities during their rest breaks or during overtime work hours. Such action will be reported to appropriate law enforcement officials.
- Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow an employee to use, possess, or be impaired by that drug while at work for GRRL. The federal government still classifies cannabis as an illegal drug, even though Minnesota has legalized its possession and use. Employees are still subject to being tested under the GRRL drug, alcohol, and cannabis testing policy, and employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

**The following exceptions do apply:**

- Possession of alcohol or cannabis while in an employee's personal vehicle on the premises in compliance with applicable statutory requirements is not a violation of this policy.
- When the prohibited act is a part of a medical treatment required by a physician, the physician has advised the employee that he/she is capable of performing his/her job, and the employee has informed the supervisor of the otherwise prohibited use.
- When an employee is taking medically authorized drugs or other substances, which may alter job performance, the employee is under affirmative duty to notify the appropriate supervisor of their temporary inability to perform the job duties of their position.

**Drug, Alcohol, and Cannabis Testing**

- **Reasonable suspicion testing:** An employee may be subject to drug, alcohol, or cannabis testing under any of the following circumstances:
  - GRRL has a reasonable suspicion that an employee:
    - is under the influence of drugs, alcohol, or cannabis;
    - the employee has violated GRRL's written work rules concerning drugs, alcohol or cannabis use;
    - the employee has sustained a work-related personal injury or caused another person to sustain a work-related injury which required medical attention; or
    - the employee has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident or a near miss accident that resulted in lost time or a personal injury that required medical attention or was the subject of a written disciplinary notice.
  - Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, cannabis, or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employee to believe that a violation of GRRL's policies concerning drugs, alcohol, or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

- **Treatment program testing:** Any employee participating in a chemical dependency treatment program under an employee benefit program, or who has been referred by GRRL for chemical abuse treatment or evaluation, may be required to submit to drug, alcohol, and cannabis testing at any time, without prior notice, during the period of participation and for an additional twenty-four (24) months following completion. **Any employee failing to complete a treatment or rehabilitation program, or refusing to submit to testing, is subject to corrective action, up to and including termination.**

#### General Responsibilities and Testing Procedures

- Substance abuse prevention is everyone's responsibility.
- GRRL expects all of its employees to recognize and accept this responsibility, and to do their part in assuring that, working together, a drug, alcohol, and cannabis-free working environment can be achieved and maintained for all employees.
- All managers and supervisors will be offered training including drug, alcohol, and cannabis problem identification and internal procedures to be followed to enforce this policy.

#### The testing procedures are as follows:

Work-related accident or injury: Employees who are required to submit to drug, alcohol, and cannabis testing due to work-related accidents or injury will be notified by their supervisor, given a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy, requested to complete the Notification of Testing Form and escorted to the local testing site by two other employees. The test specimen will be sent to an approved laboratory. While waiting for the test result, the employee is expected to return to work to complete their shift if not impaired. If the employee fails to return to work as required, the employee may be suspended with pay. The determination regarding a suspension with pay will be made by the Executive Director, and Associate Director, Human Resources, as circumstances warrant.

Reasonable suspicion: Employees who are in a condition which impairs their ability to perform their job will not be allowed to continue working or remain in the workplace. The impaired condition determination will be made by the employee's supervisor or a member of management. The impaired employee will be given a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy and requested to complete the Notification of Testing Form. The impaired employee will be taken to the local testing site for the collection of a test specimen. When transporting an employee, at least two (2) other employees must be along: one of them should be of the same sex as the impaired employee. When the test is complete, the escorts will take the employee home. The test specimen will be sent to a SAMSHA certified testing laboratory. While waiting for the test result, the employee is expected to return to work on their next scheduled workday. If the employee fails to report to work as scheduled after a test which was conducted upon reasonable suspicion, they may be suspended without pay. The determination regarding a suspension without pay will be made by the Executive Director or appropriate Associate Director as circumstances warrant.

- Urine drug, alcohol, and cannabis testing will be done except in circumstances where a blood sample may be necessary.
- Testing kits will be maintained at each branch library. These kits will be taken with the employee and given to the clinic where the test is to be conducted. The kits will include:
  1. a collection kit;
  2. a chain of custody form;
  3. an air bill;
  4. an air lab pack.

### Responsibilities of the Medical Review Officer (MRO)

- All drug, alcohol, and cannabis test results from a SAMSHA certified testing laboratory will be faxed directly to GRRL's contracted Medical Review Officer (MRO) to specifically review the test results. The MRO will review the test results, check the chain of custody for accuracy and report accordingly.
- **Negative Results:** The MRO will notify the Associate Director, Human Resources in writing within three working days of receiving negative results. The MRO will give a verbal report over the phone to the Associate Director, Human Resources (properly identified and authorized by GRRL) upon request. GRRL's Associate Director, Human Resources will also notify the employee in writing within three working days of receiving negative results by the MRO
- **Positive Results:** Upon receiving positive results from a test, the MRO will contact the employee directly, identifying the person by date of birth and social security number. If the MRO cannot reach the employee by phone, the MRO will call GRRL's Associate Director, Human Resources. GRRL's Associate Director, Human Resources will then contact the employee with instructions to call the MRO immediately. The MRO will report the positive results to the employee and ask if there is any reasonable explanation for same (i.e. if the employee is on any prescription or over-the-counter medications for any surgical or dental procedures). If the employee presents a plausible, verifiable reason, they must produce the verification (i.e. prescription, bottle of medicine, name and phone number of physician performing procedure or writing prescription). If the employee is on a prescription prescribed for another person, employee must provide written authorization from the prescribing physician. The MRO will then contact that individual for verification. If all information is verified and it is deemed reasonable per the judgment of the MRO, the MRO will report the results to GRRL as negative. If there is no verification or reasonable explanation of the positive results, the MRO will report it as positive. A verbal report will be made to the Associate Director, Human Resources (properly identified and authorized by GRRL). A letter verifying a positive result will also be sent to GRRL. GRRL's Associate Director, Human Resources will send a copy of the results to the employee.
- **Alcohol Test Result Thresholds:**
  1. With a test result of 0.020-0.039 GM/DL, documentation will be maintained in the employee's medical file. This will not be viewed as a positive result for purposes of further action under the policy unless the employee has another incident of testing 0.020-0.039 GM/DL in one year. At this point, a mandatory referral to EAP will occur.
  2. With a test result of 0.040 GM/DL or above, mandatory referral to EAP will occur.

### Administration of Test Results

All drug, alcohol, and cannabis test results will be received by GRRL's Associate Director, Human Resources who will administer the test results as follows:

#### Drug, Alcohol, and Cannabis Testing

- **Negative Results:** GRRL's Associate Director, Human Resources will notify the immediate supervisor of the negative test results and maintain the documentation in an employee medical file. The immediate supervisor will notify the employee of the negative results.
- **Positive Results:** GRRL's Associate Director, Human Resources will notify the immediate supervisor of the positive test results. The MRO will already have discussed the results with the employee. The Associate Director, Human Resources and supervisor will review the positive test

options with the employee and place the employee on a non-paid leave until they are released back to work by the MRO.

- **Employee accepts treatment:** The employee will contact GRRL's Employee Assistance Program to complete an initial assessment plan. The Associate Director, Human Resources will assist in the initial contact with EAP. After the initial assessment, the EAP will coordinate their findings with the MRO regarding a specific treatment plan for the employee. The MRO will manage the return to work process and the random drug, alcohol, or cannabis testing program for the twenty-four month period immediately following their return to work. If the employee tests positive again on a post-treatment test, their employment will be terminated.
- **Employee refuses treatment:** If the employee refuses treatment, counseling, rehabilitation, retesting or quits treatment at any time before being released by a counselor and/or the MRO, their employment will be terminated.

### **Record Retention**

GRRL shall retain a copy of all test results from the MRO. Positive test results are kept for five years; negative test results are kept for one year. GRRL will keep written notification of random drug, alcohol, or cannabis screens along with any letters from employees requesting a retest.

### **Employee Assistance Program**

GRRL urges individuals with substance abuse problems to seek help. GRRL is committed to providing assistance in this regard. GRRL considers addiction and alcoholism to be treatable diseases. The goal of GRRL's policy on Employee Drug, Alcohol, and Cannabis Testing Policy is not only deterrence, it also is detection and treatment.

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Any subsequent treatment after referral from the EAP to an outside treatment provider may be covered under the employee's medical plan. The costs of continuing or long-term rehabilitation services, whether covered by the employee's medical plan or not, are the ultimate responsibility of the employee.

### **Employee Rights**

- Employees have rights under GRRL's Drug, Alcohol, and Cannabis Testing Policy and State law.
- An employee may refuse to submit to drug, alcohol, and cannabis testing. However, any employee refusing to submit to testing is subject to corrective action, including termination.
- Prior to drug, alcohol, and cannabis testing, the employee will be provided with a form on which to acknowledge that they have received a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy.
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- An employee may submit a written explanation of a confirmed positive test result within three working days of receiving notice of the positive test result.

- The employee may, at their own expense, have a confirmatory retest of the original sample performed by a licensed testing laboratory. They must notify GRRL in writing within five working days of receiving the initial test results of their intention to obtain a confirmatory test.
- An employee may appeal any disciplinary action taken against them by submitting a written statement indicating the basis for the appeal. The written statement may include an explanation for the confirmed positive test result. GRRL will determine whether a meeting with the employee is necessary to discuss the appeal based on the written statement, any additional explanation provided by the employee and the test results including the confirmatory retest paid for by the employee. Appeals of disciplinary action based on a confirmed positive test result must be made within fifteen working days of the date the employee was provided written notice of the disciplinary action. GRRL's grievance policy will not be followed due to statutory requirements.
- An employee may request a copy of their test result report from any test.
- An employee may review any information regarding confirmed positive test results and any action based on those results.
- Test result reports and other information acquired through GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy are private and confidential information. This information will not be communicated by GRRL to individuals inside or outside of the company without the employee's consent except to those who need to know this information to perform their job functions, and as permitted or required by law or regulation.
- Positive test results may not be used as evidence in a criminal prosecution against the employee.
- An employee who is suspended without pay will be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

### **Corrective Action**

Any violation of this policy constitutes employee misconduct. Any employee who violates this policy or receives a confirmed positive test result is subject to corrective action. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved. An employee who refuses testing or to participate in a rehabilitation or counseling program recommended by GRRL will be terminated. An employee receiving a subsequent confirmed positive test result during the course of treatment or following treatment will be terminated.

### **Other Misconduct**

Nothing in this policy limits the right of GRRL to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other GRRL personnel policies.

### **Non-Discrimination**

GRRL's policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Ch.363, disability does not include conditions resulting from alcohol, drug, or cannabis abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of individuals.

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