



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

Board of Trustees Personnel Committee Meeting
Tuesday, November 14, 2023, 5:30 p.m.
St. Cloud Public Library Children's Program Room
Agenda

1. Call to Order
2. Adoption/Amendment of Agenda
3. Custodian Position Description Revision ([Requested Action – Approve](#)) pg 3
4. Personnel Policies Revisions for Earned Sick and Safe Time ([Requested Action – Approve](#)) pg 15
 - a. Substitutes pg 17
 - b. Paid Time Off (PTO) Plan pg 19
 - c. Leaves of Absence pg 23
5. Executive Director Annual Evaluation – **Closed Session**
Closed meeting for employee performance review pursuant to Minn. Statute 13D.05, Subd. 3(a) – Executive Director Karen Pundsack
6. Next Meeting – To Be Determined
7. Adjournment



Custodian Position Description Revision

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve the revised Custodian position description.

BACKGROUND INFORMATION

Supporting Documents Attached:

- Markup and clean position description

This position description has 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: 2024 GRRL Operating Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled



CUSTODIAN

Department: Operational Services/SCPL **Pay-Grade:** 13
Reports To: Patron Services Coordinator/SCPL **FLSA Status:** Non-Exempt
Union: General Unit

Date Approved: ~~07/01/2002~~
Date of Last Revision: ~~11/19/2013, 07/18/2017~~

JOB SUMMARY

~~Under direct supervision, t~~The Custodian ~~performs custodial~~cleans and maintains ~~and minor maintenance duties to ensure that~~ the St. Cloud Public Library building and grounds.

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.
~~are maintained in a healthy, safe and sanitary manner.~~

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. Cleans public and staff restrooms, floors, stairs, furniture, windows and work areas of the library ~~according to a regular schedule.~~
- ~~2. Empties waste baskets and recycling containers on a regular basis.~~
2. Maintains an adequate inventory of tools, equipment and supplies in a safe and orderly manner. Follows instructions regarding the use of chemicals and supplies.
- ~~3. _____~~
- ~~4.~~3. Regulates and maintains heat, ventilation, ~~and~~ air conditioning and other mechanical systems according to a regular schedule ~~to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.~~
- ~~5. Conducts an ongoing program of general maintenance, upkeep and repair. Maintains all motors and other mechanical equipment requiring scheduled servicing.~~
- ~~6.~~4. Makes minor building repairs and reports major repairs needed to the Patron Services Coordinator in a timely manner.
- ~~7.~~5. Performs daily opening and closing routines of the library ~~and ensures that all doors and security gates are secured at the proper time.~~
- ~~8.~~6. Works with a team ~~other custodians, Patron Services Coordinator and the St. Cloud Building Group~~ to plan, prioritize and schedule custodial activities.

~~9.7.~~ Communicates with appropriate vendors or service providers to resolve building mechanical or security issues when needed. ~~Occasionally may be called to the library when closed to resolve security or alarm events.~~

~~10.8.~~ Clears snow from designated areas.

~~11.~~ Sets up and takes down tables and chairs for meeting rooms.

~~12.~~ Changes light bulbs as needed.

~~13.9.~~ Moves furniture, equipment, library materials and supplies within the building as required. Unloads library freight deliveries.

~~14.1.~~ Follows instructions regarding the use of chemicals and supplies.

~~15.10.~~ Responds to immediate safety and or operational concerns in the building. Occasionally may be called to the library when closed to resolve security or alarm events.

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
- Six months experience in custodial or maintenance work. Possession of or ability to obtain a special engineer license.

Required Knowledge, Skills and Abilities:

- Ability to perform minor equipment and building repairs
- Strong attention to detail
- Ability to use appropriate cleaning methods, materials and equipment
- Skill in operating a variety of hand tools
- Basic computer knowledge
- Basic knowledge of fluid mechanics
- Possession of a valid driver's license and satisfactory driving record
- Ability to communicate in a professional manner

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

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

Scope of Relationships (external): Occasional contact with supply and service providers.

ACKNOWLEDGEMENT

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

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

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

Employee _____ Date _____

Printed Name _____

PHYSICAL DEMANDS/WORK ENVIRONMENT

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

- [Work is primarily done in an office environment with occasional work outdoors, including snow removal](#)
- [Occasionally operates office and library equipment](#)
- [Frequently moves around the library building including loading dock and library grounds](#)
- [Frequently uses cleaning products](#)
- [Occasionally moves maintenance equipment up to 50+ pounds](#)
- [Frequently positions self to clean and maintain areas from ground level to over 6 feet high](#)
- [Occasionally communicates with vendors and staff and must be able to exchange accurate information in person, over the telephone and in writing](#)
- [Occasionally drives to pick up supplies](#)
- [May be required to work alone in the library](#)

Department: [Operational Services/SCPL](#) **Pay Grade:** [13](#)
Reports To: [Patron Services Coordinator/SCPL](#) **FLSA Status:** [Non-Exempt](#)
Union: [General Unit](#)
Date Approved: [05/01/2001](#)
Date of Last Revision: [11/19/2013, 01/20/2015, 11/15/2016, 07/18/2017, 05/17/2022, 11/21/2023](#)

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		
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to temperature extremes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Snow removal
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment

~~ACKNOWLEDGEMENT~~ **ACKNOWLEDGEMENT**

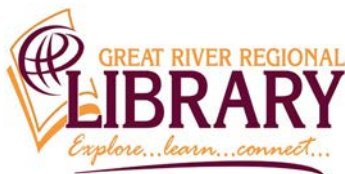
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____



CUSTODIAN

JOB SUMMARY

The Custodian cleans and maintains the St. Cloud Public Library building and grounds.

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. Cleans public and staff work areas of the library.
2. Maintains an adequate inventory of tools, equipment and supplies in a safe and orderly manner. Follows instructions regarding the use of chemicals and supplies.
3. Regulates and maintains heat, ventilation, air conditioning and other mechanical systems according to a regular schedule.
4. Makes minor building repairs and reports major repairs needed to the Patron Services Coordinator in a timely manner.
5. Performs daily opening and closing routines of the library.
6. Works with a team to plan, prioritize and schedule custodial activities.
7. Communicates with appropriate vendors or service providers to resolve building mechanical or security issues when needed.
8. Clears snow from designated areas.
9. Moves furniture, equipment, library materials and supplies within the building as required. Unloads library freight deliveries.
10. Responds to immediate safety and or operational concerns in the building. Occasionally may be called to the library when closed to resolve security or alarm events.

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
- Six months experience in custodial or maintenance work. Possession of or ability to obtain a special engineer license.

Knowledge, Skills and Abilities:

- Ability to perform minor equipment and building repairs
- Strong attention to detail
- Ability to use appropriate cleaning methods, materials and equipment
- Skill in operating a variety of hand tools
- Basic computer knowledge
- Basic knowledge of fluid mechanics
- Possession of a valid driver’s license and satisfactory driving record
- Ability to communicate in a professional manner

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

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

Scope of Relationships (external): Occasional contact with supply and service providers.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is primarily done in an office environment with occasional work outdoors, including snow removal
- Occasionally operates office and library equipment
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- Frequently uses cleaning products
- Occasionally moves maintenance equipment up to 50+ pounds
- Frequently positions self to clean and maintain areas from ground level to over 6 feet high
- Occasionally communicates with vendors and staff and must be able to exchange accurate information in person, over the telephone and in writing
- Occasionally drives to pick up supplies
- May be required to work alone in the library

Department: Operational Services/SCPL

Pay Grade: 13

Reports To: Patron Services Coordinator/SCPL

FLSA Status: Non-Exempt

Union: General Unit

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 11/15/2016, 07/18/2017, 05/17/2022, 11/21/2023

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Employee _____ Date _____

Printed Name _____



Personnel Policies Revisions – Earned Sick and Safe Time

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve policy revisions to 200 Personnel Chapters 2B.4 Substitutes, 4A. Paid Time Off (PTO) Plan, and 4D. Leaves of Absence.

BACKGROUND INFORMATION

- Supporting Documents Attached

Markup and clean versions of Personnel policies:

- 2B.4 Substitutes
- 4A. Paid Time Off (PTO) Plan – Chapters 4A.2, 4A.3 & 4A.5
- 4D. Leaves of Absence

Minnesota’s earned sick and safe time law goes into effect Jan. 1, 2024. Changes to the above policies are required to follow the new legal requirements for employers.

FINANCIAL IMPLICATIONS

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

ACTION

- Passed
 Failed
 Tabled

200 Personnel

2B.4 Substitutes

Substitute employees are hired to work on an intermittent or on-call basis to fill in when regular staff are absent.

Substitute employees ~~are not eligible for benefits and~~ do not have regularly scheduled hours. Substitutes are expected to work a minimum of two shifts per month on average [and at least 80 hours annually](#). Exceptions to this requirement will be evaluated on a case-by-case basis.

Substitute employees will receive the minimum rate of pay of the pay grade for the position hired. Substitute employees are not eligible for movement within range pay increases.

[Substitute employees accrue PTO at the minimum annual accrual rate.](#)

Substitute employees must meet the educational requirements for the position they will be filling.

GRRL employees will receive their usual rate of pay when covering the hours of another GRRL employee.

Approved Date: 07/11/00

Effective Date: 10/31/00, [12/24/23](#)

Revised Date: 05/14/02, 09/19/06, 09/16/08, 11/10/09, 03/17/15, 04/19/16, 03/19/19, 03/16/21, [11/21/23](#)

200 Personnel

2B.4 Substitutes

Substitute employees are hired to work on an intermittent or on-call basis to fill in when regular staff are absent.

Substitute employees do not have regularly scheduled hours. Substitutes are expected to work a minimum of two shifts per month on average and at least 80 hours annually. Exceptions to this requirement will be evaluated on a case-by-case basis.

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Approved Date: 07/11/00

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Revised Date: 05/14/02, 09/19/06, 09/16/08, 11/10/09, 03/17/15, 04/19/16, 03/19/19, 03/16/21, 11/21/23

200 Personnel

4A.2 PTO Eligibility and Availability

PTO with pay shall be granted to all ~~regular~~ employees. PTO is earned, in advance, on a pay period by pay period basis. PTO may be taken in full up through the last pay period worked and up through the last full day earned.

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

Approved Date: 09/16/08

Effective Date: 01/01/09, [12/24/23](#)

Revised Date: 11/10/09, 03/17/15, 11/17/15, 03/15/22, [11/21/23](#)

4A.3 Accrual Rates and Maximums

PTO benefits shall be accrued at the following rate for full-time staff. Part-time employees are awarded PTO at the same rate of accrual as full-time staff, except that their accrual and maximum carry-over is prorated based on hours worked.

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

No Employee shall accrue more than 33 days prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over.

Proration Formula = Budgeted weekly hours divided by five (5).

PTO is accrued per pay period and may be used subsequent to being earned in increments of [15 minutes](#).

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

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

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

Approved Date: 09/16/08

Effective Date: 01/01/09

Revised Date: 11/10/09, 11/16/10, 07/17/12, 11/18/14, 11/17/15, 04/19/16, 03/15/22, [11/21/23](#)

Last Revision Effective Date: 08/01/12, 01/01/15, 01/01/16, 04/19/16, 05/15/22, [12/24/23](#)

4A.5 Scheduling

Non-emergency use must be requested in advance. PTO requests should be submitted to the supervisor as far in advance as practical. While every effort will be made to give employees the time off of their preference, time off will be scheduled so as not to cause an interruption in the normal operation of the department/branch and in service to the public. Should a conflict in scheduling occur, it will be resolved on the basis of first request.

[Time without pay requests will not be granted until an employee's PTO is exhausted. Time without pay absences generally fall under the 4D Leaves of Absence policy. Upon prior approval by the PS Supervisor or Associate Director, if an eligible employee works less than their regular scheduled hours in any given week, the employee may arrange to work those hours within the fiscal year based on the needs of the public and the library.](#)

[For approved leaves of absence, employees are required to use PTO until no more than ten \(10\) days remain before time without pay requests will be considered.](#)

Inappropriate use of the PTO plan may subject the employee to disciplinary action.

Approved Date: 09/16/08

Effective Date: 01/01/09, [12/24/23](#)

Revised Date: 11/10/09, [11/21/23](#)

200 Personnel

4A.2 PTO Eligibility and Availability

PTO with pay shall be granted to all employees. PTO is earned, in advance, on a pay period by pay period basis. PTO may be taken in full up through the last pay period worked and up through the last full day earned.

PTO beyond the Earned Sick and Safe Time maximum will be scheduled with regard to the library's operating requirements and, insofar as possible, with the requests of the employee.

Approved Date: 09/16/08

Effective Date: 01/01/09, 12/24/23

Revised Date: 11/10/09, 03/17/15, 11/17/15, 03/15/22, 11/21/23

4A.3 Accrual Rates and Maximums

PTO benefits shall be accrued at the following rate for full-time staff. Part-time employees are awarded PTO at the same rate of accrual as full-time staff, except that their accrual and maximum carry-over is prorated based on hours worked.

Years of Service	Annual Accrual Rate Prorated (hours / days)	Accrual Rate Formula (hours earned per hour worked)	Max Carry-Over Prorated (hours / days)
0 - 4	144 / 18	.0693	288 / 36
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24	256 / 32	.1231	512 / 64
25+	264 / 33	.1270	528 / 66

No Employee shall accrue more than 33 days prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over.

Proration Formula = Budgeted weekly hours divided by five (5).

PTO is accrued per pay period and may be used subsequent to being earned in increments of 15 minutes.

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

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

Approved Date: 09/16/08

Effective Date: 01/01/09

Revised Date: 11/10/09, 11/16/10, 07/17/12, 11/18/14, 11/17/15, 04/19/16, 03/15/22, 11/21/23

Last Revision Effective Date: 08/01/12, 01/01/15, 01/01/16, 04/19/16, 05/15/22, 12/24/23

4A.5 Scheduling

Non-emergency use must be requested in advance. PTO requests should be submitted to the supervisor as far in advance as practical. While every effort will be made to give employees the time off of their preference, time off will be scheduled so as not to cause an interruption in the normal operation of the department/branch and in service to the public. Should a conflict in scheduling occur, it will be resolved on the basis of first request.

Time without pay requests will not be granted until an employee's PTO is exhausted. Time without pay absences generally fall under the 4D Leaves of Absence policy. Upon prior approval by the PS Supervisor or Associate Director, if an eligible employee works less than their regular scheduled hours in any given week, the employee may arrange to work those hours within the fiscal year based on the needs of the public and the library.

For approved leaves of absence, employees are required to use PTO until no more than ten (10) days remain before time without pay requests will be considered.

Inappropriate use of the PTO plan may subject the employee to disciplinary action.

Approved Date: 09/16/08

Effective Date: 01/01/09, 12/24/23

Revised Date: 11/10/09, 11/21/23

200 Personnel

Chapter 4D. Leaves of Absence

Leaves of Absence (LOA) are authorized absences from work ~~WITH OR WITHOUT PAY~~ [with or without pay](#) intended to assist employees through unusual or difficult times in their lives. LOA's must be requested in writing two (2) weeks in advance to the employee's supervisor. The Executive Director may grant exceptions to the two (2) week notice.

Absences for medical reasons (of employee or family member) resulting in more than three (3) consecutive calendar days requires the completion of a Leave of Absence Request Form. The [Human Resources](#) department will use this form to determine whether a leave of absence should be initiated and if [Family and Medical Leave Act \(FMLA\)](#) applies.

LOA's may be granted upon written request stating the reason for such leave and the expected length and must have written authorization of his/her supervisor and the Executive Director. Leaves may be granted for a period of up to 12 weeks. The Executive Director may grant extensions up to one (1) year in 12 week increments. Extending an absence without prior approval will be considered an unauthorized absence and will be treated as a resignation.

Except as required by law, GRRL cannot guarantee to hold a position open for an employee on leave. GRRL will try to reinstate staff into a comparable position with similar pay rate, hours and duties. This may not include exact work schedule.

Employees granted leaves with pay shall continue to accrue PTO. PTO does not accrue during any unpaid portion of an LOA. An employee's anniversary date will be adjusted for any leave extending 6 months. Employees are responsible for ALL ~~health, dental and life~~ insurance premiums during an unpaid LOA. Premium payments must be made in advance for your insurance coverage. Arrangements for such payments must be made through Human Resources.

[Depending upon an employee's situation, more than one form of leave may apply during the same period of time \(e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence\). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.](#)

[Except as otherwise stated, all paid time off, taken under any of the GRRL's leave programs, must be taken consecutively, with no intervening unpaid leave. GRRL will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.](#)

Approved Date: 07/11/00

Effective Date: 10/31/00, [12/24/23](#)

Revised Date: 05/14/02, 06/12/07, 01/01/09, 11/10/09, 03/15/11, 03/17/15, [11/21/23](#)

[4D.1 Earned Sick and Safe Leave](#)

[Earned Sick and Safe Leave \(ESSL\) is paid time off earned at one hour of Earned Sick and Safe Time for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with GRRL. This specific leave applies to all employees \(including temporary and part-time employees\) performing work for at least 80 hours in a year for GRRL.](#)

Beginning on January 1, 2024, an employee's first 48 hours of Paid Time Off usage may be used for all of the reasons outlined in Section 4.D.1, Earned Sick and Safe Time until 48 hours of leave has been exhausted. The first 48 hours of Paid Time Off usage will be designated as ESST-PTO. Once 48 hours of ESST are exhausted, any remaining PTO usage is governed by existing PTO policy and provisions.

(a) Earned Sick and Safe Time Use

The leave may be used as it is accrued per pay period and may be used subsequent to being earned in increments of 15 minutes for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telecommute because the employee is prohibited from working by GRRL due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the GRRL has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:
 - With mental or physical illness, injury or other health condition
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
 - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking

- [Obtain services from a victim services organization](#)
- [Obtain psychological or other counseling](#)
- [Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking](#)
- [Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking](#)

(b) For Earned Sick and Safe Leave purposes, family member includes an employee's:

- [Spouse or registered domestic partner](#)
- [Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis](#)
- [Sibling, step sibling or foster sibling](#)
- [Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child](#)
- [Grandchild, foster grandchild or step grandchild](#)
- [Grandparent or step grandparent](#)
- [A child of a sibling of the employee](#)
- [A sibling of the parent of the employee or](#)
- [A child-in-law or sibling-in-law](#)
- [Any of the above family members of a spouse or registered domestic partner](#)
- [Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship](#)
- [Up to one individual annually designated by the employee](#)

(c) Advance Notice for use of Earned Sick and Safe Leave

[If the need for sick and safe leave is foreseeable, the GRRL requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, GRRL may require appropriate supporting documentation \(such as medical documentation supporting medical leave, court records or related documentation to support safety leave\). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. GRRL will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, GRRL will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.](#)

(d) Carry Over of Earned Sick and Safe Leave

[Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.](#)

(e) Retaliation prohibited

[GRRL shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored](#)

into any attendance point system GRRL may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(f) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive GRRL's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their GRRL employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the GRRL and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

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Revised Date:

4D.~~21~~ Minnesota Parental Leave

4D.~~32~~ Minnesota Sick Child Care Leave (Minn. Stat. 181.9413)

4D.~~43~~ Medical Leave (also includes pregnancy, adoption, care of spouse or minor child)

4D.~~54~~ Military Ceremony Leave (Minn. Stat. § 181.948)

4D.~~65~~ Military Injury/Funeral Leave (Minn. Stat. § 181.947)

4D.~~76~~ Military Leave (Code of Federal Regulations 38 U.S.C. 4304 (d))

4D.~~87~~ Minnesota School Conference & Activities Leave (Minn. Stat. 181.9412)

4D.~~98~~ Bone Marrow Leave and Organ Donation Leave

4D.~~109~~ Jury Duty Leave

4D.~~110~~ Voting Leave

4D.~~121~~ Educational Leave

4D.~~132~~ Personal Leave

4D.~~143~~ Paid Administrative Leave

4D.~~154~~ Executive Director Leave of Absence

200 Personnel

Chapter 4D. Leaves of Absence

Leaves of Absence (LOA) are authorized absences from work with or without pay intended to assist employees through unusual or difficult times in their lives. LOAs must be requested in writing two (2) weeks in advance to the employee's supervisor. The Executive Director may grant exceptions to the two (2) week notice.

Absences for medical reasons (of employee or family member) resulting in more than three (3) consecutive calendar days requires the completion of a Leave of Absence Request Form. The Human Resources department will use this form to determine whether a leave of absence should be initiated and if Family and Medical Leave Act (FMLA) applies.

LOAs may be granted upon written request stating the reason for such leave and the expected length and must have written authorization of his/her supervisor and the Executive Director. Leaves may be granted for a period of up to 12 weeks. The Executive Director may grant extensions up to one (1) year in 12 week increments. Extending an absence without prior approval will be considered an unauthorized absence and will be treated as a resignation.

Except as required by law, GRRL cannot guarantee to hold a position open for an employee on leave. GRRL will try to reinstate staff into a comparable position with similar pay rate, hours and duties. This may not include exact work schedule.

Employees granted leaves with pay shall continue to accrue PTO. PTO does not accrue during any unpaid portion of an LOA. An employee's anniversary date will be adjusted for any leave extending 6 months. Employees are responsible for ALL insurance premiums during an unpaid LOA. Premium payments must be made in advance for your insurance coverage. Arrangements for such payments must be made through Human Resources.

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the GRRL's leave programs, must be taken consecutively, with no intervening unpaid leave. GRRL will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Approved Date: 07/11/00

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4D.1 Earned Sick and Safe Leave

Earned Sick and Safe Leave (ESSL) is paid time off earned at one hour of Earned Sick and Safe Time for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The

hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with GRRL. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for GRRL.

Beginning on January 1, 2024, an employee's first 48 hours of Paid Time Off usage may be used for all of the reasons outlined in Section 4.D.1, Earned Sick and Safe Time until 48 hours of leave has been exhausted. The first 48 hours of Paid Time Off usage will be designated as ESST-PTO. Once 48 hours of ESST are exhausted, any remaining PTO usage is governed by existing PTO policy and provisions.

(a) Earned Sick and Safe Time use

The leave may be used as it is accrued per pay period and may be used subsequent to being earned in increments of 15 minutes for the following circumstances:

- An employee's own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telecommute because the employee is prohibited from working by GRRL due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the GRRL has requested a test or diagnosis.
 - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
 - Care of a family member:
 - With mental or physical illness, injury or other health condition
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
 - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:

- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
- Obtain services from a victim services organization
- Obtain psychological or other counseling
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
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(b) For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
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- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) Advance notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the GRRL requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, GRRL may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. GRRL will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, GRRL will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

(d) Carryover of Earned Sick and Safe Leave

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

(e) Retaliation prohibited

GRRL shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system GRRL may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

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4D.2 Minnesota Parental Leave

4D.3 Minnesota Sick Child Care Leave (Minn. Stat. 181.9413)

4D.4 Medical Leave (also includes pregnancy, adoption, care of spouse or minor child)

4D.5 Military Ceremony Leave (Minn. Stat. § 181.948)

4D.6 Military Injury/Funeral Leave (Minn. Stat. § 181.947)

4D.7 Military Leave (Code of Federal Regulations 38 U.S.C. 4304 (d))

4D.8 Minnesota School Conference & Activities Leave (Minn. Stat. 181.9412)

4D.9 Bone Marrow Leave and Organ Donation Leave

4D.10 Jury Duty Leave

4D.11 Voting Leave

4D.12 Educational Leave

4D.13 Personal Leave

4D.14 Paid Administrative Leave

4D.15 Executive Director Leave of Absence