



Great River Regional Library  
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**Library Board of Trustees Personnel Committee Meeting**  
**Tuesday, June 15, 2010 -- 6:30 p.m.**  
**St. Cloud Public Library**

1. Call to Order
2. Adoption/Amendment of Agenda
3. Data Privacy Policy (**Requested Action – Approve**)
4. Benefit proration for part-time employees (**Requested Action – Approve**)
5. Next Meeting – July 13, 2010 at **6:30 p.m.**
6. Adjournment

## **2Y. Data Privacy and Non-Disclosure Policy for Staff**

Great River Regional Library (GRRL) respects the privacy of its employees. The Minnesota Government Data Practices Act, Minn. Stat. ch 13, attempts to balance the public's right to information, individual's right to privacy, and government's need to function responsibly. GRRL will make every attempt, except where required by law, to protect the privacy of employees' personnel data.

### **Personnel Data**

Personnel data are information about an individual collected because the person has or had an employment relationship or applied for a position with GRRL. Examples include, but are not limited to, data collected on an employee performance review form (EPR), and application forms. The presumption under the Act regarding personnel data is the opposite of the general presumption of the Act: personnel information is presumed to be private unless otherwise noted as public data under Minn Stat Sec 13.43 Subd 2..

When GRRL asks an employee to provide private data about himself or herself, that person must be informed of: a) the purpose and intended use of the requested data; b) whether he/she may refuse or is legally required to supply the requested data; c) any known consequences of supplying or refusing to supply private or confidential data; and d) the identity of other persons or entities authorized to receive the data.

### **Access to personnel data in general**

Private personnel data can only be accessed by the employee and by GRRL management staff whose duties reasonably require access. There is no formal definition of "work duties that reasonably require access" to private personnel data. This determination depends on the facts of each situation. It is the role of the Human Resources Coordinator and/or Director to decide if an individual's work duties reasonably require access to such data.

### **Responding to requests for information**

Inquires as to the dates of employment, position, salary and wage information regarding any library employee or response to a court order or subpoena may be acknowledged only by Human Resources or Finance staff unless prior authorization is approved. On occasion, staff may ask their supervisor for a letter of recommendation. Generally, letters of recommendation are acceptable but must be reviewed by Human Resources and/or the Director before being submitted. A copy will be filed in the employee and supervisor's personnel file.

Employees who improperly use or disclose such information may be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

**Approved Date: 3/16/10**

**Effective Date: 3/16/10**

**Revised Date:**

#### 4F. Insurance and Retirement Benefits

GRRL believes that quality benefits are integral to the recruitment and retention of qualified employees. Therefore, GRRL provides a set dollar amount per month for employees regularly scheduled to work 32 or more hours per week to purchase benefits. This set dollar amount is prorated based on scheduled hours. Prorated contributions based on scheduled hours are effective January 1, 2011. Staff working 32-39 hours as of December 31, 2010, will be grandfathered to receive the full contribution to a maximum of \$637.50 or the prorated amount, whichever is greater, not to exceed current benefit contribution level.

The distribution of the contribution amount is~~is~~-determined on individual eligibility of -Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA)-as required, eligibility, and  
The set dollar amount is reviewed annually during the budget process by the GRRL Board of Trustees. The primary goal of this allotment is to provide single health, dental and life insurance coverage. However, this money can be used toward the following insurance and retirement benefits as best fits individual employee needs:

- Health Insurance
- Dental Insurance
- Basic Life Insurance
- Health Savings Account (HSA))
- Flexible Spending Account (Health Care, Dependent Care and Limited Scope Health Care)
- Deferred Compensation

Employees may decline participation in our Health or Dental plan. However, to decline health insurance, proof of existing coverage is required. Single Life Insurance coverage is also required.

Eligible employees who retire may elect to retain health, dental and life insurance coverage under the library's group plan. Premiums for such coverage shall be the exclusive responsibility of the retired employee.

Current GRRL contributions, benefit plan summaries and information on cost is available from Human Resources. Coverage elected within 30 days of hire is effective on the first of the month following hire.

**Approved Date: 06/10/08**

**Effective Date: 06/10/08**

**Revised Date: 01/01/09, 11/10/09, 06/15/10**

**Revision Effective Date: 01/01/11**