

Great River Regional Library
1300 W. St. Germain
St. Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Library Board of Trustees Personnel Committee Meeting
Tuesday, March 15, 2011, 6:30 p.m.
St. Cloud Public Library

1. Call to Order
2. Adoption/Amendment of Agenda
3. Election of Chairperson
4. Approval of Minutes from November 16, 2010, Personnel Committee Meeting*
5. Director Review Process (Requested Action – Approve)*
6. Annual Review of GRRL Personnel Policies (Requested Action – Approve)
7. Next Meeting – May 10, 2011, at 6:30 p.m.
8. Adjournment

*Items postponed from the January 18, 2011, meeting due to lack of a quorum for the Personnel Committee

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
November 16, 2010**

A regular meeting of the Great River Regional Library (GRRL) Personnel Committee was held Tuesday, November 16, 2010. The meeting was called to order at 6:12 p.m. by Robert Hare.

Members Present:

Bernice Berns
Robert Hare
Louise Kuester
Vince Schaefer

Members Excused:

Gerald Ruda
Pat Sawatzke

GRRL Staff Present:

Brandi Canter
Mic Golden
Julie Henne
Sunny Hesse
Janie LaBree
Michele Monson
Karen Pundsack
Jay Roos
Kirsty Smith
Linda Treb
Patricia Waletzko

GRRL Staff Excused:

ADOPTION OF AGENDA

Bernice Berns moved adoption of the agenda as presented. Motion seconded by Vince Schaefer and carried unanimously.

APPROVAL OF MINUTES

Bernice Berns moved to approve the September 14, 2010, Personnel Committee minutes. Motion seconded by Vince Schaefer and carried unanimously.

PTO ACCRUAL RATES AND MAXIMUMS

Vince Schaefer moved to approve the PTO Accrual Rates and Maximums policy revision. Seconded by Bernice Berns, the motion carried unanimously.

ANNUAL CASH-OUT OR CONVERSION OPTION

Bernice Berns made a motion to approve the Annual Cash-Out or Conversion Option policy revisions. Louise Kuester seconded the motion which carried unanimously.

PERSONAL HOLIDAY

Vince Schaefer moved to approve the Personal Holiday policy revisions. Bernice Berns seconded the motion which carried unanimously.

INSURANCE AND RETIREMENT BENEFITS

Louise Kuester made a motion to approve the Insurance and Retirement Benefits policy revisions. Seconded by Vince Schaefer, the motion carried unanimously.

NEXT MEETING

The Great River Regional Library Board of Trustees announced that the January 18, 2011, Personnel Committee Meeting will take place in the Mississippi Room at the St. Cloud Public Library at 6:30 p.m.

ADJOURNMENT

Bernice Berns moved to adjourn the meeting at 6:33 p.m. Seconded by Vince Schaefer, the motion carried unanimously.

Personnel Committee Chair



PERFORMANCE MANAGEMENT PROCESS AND PAPERWORK GRRL Director Review Process

Director Performance Review Timeline

- ❖ Director Performance Review (DPR) period: October 1 – September 30 annually.
- ❖ Director Self-Review submitted to BOT members in September annually.
- ❖ Final DPR presented annually in November by the current Chair of the GRRL Board of Trustees.

Director Performance Review Process

Step 1: Director Self-Review

Director completes self-review and gives to his/her supervisor, the current Chair of the GRRL Board of Trustees, at the September board meeting annually.

Step 2: Board of Trustees Feedback

Each member of the Board of Trustees will receive:

1. A blank copy of the Director Performance Review (DPR) Form for completion.
2. A copy of the Director self-review for reference
3. A copy of the most current training log for the Director for reference.

All completed DPR forms must be submitted to the GRRL Administrative Assistant by October 15 annually.

Step 3: Feedback Summary

The current Chair of the GRRL Board summarizes all feedback (or asks the HR Coordinator to summarize) by October 30 annually.

Step 4: Completion of Director Performance Review (DPR) Form

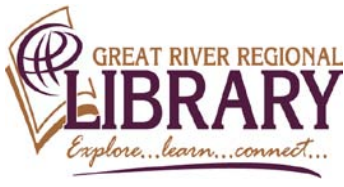
The current Chair of the GRRL Board completes the Director Performance Review (DPR) form using the summarized feedback from each member of the Board of Trustees.

The completed form is sent to each member of the Board of Trustees one week prior to the November board meeting, for review.

Step 5: Presentation of Director Performance Review (DPR) Form

The final DPR will be reviewed with the Director, in closed session, at the November board meeting annually.

This session must be recorded and the final documents signed by both the Director and the current Chair of the GRRL Board. The director has the right to attach additional comments to be placed in their personnel file regarding this review.



Personnel Policy Review

March 2011

Policy Changes for BOT Approval – March 16, 2011

Introduction

II. Disclaimer

Great River Regional Library's (GRRL) Personnel Policies and Procedures.

These policies and procedures are designed to familiarize you with GRRL and to answer many of your questions about personnel issues. The policies and procedures described here are not intended to create, nor should they be interpreted to create, a contract or an offer of a contract between GRRL and any of its employees.

GRRL reserves the right to suspend, change, or discontinue any provisions in the Personnel Policies and Procedures or to add new provisions at any time without prior notice. Changes or additions to these policies will be made available for employee's knowledge and understanding.

GRRL's interpretation of its policies and procedures is final. These policies and procedures are not necessarily all-inclusive because circumstances that GRRL does not anticipate may arise. Unanticipated circumstances may warrant actions or conduct not stated in the policies and procedures, such circumstances are often referred to as business practices. We take this opportunity to reaffirm that GRRL and most of its employees have an employment-at-will relationship. This means that employment with GRRL is voluntarily entered into and employees are free to resign at any time. It also means that GRRL is free to end the employment relationship at any time for any reason, with or without cause. Nothing in these policies and procedures is intended to alter that relationship. The only way that relationship can be altered is through certification of representation from a Union organization or a written document signed by both the Director and the employee, which specifically outlines the characteristics and degree of the relationship.

If these Personnel Policies and Procedures do not answer all of your questions regarding employment issues, please ask your supervisor.

The version you are viewing supersedes and revokes any and all prior versions of the Policy. Each policy indicates the original approval date, effective date and revision dates. Please destroy all previous versions that you may have to avoid any discrepancies between the new version and any older versions.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 05/08/07, 03/15/11

IV. Amendments

The GRRL Personnel ~~Rules and~~ Policies may be amended at any regular meeting by the Board of Trustees of the Great River Regional Library.

The GRRL Personnel ~~Rules and~~ Policies may be revised and accepted by Board of Trustees after review of said changes by the Personnel Committee.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 05/08/07, 03/15/11



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

Chapter 1: GRRL Structure

1C.1 Organizational Chart

(click on above text to see chart)

GRRL Board members: See attached Organizational Chart at the end of this document.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 3/15/11

1F. Media

~~All contacts with the news media concerning library affairs should be reported to the Director. Employees shall not accept personal gifts offered to them because of their employment with the Library. Small gifts of a commercial advertising nature are excluded from the above-named policy.~~

~~**Approved Date: 7/11/00**~~

~~**Effective Date: 10/31/00**~~

~~**Revised Date: 5/14/02**~~

1F.1 Contacts with News Media

The Regional Coordinator of Communications and Fund Development and/or Director must be informed if any staff member has been contacted and questioned about library matters by a representative of any news media agency.

Any contacts from the media seeking an official statement from the library should be referred to the Regional Coordinator of Communications and Fund Development and/or Director. ~~In the absence of the Director, questions should be passed to the Communications and Fund Development department.~~

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 11/10/09, 3/15/11



Personnel Policy Review

March 2011

Policy Changes for BOT Approval – March 16, 2011

Chapter 2: Employment

2A.1 Hiring for a Position at Range 2 and Above ~~(Rating, Interviewing and Hiring Guidelines)~~

~~Final hiring authority rests with the~~ ~~Appointments are made by the~~ Director, in accordance with powers vested in him/her by the Board of Trustees. ~~Notice of appointment~~ ~~Upon acceptance of a verbal offer,~~ ~~Human Resources will provide an official offer letter which is made in writing and~~ specifically describes the position to which the person is appointed, including the range and step, and initial rate of pay. The GRRL Personnel Rules and Policies are provided to document other terms of employment. ~~Acceptance of appointment is made in writing and addressed to the Director.~~

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03, 7/13/04, 11/15/05, 03/15/11

2A.4 - Hiring for a Position at Range 1 ~~(Rating, Interviewing and Hiring Guidelines)~~

Library Aide ~~appointments offers~~ must be approved by the ~~Patron Services~~ Regional Coordinator in charge of the area the position is assigned .

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 11/10/09, 03/15/11

2B. Annual Employee Performance Review (EPR)

Annual performance reviews are used to evaluate an employee's overall work performance, based upon duties listed on the position description and other standard performance indicators. These reviews are an opportunity for the supervisor and employee to review the work, conduct, and achievements of the past and set goals for the future. Also see Policy titled "Merit Steps."

The purpose of the annual performance review process is to promote better communication between employees and supervisors, and to improve employee job satisfaction and productivity. The performance review is a continuous and ongoing process.

The annual performance review includes oral as well as written comments, conducted in private between the employee and the supervisor. All pertinent oral comments should be documented on the review. Isolated instances of good or substandard work should not unduly influence the supervisor's rating. Satisfactory job performance and reviews are required for continued employment and are a condition of receiving merit steps. Reviews will be completed by the employee and their supervisor. All completed performance reviews MUST be reviewed and approved by the Regional Supervisor or Regional Coordinator in charge of the area the employee is assigned BEFORE the review is given to the employee.

Each staff member also has the opportunity to request 360 Degree Feedback through the annual Employee Performance Review (EPR) process.



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

The appraisal of performance of the director will be done by the Personnel Committee of the full Board of Trustees in consultation with the director.

Approved Date: 5/13/03

Effective Date: 5/13/03

Revised Date: 7/10/07, 3/10/08, 01/20/09, 03/15/11

2C.2 Transfers

Transfers will usually be initiated by the Director when it seems expedient to do so, or when the particular talents of a staff member can be utilized in another position.

If, for reasons of ill health an employee is unable to fulfill the requirements of his/her position, and if circumstances permit, he/she may request to be transferred to a position of equal rank involving less strain or to part-time employment. In granting the transfer for medical reasons, the library must require appropriate certification of the medical condition which necessitates the transfer.

Temporary or substitute positions would not be eligible for this consideration.

Transfers are discussed in advance with staff members concerned, in order to explain reasons for the moves and, whenever possible, to give consideration to the employee's wishes.

For circumstances other than medical reasons cited above, employees may communicate their interest in moving to a different position to ~~the Director~~ the Regional Coordinator of Human Resources. Such statements will be evaluated only in light of the best interest of the library. Final approval for transfer will be made by the Director.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/08/07, 3/16/10, 3/15/11

2D. Personnel Files

Personnel records will be maintained for employees and past employees in order to retain employment related documents and comply with government record keeping and reporting requirements. Files will be maintained in the Human Resources Office.

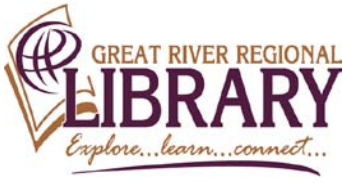
An employee's personnel file is available for that person's inspection during the normal office hours of Human Resources, and shall be inspected under the supervision of Human Resources. Any incorrect information found in the file should be reported to the ~~Director~~ Regional Coordinator of Human Resources. The file may be released to prospective employers at the request of the employee.

Personnel files are also available to members of the Great River Regional Library Board of Trustees, the Director, and the Finance Coordinator under the supervision of Human Resources.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/13/04, 11/10/09, 3/16/10, 3/15/11



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

2H. Reporting Absences

Illness and personal emergencies should be reported to the employee's supervisor as early as possible in the workday. If the supervisor is available, the employee should also speak to him/her to be certain that all scheduled work is covered. Branch managers are responsible for scheduling approved substitute employees. If the branch manager is unavailable, then the responsibility falls to the immediate-regional supervisor.

Employees who fail to report are considered to be absent without leave-approval unless their supervisor receives adequate justification. Employees who are absent without leave-approval will not be compensated for their absence from work and may be disciplined appropriately.

~~Blocks of non-work paid time reflected on the "Payroll Time Request" should be reflected on the computerized timesheet.~~

Time without pay must be requested through TimeForce as an absence request. Upon approval from the supervisor, this time without pay will be reflected on the employees timecard.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 3/16/10, 3/15/11

2O. Telecommuting

It is the purpose of this policy to outline the requirements for employees of Great River Regional Library (GRRL) to engage in telecommuting. Telecommuting is a cooperative venture between GRRL and its employees based on the needs of GRRL and the past and present performance of the telecommuting employees. Telecommuting is neither a right nor an entitlement, but a tool to allow flexibility in work options. It must be evident that this arrangement would provide an increase in the productivity for both the employee and GRRL before approval is given. All telecommuting arrangements shall be planned and documented as outlined below.

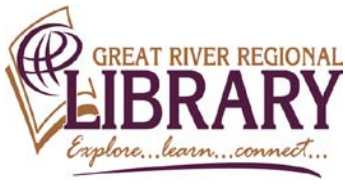
The telecommuting employee is solely responsible for providing a safe working environment at the remote location that is chosen for the task. The employee agrees to protect the privacy and security of all GRRL data and equipment in the same way that is required when working at the office.

Terms and conditions of employment with GRRL remain the same regardless of work site. Jobs with clearly defined tasks and work products are most suitable for telecommuting as performance is measured by output. Agreement to participate in telecommuting is a voluntary, joint decision between GRRL and its employees and may be terminated by either GRRL or the employee. Equipment and materials provided by GRRL to be used at home remain the property of GRRL.

The decision of the GRRL Director to deny employee participation in or require withdrawal from a telecommuting agreement is final and cannot be subject to appeal. In the case of the GRRL Director's participation in telecommuting, the GRRL Board's decision is final.

Definitions

Telecommuting: Telecommuting is a work arrangement in which the employee works from home or other remote work site away from the primary traditional work place for a portion of the work day or



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

the work week (pay period). While working away from the primary traditional work site, the employee may send work to or communicate with the office or customer via computer, telephone, fax or other machine.

Eligibility: Any full-time or part-time permanent employee who has been in his or her position for at least one year may request participation in a telecommuting agreement. All telecommuting requests must be approved by the ~~GRRL Director~~Regional Supervisor or Regional Coordinator in charge of the area the employee is assigned. The Director has final authority to approve or deny telecommuting requests.

Number of Days an Employee May Telecommute: This decision must be made by the Regional Supervisor or Regional Coordinator in charge of the area the employee is assigned ~~the GRRL Director~~ and in conjunction with the employee. However, it is GRRL's policy to permit up to twenty-four hours per workweek. The Director has final authority to approve or deny telecommuting requests.

Approved Date: 11/15/05

Effective Date: 11/15/05

Revised Date: 01/09/07, 03/15/11

2P. Staff Association

The Great River Regional Library Board of Trustees (Board) and administration recognize the Great River Staff Association (GRSA) as an organization that exists to promote communication, cooperation and fellowship among library employees. The Board also recognizes that GRSA is an advisory body for budgetary matters as they relate to staff wage and benefits as outlined in their bylaws. The elected GRSA president, or designee, is authorized to speak on behalf of library staff members regarding desired changes to staff wages and benefits. The GRSA president, or designee, will be allotted reasonable time on the agenda at a springtime GRRL Board meeting to make their wishes known regarding the aforementioned matters. To be placed on the agenda, the GRSA president, or designee, needs to inform the Director of his or her intent to present information to the Board for consideration in the budget process.

Bargaining unit employees are not represented by the GRSA.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/10/07, 3/15/11

2Z. Acceptance of Personal Gifts

Employees shall not accept personal gifts offered to them because of their employment with the Library. Small gifts of a commercial advertising nature and nominal value are excluded from this policy.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02



Personnel Policy Review

March 2011

Policy Changes for BOT Approval – March 16, 2011

Chapter 3: Compensation

3B.1 Overtime/Pay Classification (Exempt and Non-Exempt Positions)

Non-Exempt

-The regular workweek for full-time non-exempt personnel shall be 40 hours. No non-exempt employee shall be regularly scheduled to work more than 40 hours during any workweek.

- Non-exempt employees (as defined by the federal Fair Labor Standards Act) will receive overtime pay at the rate of time and a half for hours worked over 40 in a workweek or receive compensatory time at a time and a half rate. All overtime hours must be approved in advance by the Director.

Exempt

Exempt At GRRL, some employees in certain executive, administrative, professional and computer systems related capacities generally are exempt from the overtime provisions of the federal Fair Labor Standards Act. The Minnesota Fair Labor Standards Act, which requires overtime payment for hours worked in excess of 48 during a seven-day work period, may also apply to some employees. When there is a difference between these laws, GRRL will follow the overtime rules that are the most beneficial to the employee, as allowed by law and regulation.

- It is generally expected that, exempt employees (as defined by the federal Fair Labor Standards Act) will work as many hours as required to carry out their responsibilities. For a full-time exempt employee, this is calculated to be at least a 40-hour week. Exempt employees are paid a regular salary, regardless of the number of hours they work and are not entitled to overtime compensation.
- Full-time exempt employees are not required to fill out hourly time records but must account for daily work attendance. Deductions for absences, PTO, personal holiday and holidays will be made in increments of a day or more.
- Part-time exempt employees are not required to fill out an hourly time record but must account for their daily work attendance. Deductions for absences, PTO, personal holiday and holidays will be prorated according to their work schedule. No other deductions will be made from their salary except as allowed by law. Concerns about improper deductions may be made to the Finance Office.

Definitions

Full-time non-exempt: an employee who is hired and scheduled 40 hours a week on a regular basis and is eligible for overtime pay.

Part-time non-exempt: an employee who is hired and scheduled 39 or fewer hours per week on a regular basis, and is eligible for overtime pay.

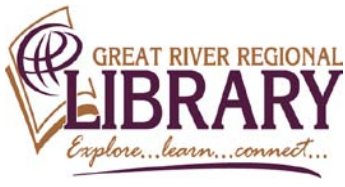
Full-time exempt: an employee who is hired to work as many hours as required to carry out their responsibilities, at least a 40-hour week, and is paid on a salary basis.

Part-time exempt: an employee who is hired to work as many hours as required to carry out their responsibilities, normally 39 or fewer hours per week, and is paid on a salary basis.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/13/04, 7/10/07, 01/01/09, 11/10/09, 3/15/11



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

3B.2 Overtime Pay and Extra Time Pay

All non-exempt employees shall be compensated at the rate of one and one-half times the regular rate of pay for all time worked in excess of 40 hours per work week or receive compensatory time at a time and a half rate.

Extra time shall be defined as time paid at the regular rate of pay for hours (up to 40) worked beyond the regularly allotted hours for any part-time employee.

All overtime and extra time must be approved in advance by the Director, so that wages are not encumbered for which no funds are budgeted and to insure that all overtime and extra time activities meet library guidelines.

Overtime will be paid for:

- Hours worked by an employee to cover the schedule of an employee who is on PTO, jury duty, or other approved leave of absence.
- Hours worked by custodial staff to accomplish special cleaning projects not possible to complete during regularly scheduled hours.

Extra time will be paid for:

- Hours worked by an employee to cover the schedule of an employee who is on vacation, sick leave, jury duty, or other approved leave of absence.
- Regularly scheduled or special staff meetings. Travel time will be paid to staff members attending staff meetings held at any GRRR facility other than the one in which they are normally scheduled to work.
- Special projects not possible to accomplish during regularly scheduled hours.
- Time to complete Employee Performance Reviews (EPRs) when completion during regularly scheduled hours or through a schedule change is not possible.
- ~~Attendance at in-service training activities, library conferences, or workshops.~~
- ~~Employees will be paid for such attendance in accordance with wage and hour guidelines.~~
- ~~Time spent with group visits or special tours.~~

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 8/27/03, 11/10/09, 3/15/11

3C.1 Employee Request for Reclassification (RRR)

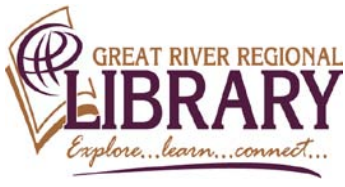
Definition:

The RRR is a documented disagreement with the proposed placement of a particular position on the Library's internal classification hierarchy.

Policy:

The immediate supervisor, appropriate Regional Supervisor or eRegional Coordinator, HR Coordinator (if applicable) and the Director must be in agreement with the employee's RRR in order for consideration.

If the employee's RRR is not approved for consideration, the employee may proceed with a grievance ~~by requesting so from the Personnel Committee~~ by following steps 5 and 6 of Policy 5A. Grievance



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

Procedure. A copy of the grievance must be given to the Human Resources Coordinator at least 14 days prior to board packet mailing day. The Personnel Committee may modify or oppose the requested reclassification at which time the employee may choose whether or not to present the application to the Board of Trustees.

- ~~For the year immediately following a Classification & Compensation study, only one RRR may be initiated for any particular position by one or more employees holding that particular classification. Positions with the same primary title, but performed in different departments, must be submitted as one RRR.~~
 - ~~Employees have until March 1st to submit a RRR to Human Resources.~~
 - ~~An approved RRR will be forwarded to the consultant for consideration. The consultant will provide a recommendation.~~
 - ~~The Personnel Committee shall consider reclassification requests at the May library board meeting.~~
 - ~~After review, the personnel committee may recommend reclassification as requested by the employee and present that recommendation to the Board of Trustees for final approval.~~
 - ~~Approved reclassification and the resulting salary increase shall take effect January 1st of the current year.~~

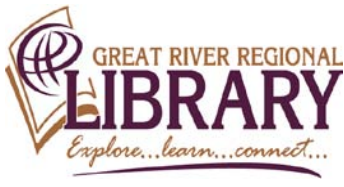
Only one RRR may be initiated for any particular position by one or more employees holding that particular classification. Positions with the same primary title, but different prior responsibilities performed in different departments, would be submitted as one-separate RRR.

- Employees have until March 1st or September 1st to submit a RRR to Human Resources.
- Human Resources will review the RRR and provide a recommendation to the Director.
- Upon the Director's approval, the RRR will be forwarded to GRRL Personnel Committee for review and recommendation during the May or November meetings.
- After review, the Personnel Committee may recommend reclassification as requested by the employee and present that recommendation to the Board of Trustees for final approval.
- Approved reclassification and the resulting salary increase shall take effect July 1st or January 1st whichever occurs first following the Board of Trustees meeting.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 01/10/06, 05/09/06, 03/15/11



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

Chapter 4: Employee Benefits

4B. Extended Sick Leave Bank (ESLB)

Employees hired before December 31, 2008 may have hours converted to the Extended Sick Leave Bank (ESLB) according to the conversion policies of GRRL's Paid Time Off Plan approved by the GRRL Board of Trustees on September 16, 2008. Hours converted to the ESLB may be used for illness or disability for the employee or to care for an immediate family member under the policies in effect on ~~November 13, 2007~~ December 31, 2008 (4B.3 Sick Definitions) for the use of sick leave. Absence due to illness, disability or injury may be taken from the ESLB after all PTO has been exhausted down to ten (10) days prorated. The supervisor and/or Human Resources may require acceptable medical verification that the absence qualified under the sick leave requirements before approving use of ESLB time.

Employees eligible to participate in the ESLB will be allowed to access their ESLB, without depleting any PTO, for treatment of one pending serious health condition, as defined by FMLA, through 2009. Requests for time off must be submitted and approved before December 31, 2008. Effective January 1, 2010 absences due to illness, disability or injury may be taken from the ESLB after all PTO has been exhausted down to ten (10) days prorated.

GRRL will pay to all employees, at the time of their separation if they qualify under PERA retirement eligibility, 25% of unused ESLB time at the employees' then current level of compensation. See Policy titled "Retirement".

Approved Date: 09-16-08

Effective Date: 01-01-09

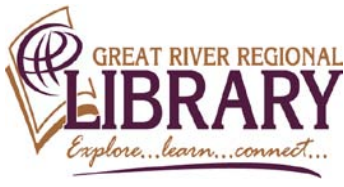
Revised Date: 03-15-11

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. LOA's must be requested in writing two weeks in advance to the employee's supervisor. The Director may grant exceptions to the two week notice. 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 Director. Leaves may be granted for a period of up to ~~90 days~~ 12 weeks. The Director may grant extensions up to 1 year in ~~3-month~~ 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.



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 6/12/07, 01/01/09, 11/10/09, 03/15/11

4D.2 Court Jury Duty Leave

Any employee shall be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee, or other body as a witness in a proceeding involving the federal government, the State of Minnesota, or a political subdivision thereof in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties. ~~Employees will also be granted leave to serve as election judges.~~ In the case of jury duty ~~and serving as an election judge,~~ during regularly scheduled hours, the employee will be paid their ir regular wage, but will be asked to forfeit the court fee, exclusive of reimbursement for expenses, to the library.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 03/15/11

4D.3 Educational Leave

Leaves of absence without pay for educational purposes may be granted by the Director. ~~The e~~ Educational leaves may be granted for a period of up to 12 weeks. The Director may grant extensions up to 1 year in 12 week increments. may not extend more than twelve (12) months. An educational leave will only be granted for time spent at an accredited academic institution. Time off without pay will be granted after accrued PTO has been expended. If the educational leave is specifically required by Great River Regional Library and the employee has received approval from the department coordinator, director and Board of Trustees, leave with pay ~~will~~ may be granted.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 01/01/09, 03/15/11

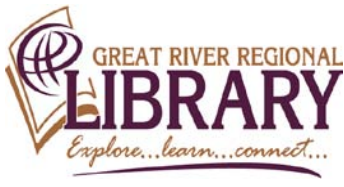
4D.13 Paid Administrative Leave (NEW)

At the Director's discretion, an employee may be placed on paid administrative leave pending the outcome of an investigation of a critical incident an employee has been involved in or when his/her continued presence in the workplace poses a risk to the employee or the organization. In the event the incident or matter involves the Director, the Board or a Board appointed designee shall have the authority to place the Director on such a paid administrative leave.

Administrative leave is not charged against an employee's PTO or ELSB balances.

The Director or Board appointed designee shall notify the employee in writing that they are being placed on a non-disciplinary, paid administrative leave pending the outcome of an investigation and provide the name of a GRRL contact person.

If the paid administrative leave extends past thirty (30) days, the employee shall be notified of the reasons for the continuance of the leave. It is GRRL's intent to return an employee to work as soon as it is practical and prudent under the circumstances.



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

Approved Date: 03/15/11

Effective Date: 03/15/11

Revised Date:

4E.1 Holiday Closings

In addition to the provisions of Policy titled, "Holidays," the following shall be observed:

Headquarters and all branches observing open hours shall close at

- 5:00 p.m. on December 31
- 5:00 p.m. on the evening before July 4 if July 3 falls on Monday, Tuesday, Wednesday, Thursday, or Friday
- 5:00 p.m. on the evening before Thanksgiving.

The closings outlined in this policy are not holiday time. Non-exempt staff scheduled to work hours beyond 5:00 p.m. shall be scheduled for earlier hours on the same day or if that is not possible, other hours during that pay period. Non-exempt employees may elect to take PTO for those hours instead of a schedule change, ~~or they may take time without pay,~~ or, upon prior approval by the supervisor, work those hours lost within the same budget year at a later date.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 01/01/09, 03/15/11

4E.2 Holiday Pay

Exempt Full-time and Part-time Employees

If a holiday is observed during any exempt full-time or part-time employee's scheduled day off, ~~or during an approved paid leave,~~ he/she shall be granted an additional day off for the unworked holiday to be taken during the same pay period. This additional day off must be taken during the same pay period of the observed holiday.

Non-exempt Full-time Employees

If a holiday is observed during any non-exempt full-time employee's scheduled day off, ~~or during an approved paid leave,~~ he/she shall be granted an additional day off for the unworked holiday to be taken during the same pay period. This additional day off must be taken during the same pay period of the observed holiday.

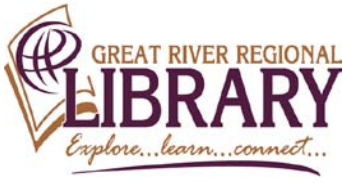
Non-exempt Part-time Employees

All non-exempt part-time employees in Range 2 or above will receive prorated pay for holidays based on scheduled hours as budgeted. However, if this results in a loss of hours during a particular ~~week for an employee, the employee will have the option to make up hours, take PTO, or time without pay may be taken for those hours,~~ part-time employees may elect to take PTO for those hours instead of a schedule change, take time off without pay, or, upon prior approval by the supervisor, work those hours lost within the same budget year at a later date.

Approved Date: 7/11/2000

Effective Date: 10/31/2000

Revised Date: 5/14/2002, 11/21/2006, 1/19/2010, 3/15/11



Personnel Policy Review

March 2011

Policy Changes for BOT Approval – March 16, 2011

Chapter 5: Discipline and Grievance Situations

5A. Grievances

At each step of the grievance process, the position of authority should listen and gather information only. Formal response to the grievant will take place only after review with Human Resources.

POLICY:

It is the policy and philosophy of GRRL to treat all employees equitably and fairly in matters affecting their employment. Each employee will be provided ample opportunity to understand and resolve matters affecting their employment, which the employee believes are unjust. Employees have the right to present grievances without fear of reprisal. All grievances will be promptly and fairly processed to provide the employee access to all levels of management and a fair, impartial resolution.

Employees may not grieve a termination.

Nothing in this policy alters the doctrine of Employment At Will.

Nothing in this policy alters the ability of management to discipline employees.

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

1. A belief that policies or procedures have been applied inconsistently to an employee;
2. Treatment which the employee considers unfair such as coercion, intimidation, reprisal or harassment, including sexual harassment;
3. Alleged discrimination because of race, color, age, sex, national origin, marital status, disability or any other protected class under the Minnesota Human Rights Act or other applicable law;
4. Improper or unfair administration of employee benefits or of conditions of employment such as promotions, scheduling, performance review, or PTO.

This list is not exhaustive, but rather is illustrative in nature.

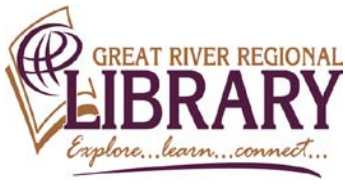
If an employee has a grievance relating to his/her employment, he/she should proceed in the following manner:

Step 1

All time lines are firm and missing a deadline will constitute abandonment of the grievance by the employee unless both parties have mutually agreed in writing upon a time extension.

The grievance shall be presented orally to his/her supervisor within seven (7) calendar days after the occurrence upon which the grievance is based except in cases where the grievance is against the first level supervisor for illegal activity such as sexual harassment or discrimination. If the grievance involves the reporting of illegal activity by the supervisor then the grievant can proceed to step 2. The supervisor shall orally respond to the employee regarding the grievance within seven (7) calendar days from the date that he/she received the grievance. The supervisor is expected to document the conversation in writing. The employee presenting the grievance is encouraged to document the conversation as well.

If the complaint is in regard to the Director and is not resolved at this level, the processing required in Step 2 and 3 are not applicable and the grievance will directly proceed to Step 4. To assist the staff



Personnel Policy Review

March 2011

Policy Changes for BOT Approval – March 16, 2011

committee in Step 4 with resolution, the employee is to record in writing all pertinent facts regarding what happened and why they believe it constitutes unfair or inconsistent treatment under GRRL policy or procedure or other law, state relief that is sought, and date and sign the document. Only the full Board of Trustees has the authority to grant monetary relief, including, but not limited to, an increase in wages and benefits. The staff committee must receive the document within seven calendar (7) days of the oral decision from the Director.

Step 2

If the grievance is not settled in Step 1, then the employee is to record in writing all pertinent facts regarding what happened and why they believe it constitutes unfair or inconsistent treatment under GRRL policy or procedure or other law, state relief that is sought, and date and sign the document. The document is then to be given to their supervisor's supervisor within seven (7) calendar days for consideration and action. . The employee shall receive a written response from the recipient of the document within seven (7) calendar days after the grievance has been received.

Step 3

If the grievance is not settled in Step 2, the grievance and all accompanying documentation shall be submitted within seven (7) calendar days to the Director, who shall give his/her written answer within seven (7) calendar days after the grievance has been received.

Step 4

If the grievance is not settled in Step 3, the grievant must submit, to the Human Resources Coordinator, a written request for a meeting of a three-person staff committee. This committee consists ~~a three person staff committee consisting~~ of (a) one person selected by the grievant, (b) one person selected by the Director, ordinarily a member of the Human Resources Staff, and (c) one employee at a level nine or above who shall be annually designated by the Staff Association to serve on this committee. The staff committee shall meet within seven (7) calendar days after ~~the answer is delivered in the previous step~~ the written request is received by the Human Resources Coordinator.

The staff committee will hear from each party to the dispute in an informal hearing setting, review any documents that have been produced, and determine whether the matter should be ended, resolved with non-monetary relief or presented to the Great River Regional Library Personnel Committee within 30 calendar days. The decision of the staff committee will be made promptly, usually within 24 hours of the end of the informal hearing of the parties, and communicated to all the parties immediately in writing.

This staff committee has the authority to: (a) deem the grievance unsubstantiated and end any further processing; (b) refer the grievance for review by the Personnel Committee; or (c) grant non-monetary relief which in their judgment is just and appropriate. Only the full Board of Trustees has the authority to grant monetary relief, including, but not limited to, an increase in wages and benefits.

A 2/3 majority of the staff committee must support the decision made to end, resolve or refer the grievance for further review. Decisions of the staff committee are final.

If the next scheduled meeting of the Personnel Committee is more than 30 days away, the staff committee may recommend that the Director call for a special meeting of the Personnel Committee. The Director will call such a special meeting unless extraordinary circumstances prevent such a meeting



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

being feasible. If the regular meeting of the Personnel Committee is scheduled within 30 calendar days, this grievance will be placed on the regular agenda.

Step 5

The Personnel Committee shall meet to review the facts associated with the grievance. They shall make a recommendation for resolution to the GRRL Board of Trustees. This recommendation shall be considered by the full Board at their next regularly scheduled meeting, but generally not more than 30 days after the Personnel Committee meeting scheduled in Step 4. If the next regularly scheduled meeting of the full Board is more than 30 days away, the Personnel Committee can recommend that a special meeting be called to resolve this matter. The President of the Board will decide whether to hold a special meeting of the full Board. The decision of the GRRL Board of Trustees is final.

The human resources department will provide training and support to supervisors in dealing with employee grievances.

Final decisions on disputes brought forth under this policy will not be precedent setting or binding on future disputes.

Information concerning an employee dispute is considered confidential; supervisors, members of management and other staff members who are involved in the investigation of the complaint may discuss it only with people who have an official need to know about it. However, all employees are encouraged to supply necessary background information and advice when requested to do so.

Time spent by employees in dispute discussions with management during their normal work hours will be considered paid time for pay purposes.

Employees will not be penalized for proper use of this dispute resolution process. However, it is not considered proper use if an employee raises complaints in bad faith, solely for the purpose to harass or repeatedly raises meritless disputes.

Retaliation against any employee who properly uses this dispute process is prohibited.

GRRL, through the Director or the Board of Trustees, may refuse to proceed with any dispute determined to be improper under this policy.

This policy does not alter the Employment At Will relationship in any way.

Information about Employee Assistance Program

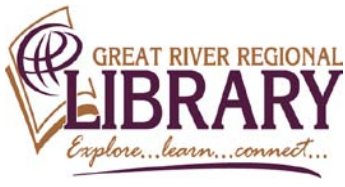
Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 9/18/07, 01/01/09, 3/16/10, 3/15/11

5B. Employee Discipline Policy

All personnel of the Great River Regional Library are required to meet acceptable performance standards and comply with the library's policies at all times. The Great River Regional Library reserves



Personnel Policy Review March 2011

Policy Changes for BOT Approval – March 16, 2011

the right to determine in all cases the discipline appropriate for all acts of negligence or misconduct, violation of library policies or non-acceptable performance.

Disciplinary measures may include but are not limited to the following:

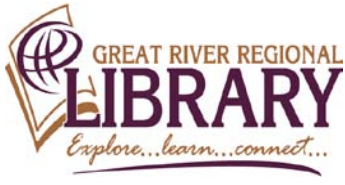
- Oral Reprimand
- Written Reprimand
- ~~Suspension with pay~~
- Suspension without pay
- Mandatory counseling or treatment before resumption of duties
- Termination

The order of disciplinary measures listed above in no way is meant to imply that any specific type of discipline must occur before other types of discipline may be used by the Great River Regional Library.

Employees will be provided notice of charges prior to discipline, an opportunity to respond to the charges and other due process rights as required by law.

The following are examples of conduct of an extreme nature which could result in an employee's immediate termination. The list is not exhaustive.

- Dishonesty: Including, but not limited to, theft, fraudulent statements concerning medical or personnel records, falsification of timecards, "punching in or out" for another employee, and other dishonest acts.
- Alcohol: Consumption of alcohol during working hours, or use that adversely affects employee job performance or threatens the safety of other employees.
- Drugs: Being under the influence of or in possession of illegal drugs, or the illegal use of drugs, or drug use that adversely affects employee job performance or threatens the safety of other employees.
- Possession of explosives, firearms, fireworks, and/or other weapons or dangerous substances on Great River Regional Library property, including vehicles.
- Vandalism to Great River Regional Library property or that of another employee.
- Fighting, assault or threatening physical assault on another person.
- Gross negligence, recklessness, willful misconduct or horseplay resulting in personal injury or property damage.
- Insubordination: Including the refusal to follow a direct order, the refusal to perform assigned work, or any kind of conduct that evidences an abuse of authority; such as profane, threatening, or disrespectful language or actions addressed or directed to supervisory personnel or other representatives of management.
- Malicious gossip about fellow employees, supervisors, or representatives of management.
- Absenteeism: Including, but not limited to, tardiness, leaving early, or absence from job post without notice, permission or authorization.
- Substandard work including incompetence or inefficiency in the performance of duties.
- Violation of safety rules.
- Acceptance of any gift from a person or a firm that does business or seeks to do business with the Great River Regional Library where receipt of such gift or favor might place the employee or the library under obligation.
- Failure of employee to terminate outside employment which interferes with the employee's job performance.



Personnel Policy Review

March 2011

Policy Changes for BOT Approval – March 16, 2011

- Conviction of an offense involving the use of alcohol or drugs while driving a motor vehicle.
- Conviction of a felony or gross misdemeanor, or of a misdemeanor involving moral character which affects the performance of assigned responsibilities.
- Sexual, racial, ethnic, age, religious, or other harassment of any company, employee or customer. See Policy titled "Discrimination and Offensive Behavior."
- Offensive treatment of co-workers or other persons. See Policy titled "Discrimination and Offensive Behavior."

Personnel decisions regarding dismissal made by the Director may be appealed in writing to the Personnel Committee within 10 business days. The Director must receive a copy of the appeal request. The appealing employee will not be on the payroll during the period between the dismissal date and the appeal. See Policy titled "Grievances."

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/10/07, 06/10/08, 01/20/09, 03/15/11



Personnel Policy Review

March 2011

Policy Changes for BOT Approval – March 16, 2011

Chapter 6: Resignation

6B. Resignation

Employees wishing to leave ~~the library service~~ Great River Regional Library are ~~encouraged~~ required to ~~file with~~ submit to, their immediate supervisor, ~~and the Director~~ a written resignation stating the effective date of their resignation. It is encouraged that this notice is provided at least two weeks prior to the effective resignation date. Four weeks notice is preferred for those Range 9 and above.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/10/07, 3/16/10, 3/15/11

6C. Retirement

GRRL is a member of the Public Employees Retirement Association, a state-wide organization that administers the retirement funds of state, county, and municipal employees. New employees shall be required to join as coordinated members of this plan in accordance with the plan's eligibility rules.

Deductions shall be made from the employee's total salary in such amounts as required by the Public Employees Retirement Association and the Social Security Act.

Employees may retire from library employment at age 65. Early retirement is possible for qualified employees (MS 471.61). See Policy titled "Early Retirement."

It is beneficial to notify the ~~Director~~ Human Resources Coordinator in writing at least ninety (90) days prior to the anticipated retirement date of any employee in an effort to avoid a break between the employee's last paycheck from GRRL and the first retirement check from PERA.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 3/16/10, 3/15/11

6D. Early Retirement

Any employee under the age of 65 and qualifying for retirement benefits under the provisions of the Public Employees Retirement Association or the Social Security Act may elect to retire from library employment. It is beneficial for any employee electing to retire early according to the provisions of this policy to notify the ~~Director~~ Human Resources Coordinator at least ninety (90) days prior to the anticipated retirement date in an effort to avoid a break between the employees last paycheck from GRRL and the first retirement check from PERA.

Early retirement shall qualify the retiring employee for all benefits accruing to retired employees in accordance with the personnel policies of the library.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 3/16/10, 3/15/11