



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

Board of Trustees Personnel Committee Meeting
Tuesday, March 17, 2015, 6:00 p.m.
Agenda

1. Call to Order
2. Adoption/Amendment of Agenda
3. Approval of Minutes from January 20, 2015
4. Executive Director Search Process Update (verbal)
5. GRRL Personnel Policies Review and Updates ([Requested action – Approve](#))
6. Ideas from Board Members (verbal)
7. Next Meeting: May 19, 2015, at 6:00 p.m.
8. Adjournment

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
January 20, 2015**

A regular meeting of the Great River Regional Library (GRRL) Personnel Committee was called to order on Tuesday evening, January 20, 2015, at 6:01 p.m. in the St. Cloud Public Library Mississippi Room with Chairperson Kevin Maurer presiding.

Members Present:

Mark Bromenschenkel
Amy Hoagland
Rachel Leonard
Kevin Maurer
Jim Shovelain

Members Excused:

Dave Kircher

GRRL Staff Present:

Julie Henne
Sunny Hesse
Aron Murphy
Karen Pundsack
Jay Roos
Jami Trenam
Patricia Waletzko

GRRL Staff Excused:

Brandi Canter
Ryan McCormick

ADOPTION OF AGENDA

Rachel Leonard made a motion to adopt the agenda as presented. Seconded by Jim Shovelain, the motion carried unanimously.

APPROVAL OF MINUTES

Rachel Leonard moved to approve the November 18, 2014, Personnel Committee minutes as presented. Seconded by Mark Bromenschenkel, the motion carried unanimously.

Jim Shovelain moved to approve the December 15, 2014, Personnel Committee special session minutes as presented. Seconded by Mark Bromenschenkel, the motion carried unanimously.

EXECUTIVE DIRECTOR SEARCH PROCESS UPDATE

Sunny Hesse, Associate Director of Human Resources, presented a progress report from John Keister published in the GRRL Daily News and the website created by him for GRRL's Executive Director search. She gave an overview of the search process to date and stated that John and Beth Keister will conduct preliminary interviews at the ALA Midwinter Conference in Chicago on January 31. A preferred application deadline of February 17 has been set.

HRIS SPECIALIST POSITION DESCRIPTION

Sunny Hesse informed the Board the HRIS Specialist position description was created by researching similar positions. It was requested by the Board that language in the position description posting include the temporary, one-year time period. Rachel Leonard moved to approve the HRIS Specialist position description with the posting to specify a one-year employment period. Seconded by Jim Shovelain, the motion carried unanimously.

GRRL POSITION DESCRIPTIONS AND PHYSICAL DEMANDS ANNUAL REVIEW

The following GRRL position descriptions and physical demands were presented for annual review:

Library Services Coordinator	Collection Development Librarian
Library Assistant	Purchasing Specialist

Library Aide
Circulation Aide
Summer Library Aide
Technical Services Assistant
Technical Services Clerk

Collection Development Clerk
Distribution Coordinator
Driver
Distribution Aide

Sunny Hesse stated that the physical demands were incorporated in the position descriptions, changes were insignificant and the pay ranges were not affected by rerated positions. Jim Shovelain moved to approve all of the position descriptions as presented including the Circulation Aide position description which was on the table. Seconded by Rachel Leonard, the motion carried unanimously.

Jim Shovelain questioned whether the Personnel Committee should review Exit Interview comments. Sunny Hesse responded they are presented to the full Board for review every six (6) months, but could be included with the Personnel Committee information if preferred. No action was taken.

Discussion took place with regard to time scheduled for Personnel Committee meetings. Rachel Leonard moved that Personnel Committee meetings be held at 6:30 p.m. unless the meeting agenda dictates the need for more time. Seconded by Amy Hoagland, the motion carried unanimously.

NEXT REGULAR MEETING

The Great River Regional Library Board of Trustees announced that the next Personnel Committee meeting will be Tuesday, March 17, 2015, at 6:30 p.m. in the St. Cloud Public Library Mississippi Room.

ADJOURNMENT

Jim Shovelain moved to adjourn the meeting at 6:25 p.m. Seconded by Mark Bromenschenkel, the motion carried unanimously.

Kevin Maurer, Personnel Committee Chair



Annual Review of GRRL Personnel Policies Summary of Recommended Changes

Submitted by Sunny Hesse, Associate Director – Human Resources

A review of all personnel policies occurs annually in March. Recommendations for changes are made based on local, state, and federal rules, regulations and law.

Changes may also be made to reflect previous board motion in other areas of policy which impact the language of existing policies. For example, the recent implementation of the new classification and compensation study resulted in an update to all personnel policies and procedures to reflect the new job titles approved by the Board of Trustees with the classification implementation. Additionally, all policies and procedures continue to be revised to include current language with regard to the new compensation structure and pay ranges.

This annual review also resulted in the renumbering/reorganization of many policies to the appropriate Chapter of the personnel policies.

Overview of Recommended Changes for Approval – March 17, 2015

CHAPTER 1: GRRL STRUCTURE

❖ **1E. Dress Code**

Recommended changes include updating the language and moving/renumbering the policy to Chapter 2: Employment, 2U. Dress Code.

CHAPTER 2: EMPLOYMENT

❖ **2B. Recruitment and the Hiring Process**

Language added to include familial status as protected from discrimination or favoritism (reviewed and vetted by legal counsel).

- 2B.1 Applicant Rating, Interviewing and Hiring (renamed from Hiring for a Position at Range 2 and Above) – language revised to reflect 2014 implementation of new pay ranges.
- 2B.2 Interim Appointment- language revised to reflect 2014 implementation of new pay ranges.
- 2B.3 Temporary Appointment – language revised to reflect 2014 implementation of new pay ranges.
- 2A.4 Hiring for a Position at Range 1 – eliminated and added under 2B.1.
- 2B.4 Substitutes (renumbered from 2B.5) – language revised to reflect current practice regarding rate of pay, not eligible for movement within range increases.
- 2B.6 Reinstatement and Reemployment (moved from 2N.) – language added to define reinstatement.

❖ **2C. Promotions, Transfers, Demotions and Reorganization**

- 2C.3 Demotions – language revised to reflect 2014 implementation of new pay ranges.



Annual Review of GRRL Personnel Policies Summary of Recommended Changes

Submitted by Sunny Hesse, Associate Director – Human Resources

- ❖ **2D. Annual Employee Performance Review (EPR)**
Language revised to reflect 2014 implementation of new pay ranges and reference to collective bargaining.
- ❖ **2E.1 Reporting Absences** (moved from 2H.)
Language added consistent to language ratified in most current collective bargaining agreements.
- ❖ **2E.2 Telecommuting** (moved from 2O.)
Language added regarding process for requesting telecommuting and supervisor approval.
- ❖ **2F.1 Offensive Behavior** (moved from 2V.1)
Language added in compliance with Minn. Stat.624.714, Subd 18(c), Carrying of Weapons without Permit (in parking facility or parking area).
- ❖ **2G. Position Descriptions and Physical Demand Analysis** (moved from 2J. and 2K.)
Language revised based on board motion to combine physical demands analysis with position descriptions.
- ❖ **2I.1 Americans with Disabilities Act** (moved from 2E.1)
Language added regarding employee or applicant ability to request an accommodation to perform the duties and responsibilities of position if necessary.
- ❖ **2J. Personnel Files** (moved from 2D.)
Language added regarding individuals able to review personnel files.
- ❖ **2I. Drug and Alcohol Testing**
Recommended changes (reviewed and vetted by legal counsel) due to Medical Cannabis Act signed into law on May 29, 2014. Provisions take effect mid-2015 to include individual enrollment on registry by June 1, 2015 and approval on registry by July 1, 2015.
- ❖ **2U. Dress Code** (moved from Chapter 1: GRRL Overview)
Language revised to reflect current practice and provide clarity.

CHAPTER 3: COMPENSATION

- ❖ **3A. Compensation Plan**
Language added to outline GRRL's policy regarding compensation and to reflect 2014 implementation of new pay ranges.
- ❖ **3A.1 Pay Range and Schedule**
Language added to reflect 2014 implementation of new pay ranges.



Annual Review of GRRL Personnel Policies Summary of Recommended Changes

Submitted by Sunny Hesse, Associate Director – Human Resources

- ❖ **3A.2 Amendment of Compensation Plan**
Language added to reflect 2014 implementation of new pay ranges.
- ❖ **3B Wage Payments and Pay Periods** (renamed from Wage Payments, Pay Periods, Paycheck Errors and Lost Checks)
Paycheck Errors and Lost Checks are not reflected under this policy. New policies have been added with language to reflect current practice.
 - 3B.3 Pay Upon Hire
Language revised to reflect 2014 implementation of new pay ranges.
- ❖ **3C. Paycheck Errors**
Language added to reflect GRRL’s current practice for correcting paycheck errors.
- ❖ **3D. Lost Checks**
Language added to reflect GRRL’s current practice for reissuing a lost check.
- ❖ **3E. Increase in Pay Due Upon Reclassification**
Language revised to reflect 2014 implementation of new pay ranges.
 - 3E.1 Employee Request for Reclassification (RRR)
Language revised to clarify the process for submitting an RRR. Based on recommendation from legal counsel, language has been revised to specify the RRR Grievance Process (rather than refer to the Grievance Policy and steps) including the review of grievances by a trained Compensation Committee (the language has been modeled after the current grievance policy).
- ❖ **3F. Increase in Pay Upon Promotion** (moved from 3D.)
Language revised to reflect 2014 implementation of new pay ranges.
- ❖ **3G. Pay Anniversary Date** (moved from 3E.)
Language revised to reflect 2014 implementation of new pay ranges.
- ❖ **3H. Movement within Range Increases** (moved from 3F. and renamed from Merit Step Increases)
Language revised to reflect 2014 implementation of new pay ranges.

CHAPTER 4: EMPLOYEE BENEFITS

- ❖ **4A.2 PTO Eligibility and Availability**
Language revised to reflect 2014 implementation of new pay ranges.
- ❖ **4A.4 PTO Credit for Applicable Experience Within Field**
Language revised to reflect 2014 implementation of new pay ranges.



Annual Review of GRRL Personnel Policies Summary of Recommended Changes

Submitted by Sunny Hesse, Associate Director – Human Resources

❖ **4D. Leaves of Absence**

Language added to clarify current practice regarding when a Leave of Absence Request form must be submitted to HR.

❖ **4D.1 Minnesota Parental Leave** (moved from 4D.8)

Language added in compliance with Minn. Stat. 181.940 & Minn. Stat 181.92.

❖ **4D.3 Medical Leave** (moved from 4D.4)

Language added to clarify current practice regarding when a Leave of Absence Request form must be submitted to HR.

❖ **4E.1 Holiday Pay** (moved from 4E.2)

Language revised to reflect 2014 implementation of new pay ranges.

- **4F. Insurance Benefits** (renamed from Insurance and Retirement Benefits) – including 4F.1 Health Care insurance, 4F.2 Dental Insurance, 4F.3 Basic Life Insurance, 4F.4 Health Savings Account (HSA) or Health Reimbursement Account (HRA).

Language revised to reflect eligibility changes as approved by GRRL Board in 2014 and in compliance with Affordable Care Act (ACA).

❖ **4J. Benefit Continuation /Benefit Payout** (renamed from Benefit Continuation / Benefit Payout upon Resignation or Termination and moved from 4K.)

Subsection 4J.1 Resignation or Termination added and policy 4L moved to subsection 4J.2 Retirement.

CHAPTER 5: DISCIPLINE AND GRIEVANCE SITUATIONS

❖ **5B. Employee Discipline Policy**

Language added in compliance with Minn. Stat.624.714, Subd 18(c), Carrying of Weapons without Permit (in parking facility or parking area).

CHAPTER 6: SEPARATION FROM EMPLOYMENT

❖ **6G. Exit Interviews** (moved from 2L.)

Language added regarding information shared with GRRL Board on biannual basis.



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

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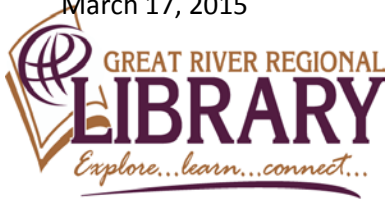
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Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

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Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

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- ~~4D.5-4~~ [Military Ceremony Leave \(Minn. Stat. § 181.948\)](#)
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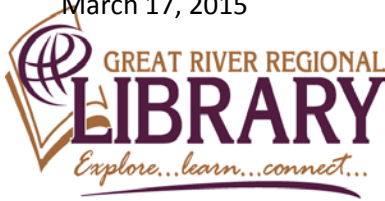
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Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

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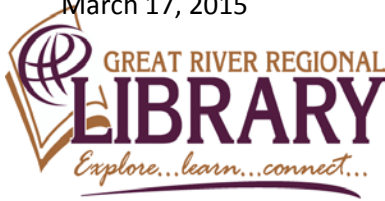
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Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

INTRODUCTION

I. Welcome

Welcome to Great River Regional Library! We hope that you will enjoy working as part of our team that strives to provide the best public [library](#) service possible.

GRRL is a six-county consolidated library system that serves the citizens of Central Minnesota. The St. Cloud Public Library serves as the headquarters for GRRL.

All employees are ~~of value~~ valuable to the success of GRRL. We are committed to providing an atmosphere that encourages and supports your best efforts and allows you to enjoy your work and to find it rewarding. This information, containing our personnel policies and description of benefits, has been prepared for your information. It is important that you review it carefully and contact your supervisor with any questions you may have.

Thank you for joining Great River Regional Library.

Chapter 1: GRRL Structure

1A. GRRL Overview

1A.1 Vision and Mission Statement (To be reviewed as part of the 2016-2020 Strategic Planning Process)

Vision Statement:

Great River Regional Library will be the recognized source of knowledge and information in the community as well as an integral part of its cultural life.

GRRL users will find:

- An encompassing collection that will entertain, inspire and enlighten
- Access to global information resources
- High technology applications
- High quality programs for all ages
- A highly motivated and helpful staff

Mission Statement:

Great River Regional Library (GRRL) develops, organizes and makes available to the public a useful collection of books and information resources.

GRRL provides:

- Free access to community focused services for a diverse population
- Assistance and guidance in utilizing those services and materials
- Lifelong learning opportunities

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 11/21/06



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

1E. Dress Code (moved to Chapter 2: Employment)

~~1F1E~~. Contacts with News Media

The Associate Director, PR and/or Executive 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 Associate Director, PR and/or Executive Director.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 11/10/09, 03/15/11

~~1G1F~~. Records Retention Policy

Great River Regional Library will maintain personnel and wage records according to the established Records Retention Schedule and in accordance with applicable federal and state law.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date:

~~1H1G~~. Community Affairs

Staff members are encouraged to take an active part in community affairs and work toward making the library an integral part of the life of the community.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/08

CHAPTER 2: EMPLOYMENT

~~2R2A~~. Public Employee Responsibilities (moved from 2R.)

In a public institution, the ultimate employer is the citizenry. The laws and regulations which represent their will are as binding upon the Board of Trustees and the Executive Director as they are upon the staff.

Courtesy must be observed in contacts with the public. Employees in violation of this rule will be subject to disciplinary action.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date:



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

2A2B. Recruitment and the Hiring Process

Selection of staff members is based solely on the requirements of, and suitability for, the position. There is no discrimination or favoritism because of race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin, familial status, or membership or activity in a local commission.

Appointment of members of the immediate families of Board members or administrative staff is to be avoided. No employee or prospective employee will be hired or placed in a position where he or she would be supervising or be supervised by a spouse or a member of the employee's immediate family. For the purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, corresponding in-law, and any other member of the employee's household.

All applicants must provide names, addresses and phone numbers of references. References will be checked carefully.

Veteran's Preference points will be granted to eligible candidates as provided by law.

Local residents are not shown preference.

All open positions will be advertised internally for a minimum of five (5) calendar days. GRRL reserves the right to simultaneously post open positions externally when it is believed that an internal posting will not provide an adequate applicant pool. Preference in filling vacancies advertised only internally will be given to present staff members and volunteers who meet minimum qualifications and rate in the top of the applicant pool. If an initial internal only posting does not prove to provide an adequate applicant pool, the position will be posted externally. GRRL reserves the right to pull external applicants from an existing candidate pool within the previous three (3) month period.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/13/04, 11/15/05, 3/16/10, 09/18/12, 03/17/15

2A2B.1 Hiring for a Position at Range 2 and Above Applicant Rating, Interviewing and Hiring

Final hiring authority rests with the Executive Director, in accordance with powers vested in him/her by the Board of Trustees. Upon acceptance of a verbal offer, Human Resources will provide an official offer letter which specifically describes the position to which the person is offered, including the range and step pay grade; and initial rate of pay. Access to the GRRL Personnel Policies are is provided to document other terms of employment.

Offers for Library Aide and Substitute position must be approved by the Associate Director in charge of the area the position is assigned .



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/03, 07/13/04, 11/15/05, 03/15/11, 03/17/15

2A2B.2 Hiring for an Interim Appointment

When an employee will be absent from work for 8-30 calendar days, the Executive Director may appoint another current employee from a lower pay grade to an interim position at the absent employee's range pay grade for the duration of the leave by waiving the minimum educational requirement.

During an interim appointment, the appointed employee shall receive, for the duration of his/her appointment, the minimum rate of pay range (Step A) of the absent employee's pay grade. If the interim employee's current rate of pay is the same as or exceeds this minimum, he/she shall advance to the step in receive a 2% increase to their current rate of pay not to exceed the maximum of the absent employee's pay grade. the absent employee's salary range next above the rate of compensation that he/she currently receives.

Appointment to an interim position will not change an employee's anniversary date. An employee appointed to an interim position remains eligible for a step pay rate increase based on his/her original position during the time of the interim appointment. If that step pay rate increase would bring the level of pay to that of the interim position, then the necessary salary adjustment (up to 2%) will be made in the level of pay of the interim position.

If the interim appointment is for a part-time position, the number of hours budgeted for the interim position will be used to calculate holiday pay as outlined in Policy titled "Holiday Pay for Part-time Employees."

Interim appointments ~~will be initiated and made~~ must be approved by the Executive Director.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 9/19/06, 7/10/07, 03/17/15

2A2B.3 Hiring for a Temporary Appointment

When an employee will be absent from work for 31-364 calendar days, the Executive Director may appoint another current employee from a ~~lower range~~ lower pay grade to a temporary position at the absent employee's range pay grade for the duration of the leave by waiving the minimum educational requirement.

When positions are temporary, this is clearly stated at the time of appointment.



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

~~During a temporary appointment, the appointed employee will shall receive, for the duration of his/her appointment, the salary rate for Step A of his/her job's range minimum rate of pay of the absent employee's pay grade.~~ Part-time temporary employees do not accrue holiday pay or PTO ~~unless eligible for such accruals under the regular position.~~ Temporary employees working full-time accrue holiday pay, but do not accrue PTO ~~unless eligible for PTO accrual under their regular position.~~ GRRL staff members who accept temporary appointments for the benefit of the library shall not have their benefit reduced during the period of temporary appointment.

Full-time temporary employees whose letters of appointment are for periods of more than six months duration shall be eligible for health care benefits.

If a temporary employee is converted to an authorized position without a break in service, PTO accumulation shall be retroactive to when the employee was hired as temporary. If a temporary employee is hired after a break in employment, no PTO will be granted for temporary employment time.

At the 365th calendar day, the Executive Director shall decide to either continue the temporary assignment or post the position as a vacancy.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 9/19/06, 01/01/09, 03/17/15

~~2A.4 Hiring for a Position at Range 1 (included under 2B.1)~~

~~Library Aide offers must be approved by the Associate Director in charge of the area the position is assigned.~~

~~Approved Date: 07/11/00~~

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

~~Revised Date: 05/14/02, 11/10/09, 03/15/11~~

~~2A.5~~2B.4 Substitutes

At the discretion of the Associate Director, Patron Services, substitutes may be hired to fill vacancies whenever an employee is not available to fill his/her scheduled hours of work. A person is considered to be a substitute if he/she fills in a position on an "on-call" basis or is scheduled for specific hours on a set basis for a period of not more than one month.

Substitute employees earn no benefits.

~~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. A person subbing at headquarters will receive Step A of the lowest range filled by an employee working~~



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~~public service in the department for which they are subbing. A person subbing at a branch will receive Step A of the range of the position for which they are subbing up to range 6.~~

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: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 9/19/06, 09/16/08, 11/10/09, 03/17/15

2M2B.5. Employment References (moved from 2M.)

Reference ~~checking on~~checks for job applicants will be completed as one part of ensuring that the best possible information is gathered before making a hiring decision.

GRRL will provide information when reference requests are made only in accordance with State Statutes, including the Data Privacy Act.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/13/04, 3/30/10, 03/17/15

2N2B.6. Reinstatement and Reemployment (moved from 2N.)

Employees who voluntarily resign with proper notice from Great River Regional Library may be re-employed after being gone for more than one (1) year or reinstated if re~~hired~~employed after being gone for less than one (1) year.

Re-employed employees will be treated as new employees.

Employees reinstated after less than one (1) year break in service will resume benefit accruals based on their previous accrual eligibility date.

Reinstatement and re-employment will be contingent upon the applicant being a successful candidate emerging from the hiring process.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15

2W2B.7. Criminal Background Check Policy (moved from 2W.)



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Great River Regional Library (GRRL) believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the organization. Criminal background checks serve as an important part of the selection process at GRRL. This type of information is collected as a means of promoting a safe environment for current and future GRRL employees as well as all patrons. Background checks also help GRRL obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

At GRRL, criminal background checks will be conducted on final job applicants prior to an employment offer. GRRL will use a third party agency to conduct the background checks. A criminal history will be requested through the MN Bureau of Criminal Apprehension (and/or any other state applicable).

GRRL can make inquiries regarding criminal records during the pre-employment stage, however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.

Recordkeeping:

GRRL guarantees that all information attained from the background check process will only be used as part of the employment process and kept strictly confidential. Be aware, only appropriate personnel at GRRL will have access to this information.

Approved Date: 1/20/09

Effective Date: 1/20/09

Revised Date:

2U2B.8. Employment of Minors (moved from 2U.)

Both Federal and State Child Labor laws restrict the work hours of all minors under the age of 18. This policy outlines under what conditions minors may work at Great River Regional Library.

Minors are defined as individuals who have not yet reached the age of 18:

- A minor under 14 years of age will not be employed.
- Minors 14 and 15 years of age can only work:
 - between 7 a.m. and 7 p.m. (or until 9 p.m. in summer when school is not in session).
 - outside of school hours and no more than three hours per day and not more than 18 hours per week when school is in session.
 - eight hours in a day and 40 hours in a week when school is not in session.
 - no more than eight hours in any 24-hour period and no more than 40 hours in a week.



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- on school days, during school hours, only with an employment certificate issued by the appropriate school officials.
- Minors 16 and 17 years of age may not work:
 - after 11:00 p.m. on evenings before school days or before 5:00 a.m. on school days

If the 16 or 17 year old obtains written permission from a parent or guardian, he/she may be permitted to work until 11:30 p.m. before a school day and begin at 4:30 a.m. on a school day.

Proof of age will be maintained as part of the payroll records. This proof will be in the form of a: 1) birth certificate, 2) driver's license, or 3) age certificate issued by the school. The age certificate insures that the minor is in fact the age he/she represents themselves to be, and GRRL is entitled to rely upon this certification. Age certificates protect GRRL from unknowingly violating child labor laws.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03

2C. Promotions, Transfers, Demotions, and Reorganization

2C.2 Transfers

Transfers ~~will usually be initiated~~ must be approved by the Executive 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 Associate Director, 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 Executive Director.



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Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/08/07, 03/16/10, 03/15/11, 03/17/15

2C.3 Demotions

The Executive Director may demote an employee whose ability to perform his/her required duties falls below satisfactory standards. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications. Written notice of the demotion shall be given to the employee prior to the effective date of the demotion. The employee will be paid within the range-pay grade of the position to which he/she is demoted and not receive pay exceeding current level of pay.

An assignment to a position in a lower range-pay grade carries with it compensation within that pay range-of-service.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 3/16/10, 03/17/15

~~2B2D~~. 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 pay increases unless otherwise negotiated through a collective bargaining agreement. Reviews will be completed by the employee and their supervisor. All completed performance reviews MUST be reviewed and approved by the Patron Services Supervisor or Associate Director 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.



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The appraisal of performance of the Executive Director will be done by the full Board of Trustees in consultation with the Executive Director.

Approved Date: 05/13/03

Effective Date: 05/13/03

Revised Date: 07/10/07, 03/10/08, 01/20/09, 03/15/11, 03/17/15

2G2E. Attendance (moved from 2G.)

Employees are expected to maintain consistent starting times and to be at their workstations at the beginning of the work period.

Employees are expected to be in attendance at their assignments. Failure to do so may be cause for disciplinary action.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 1/22/03, 8/27/03, 7/10/07

2H2E.1. Reporting Absences (moved from 2H.)

Illness and personal emergencies should be reported to the employee's supervisor as early as possible in the workday but at a minimum of one (1) hour prior to the beginning of the schedule shift except in emergency situations which would preclude the individual from reporting the absence within one (1) hour. If the supervisor is available, the employee should also speak to him/her to be certain that all scheduled work is covered. Library Services Coordinators are responsible for scheduling approved substitute employees. If the Library Services Coordinator is unavailable, then the responsibility falls to the Patron Services Supervisor.

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

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

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/16/10, 03/15/11, 03/17/15

2O2E.2. Telecommuting (moved from 2O.)

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



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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 requests must be submitted through ADP for approval. Upon approval from the supervisor, the requested time will be reflected on the employee's timecard.

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 Executive 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 Executive 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 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 Patron Services Supervisor or Associate Director in charge of the area the employee is assigned. The Executive Director has final authority to approve or deny telecommuting requests.

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



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Approved Date: 11/15/05

Effective Date: 11/15/05

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

2V2F. Workplace Conduct (moved from 2V.)

To ensure orderly operations and provide the best possible work environment, Great River Regional Library, expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is the policy of Great River Regional Library to maintain a work environment free from offensive behavior, discrimination and offensive or degrading remarks.

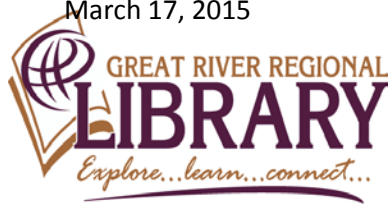
It is the goal of this policy to insure that all complaints of offensive behavior and/or discrimination will be promptly, thoroughly and respectfully handled. To attain that goal, all employees are on notice that:

- The reporting and investigative procedures of the Great River Regional Library are designed to encourage a timely report of an act of offensive behavior or discrimination.
- Complaints, investigations and resolution will be handled as discreetly as possible, with information being shared only with those who have a need to know, and as may be required by law.
- Retaliation against any person who complains, reports or testifies about offensive behavior or discrimination, or participates in an investigation of an offensive behavior or discrimination complaint is not acceptable.
- A violation of the policies described above, may result in disciplinary action, including immediate termination.

Any person who feels he or she is being subjected to offensive or discriminatory behavior should feel free to object to the behavior and also should report the behavior to the immediate supervisor, Associate Director of Human Resources, supervising Associate Director, or the Executive Director. If the behavior involves the Executive Director, a report should be made to an officer of the GRRL Board of Trustees. Any supervisor who receives an offensive behavior or discrimination complaint or who has reason to believe offensive behavior or discrimination is occurring shall report these concerns to the Executive Director.

2V2F.1 Offensive Behavior (moved from 2V.1)

Offensive behavior prohibited by this policy includes requests to engage in illegal, immoral or unethical conduct or retaliation for the making of a complaint.



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The following are examples of offensive behavior and/or infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This list is not intended to be all inclusive:

- Creating inappropriate conflict with coworkers, supervisors, patrons, or volunteers
- Contributing to unsanitary or unsafe working conditions
- Abusing lunch and break periods
- Negligence
- Spreading malicious rumors
- Engaging in vulgar or abusive language or conduct toward others
- Treating customers or coworkers in a discourteous, inattentive or unprofessional manner
- Insubordination
- Being dishonest, including but not limited to, deception, fraud, lying, cheating or theft
- Falsifying company records, such as employment applications and time cards, in anyway
- Disclosing confidential records or information without authorization
- Possessing, being under the influence of or consuming intoxicants on the job
- Fighting or threatening violence in the workplace
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. However, this policy does not prohibit the lawful carry or lawful possession of firearms in the GRRL parking area
- Unauthorized use of telephones, mail system or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information

Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as:

- Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or;
 - Submission to or rejection of such conduct is used as a basis for an employment decision, or;
 - Such conduct has the effect of substantially interfering with an individual's work or performance or creates an intimidating, hostile or offensive working environment.
- Offensive behavior in the sexual harassment category may include, but is not limited to, verbal harassment or abuse including:
 - Unwelcome sexual remarks or compliments;
 - Sexual jokes
 - Sexual innuendo or propositions
 - Subtle pressure or requests for sexual activity
 - Unnecessary physical contact
 - Persistent sexually related remarks



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- Display of sexually suggestive objects or pictures in the workplace
- Request or demand for sexual favors accompanied by direct or indirect threats concerning an individual's employment status or direct promises or preferential treatment
- Physical assault
- Sexually-suggestive facial expressions
- Kissing, touching and sexual contact

Offensive behavior by any employee, manager, supervisor, or non-employee is not acceptable. All employees, managers and supervisors alike, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action as legally allowed for each type of employee may be taken against any employee who violates this policy against offensive behavior. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, immediate termination, or cancelation of a contract.

2V2F.2 Discrimination (moved from 2V.2)

GRRL prohibits discrimination in the workplace. Discriminatory or degrading remarks about, or conduct related to, an employee's race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin, familial status, or membership or activity in a local commission will not be tolerated.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 09/16/08, 11/10/09, 03/20/12, 03/17/15

2J2G. Position Descriptions and Physical Demand Analysis (moved from 2J. and 2K.)

~~Upon employment, each employee should~~New employees will receive a copy and explanation of their position description, including physical demands, for ~~each the~~ position ~~from their supervisor in which they are hired during Day 1 Orientation~~. This form provides guidelines to employees as to ~~what the~~ duties, authority, responsibility ~~and~~, expectations, and physical demands of the position each position entails.

The position description is to be used as a basis for discussion and evaluation throughout the course of employment. The physical demands of the position are outlined within the position description to ensure that the employee is informed of and physically capable of meeting the essential functions of the position for which they are hired.

Position descriptions and physical demand analysis are reviewed~~revised~~ annually, upon request of the employee or supervisor and/or when hiring to fill a position.



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Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 11/15/05, 03/17/15

~~2K. Physical Demand Analysis~~

~~To ensure that the employee is informed of and physically capable of meeting the essential functions of the position for which they are hired, a physical demand analysis detailing the physical requirements of the position will be shared with the employee at hire.~~

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

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

~~Revised Date:~~

~~2S2H. Staff Development (moved from 2S.)~~

Continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The Board of Trustees encourages the development of each employee to the fullest potential. To encourage employee development, the library may, if budget allows, reimburse an employee for expenses incurred in obtaining approved training, which is related to the employee's present or future job responsibilities. At the discretion of the Executive Director, employees will be encouraged to attend various kinds of training sessions with time off with pay and may be reimbursed for tuition and travel within the library's budgeted ability to pay.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03

~~2S2H.1 Professional Meetings (moved from 2S.1)~~

Staff members will be encouraged to attend Minnesota Library Association meetings and other professional meetings that relate to the job the staff member is performing.

So far as possible, the library will reimburse for actual expenses.

Approved Date: 7/11/00

Effective Date: 10/31/00

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

~~2E2I. Non-Discrimination (moved from 2E.)~~

No person in the service of the GRRL shall be appointed, promoted or in any way favored or discriminated against because of race, color, disability, sex, marital status, age, creed, religion, sexual



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orientation, status with regard to public assistance, national origin, familial status or membership or activity in a local commission.

Approved Date: 7/11/00

Effective Date: 10/31/00, 03/17/15

~~2E2~~.1 Americans with Disabilities Act -(moved from 2E.1)

The Americans with Disabilities Act (ADA) prohibits discrimination based on disability. GRRL establishes essential functions for each position and complies with the Act in all its personnel practices. Employees or applicants needing an accommodation to perform the duties and responsibilities of his/her position may request such accommodation from their supervisor and Human Resources.

Any person who believes they have been mistreated or discriminated against at GRRL because of a disability, may file a grievance (refer to GRRL's Grievance Policy in these Personnel Rules and Policies).

Approved Date: 7/11/00

Effective Date: 10/31/00, 03/17/15

~~2D2~~. Personnel Files (moved from 2D.)

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 Associate Director, 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~~ Executive Director, Associate Director for area assigned, Patron Services Supervisor, and direct supervisor and the Accounting Coordinator under the supervision of Human Resources.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/13/04, 11/10/09, 03/16/10, 03/15/11, 03/17/15

~~2F2~~K. Meals and Breaks (moved from 2F.)

Employees are not paid for meal breaks but are paid for short rest breaks. GRRL provides rest breaks consistent with Minnesota statutes. Rest breaks must not be longer than 20 minutes. A one-half hour unpaid meal break must be scheduled for employees working a shift of more than six and a half hours.



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Any employee scheduled to work 7 1/2 hours or more in a day must take a morning and afternoon break that day regardless of how his/her schedule falls during the day. For example, if an employee is scheduled to work 3 1/2 hours in the morning and 4 hours in the afternoon, a morning and afternoon break must be taken.

Anytime an employee is scheduled to work 4 hours in a row a break must be taken.

An employee who is scheduled to work less than 4 hours in a day is not eligible for a break.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/11/04, 11/15/05, 01/08/08

2F2K.1 Smoking (moved from 2F.1)

Smoking is not permitted in any ~~area of the headquarters library~~ GRRL library, branch libraries or any library vehicle.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15

2I2L. Drug and Alcohol Testing

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

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

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

Employees Covered by the Policy: This policy applies to all GRRL personnel, no matter what position or employment status without exception.

Definitions

- **Work-related substance abuse:** the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, or the use of prescription drugs



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adversely affecting work performance. Abusing prescription drugs includes exceeding the recommended prescribed dosage and/or using another person's prescribed medications.

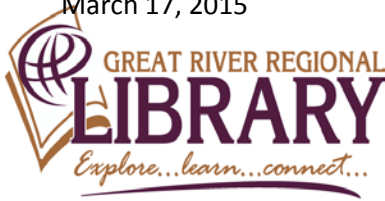
- **Adversely affects work performance and under the influence:** these shall be determined to be present if the employee is perceptively impaired; has impaired alertness, coordination, reactions, responses, or effort; if the employee's conditions or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of GRRL as an employer as determined by the employee's supervisor and a designated member of management.
- **Controlled Substances:** those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and marijuana.
- **Mood-altering or alter:** changed behavior which may limit an employee's ability to safely and effectively perform their job duties, or pose a threat to the safety of the employee or others.

Work Rules

- No employee shall report to work under the influence of alcohol, marijuana, controlled substance or other mood altering drugs which adversely affect their work performance, including their alertness, coordination, reaction, response, judgment, decision making or safety or the safety of others.
- No employee shall operate, use or drive any equipment, machinery or vehicle of GRRL while under the influence of alcohol, marijuana, controlled substances or other mood altering drugs. Every employee is under an affirmative duty to immediately notify their supervisor that they are not in an appropriate mental or physical condition to operate, use or drive GRRL equipment if under the influence of alcohol or drugs.
- During work hours, no employee shall use, sell, possess, or transfer any illegal drug, alcohol, or any prescription drug (except as medically prescribed and directed). Employees shall not participate in these activities during their rest breaks or during overtime work hours. Such action will be reported to appropriate law enforcement officials.
- Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow an employee to use, possess, or be impaired by that drug while at work for GRRL. The federal government still classifies cannabis as an illegal drug, even though some states have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolite in the blood or urine of an employee who operates GRRL equipment or vehicles or who is on a GRRL worksite. Employees are still subject to being tested under the GRRL drug and alcohol testing policy, and employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

The following exceptions do apply:

- Possession of alcohol while in an employee's personal vehicle on the premises in compliance with applicable statutory requirements is not a violation of this policy.
- When the prohibited act is a part of a medical treatment required by a physician, the physician has advised the employee that he/she is capable of performing his/her job, and the employee has informed the supervisor of the otherwise prohibited use.



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- When an employee is taking medically authorized drugs or other substances, which may alter job performance, the employee is under affirmative duty to notify the appropriate supervisor of their temporary inability to perform the job duties of their position.

Drug and Alcohol Testing

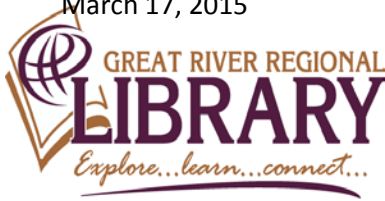
- **Reasonable suspicion testing:** An employee may be subject to drug/alcohol testing under any of the following circumstances:
 - GRRL has a reasonable suspicion that an employee:
 - is under the influence of drugs or alcohol;
 - the employee has violated GRRL's written work rules concerning drug/alcohol use;
 - the employee has sustained a work-related personal injury or caused another person to sustain a work-related injury which required medical attention; or
 - the employee has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident or a near miss accident that resulted in lost time or a personal injury that required medical attention or was the subject of a written disciplinary notice.
 - Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of GRRL's policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.
- **Treatment program testing:** Any employee participating in a chemical dependency treatment program under an employee benefit program, or who has been referred by GRRL for chemical abuse treatment or evaluation, may be required to submit to drug and alcohol testing at any time, without prior notice, during the period of participation and for an additional twenty-four (24) months following completion. **Any employee failing to complete a treatment or rehabilitation program, or refusing to submit to testing, is subject to corrective action, up to and including termination.**

General Responsibilities and Testing Procedures

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

The testing procedures are as follows:

- Work-related accident or injury: Employees who are required to submit to drug/alcohol testing due to work-related accidents or injury will be notified by their supervisor, given a copy of GRRL's Employee Drug and Alcohol Testing Policy, requested to complete the Notification of



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Testing Form and escorted to the local testing site by two other employees. The drug/alcohol test specimen will be sent to an approved laboratory. While waiting for the test result, the employee is expected to return to work to complete their shift if not impaired. If the employee fails to return to work as required, the employee may be suspended with pay. The determination regarding a suspension with pay will be made by the Executive Director, Deputy Director or appropriate Coordinator, and Associate Director, Human Resources as circumstances warrant.

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

Responsibilities of the Medical Review Officer (MRO)

- All drug/alcohol test results from a SAMSHA certified testing laboratory, will be faxed directly to GRRL's contracted Medical Review Officer (MRO) to specifically review the test results. The MRO will review the test results, check the chain of custody for accuracy and report accordingly.
- **Negative Results:** The MRO will notify the Associate Director, Human Resources in writing within three working days of receiving negative results. The MRO will give a verbal report over the phone to the Associate Director, Human Resources (properly identified and authorized by GRRL) upon request. GRRL's Associate Director, Human Resources will also notify the employee in writing within three working days of receiving negative results by the MRO
- **Positive Results:** Upon receiving positive results from a test, the MRO will contact the employee directly, identifying the person by date of birth and social security number. If the MRO cannot reach the employee by phone, the MRO will call GRRL's Associate Director, Human Resources. GRRL's Associate Director, Human Resources will then contact the employee with instructions to



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call the MRO immediately. The MRO will report the positive results to the employee and ask if there is any reasonable explanation for same (i.e. if the employee is on any prescription or over-the-counter medications for any surgical or dental procedures). If the employee presents a plausible, verifiable reason, they must produce the verification (i.e. prescription, bottle of medicine, name and phone number of physician performing procedure or writing prescription). If the employee is on a prescription prescribed for another person, employee must provide written authorization from the prescribing physician. The MRO will then contact that individual for verification. If all information is verified and it is deemed reasonable per the judgment of the MRO, the MRO will report the results to GRRL as negative. If there is no verification or reasonable explanation of the positive results, the MRO will report it as positive. A verbal report will be made to the Associate Director, Human Resources (properly identified and authorized by GRRL). A letter verifying a positive result will also be sent to GRRL. GRRL's Associate Director, Human Resources will send a copy of the results to the employee.

- **Alcohol Test Result Thresholds:**

1. With a test result of 0.020-0.039 GM/DL, documentation will be maintained in the employee's medical file. This will not be viewed as a positive result for purposes of further action under the policy unless the employee has another incident of testing 0.020-0.039 GM/DL in one year. At this point, a mandatory referral to EAP will occur.
2. With a test result of 0.040 GM/DL or above, mandatory referral to EAP will occur.

Administration of Test Results

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

Drug and Alcohol Testing

- Negative Results: GRRL's Associate Director, Human Resources will notify the immediate supervisor of the negative drug/alcohol test results and maintain the documentation in an employee medical file. The immediate supervisor will notify the employee of the negative results.
- Positive Results: GRRL's Associate Director, Human Resources will notify the immediate supervisor of the positive drug/alcohol test results. The MRO will already have discussed the results with the employee. The Associate Director, Human Resources and supervisor will review the positive drug test options with the employee and place the employee on a non-paid leave until they are released back to work by the MRO.
- Employee accepts treatment: The employee will contact GRRL's Employee Assistance Program to complete an initial assessment plan. The Associate Director, Human Resources will assist in the initial contact with EAP. After the initial assessment, the EAP will coordinate their findings with the MRO regarding a specific treatment plan for the employee. The MRO will manage the return to work process and the random drug/alcohol testing program for the twenty-four month period immediately following their return to work. If the employee tests positive again on a post-treatment drug/alcohol test, their employment will be terminated.
- Employee refuses treatment: If the employee refuses treatment, counseling, rehabilitation, retesting or quits treatment at any time before being released by a counselor and/or the MRO, their employment will be terminated.



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Record Retention

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

Employee Assistance Program

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

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

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

Employee Rights

- Employees have rights under GRRL's Drug and Alcohol Testing Policy and State law.
- An employee may refuse to submit to drug and alcohol testing. However, any employee refusing to submit to testing is subject to corrective action, including termination.
- Prior to drug and alcohol testing, the employee will be provided with a form on which to acknowledge that they have received a copy of GRRL's Employee Drug and Alcohol Testing Policy.
- GRRL will notify the employee in writing of negative or positive test results within three working days after receiving notice from the MRO.
- An employee may submit a written explanation of a confirmed positive test result within three working days of receiving notice of the positive test result.
- The employee may, at their own expense, have a confirmatory retest of the original sample performed by a licensed testing laboratory. They must notify GRRL in writing within five working days of receiving the initial test results of their intention to obtain a confirmatory test.
- An employee may appeal any disciplinary action taken against them by submitting a written statement indicating the basis for the appeal. The written statement may include an explanation for the confirmed positive test result. GRRL will determine whether a meeting with the employee is necessary to discuss the appeal based on the written statement, any additional explanation provided by the employee and the test results including the confirmatory retest paid for by the employee. Appeals of disciplinary action based on a confirmed positive test result must be made within fifteen working days of the date the employee was provided written notice of the disciplinary action. GRRL's grievance policy will not be followed due to statutory requirements.
- An employee may request a copy of their test result report from any drug and alcohol test.



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- An employee may review any information regarding confirmed positive test results and any action based on those results.
- Test result reports and other information acquired through GRRL's Employee Drug and Alcohol Testing Policy are private and confidential information. This information will not be communicated by GRRL to individuals inside or outside of the company without the employee's consent except to those who need to know this information to perform their job functions, and as permitted or required by law or regulation.
- Positive test results may not be used as evidence in a criminal prosecution against the employee.
- An employee who is suspended without pay will be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

Corrective Action

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

Other Misconduct

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

Non-Discrimination

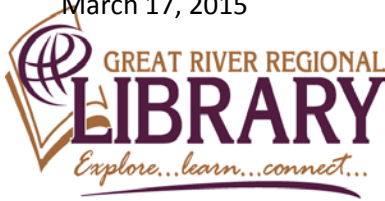
GRRL's policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Ch. 363, disability does not include conditions resulting from alcohol or other drug abuse which prevents an employee from performing the essential functions of the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

Form: Notification of Testing
Reasonable Suspicion Record Form

Approved Date: 7/11/00
 Effective Date: 10/31/00
 Revised Date: 5/13/03, 7/10/07, 03/17/15

~~41M.~~ **Automobile Usage (moved from 41.)**

Great River Regional Library (GRRL) operates a fleet of vehicles consisting of a combination of vans and automobiles (fleet vehicles). The use of fleet vehicles is restricted to library –related activities. Employees are encouraged to use fleet vehicles whenever possible. If a fleet vehicle is not available,



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GRRL allows employees to drive their personal vehicles for library business and reimburses employees for this use. All staff using a fleet vehicle or personal vehicle for library business will be required to sign a Fleet Vehicle Agreement.

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

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

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

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

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

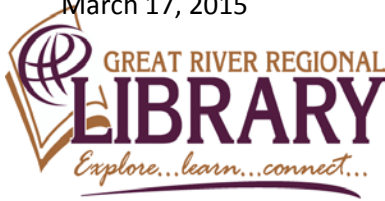
Employees must report any accident, theft, damage, breakdown or mechanical problem involving a library vehicle or a personal vehicle used on library business to their GRRL supervisor and Human Resources, regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible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

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

Approved Date: 5/14/02

Effective Date: 5/14/02

Revised Date: 5/13/03, 11/19/13



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4+2M.1 Reimbursement for Use of Personal Vehicle **For non-bargaining unit employees** **(moved from 4I.1.)**

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

4+2M.1A – Approved Library Business

Employees who use their personal vehicles for approved library business (to attend authorized meetings or perform required job functions) will receive a mileage allowance equal to seventy-five percent (75%) of the Internal Revenue Service optional mileage allowance. This payment shall not apply to travel between an employee's residence and regular workplace. This rate does not apply to substitute shifts. For more information regarding substitute shifts, see 4I.1B Approved Substitute Shifts.

Mileage and Time Compensation Between Libraries for Approved Library Business:

This does not apply to substitute shifts elected by an employee. For more information regarding substitute shifts, see 4I.1B Approved Substitute Shifts.

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

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

- Travel time to meetings and trainings.
- Travel time to a location other than your home or secondary libraries to deliver a program.
- Travel time between shared branches within your regular schedule.

4+2M.1B – Approved Substitute Shifts

Employees who use their personal vehicles for approved substitute shifts will receive mileage allowance equal to fifty percent (50%) of the Internal Revenue Service optional mileage allowance. This payment shall only apply to travel between an employee's residence or home library and the substitute shift filled outside of the assigned



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secondary libraries. Payment shall not apply to travel between an employee's residence and home or secondary library(ies).

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

Definitions:

- **Home Library** – the primary library assigned to the employee by GRRL. Employees hired for multiple regular positions at separate branches at GRRL, will be assigned multiple home libraries. No reimbursement for mileage or transit time will be paid to or between any home library(ies).
- **Secondary Library(ies)** – any additional libraries assigned to the employee by GRRL within 20 miles of residence or home library. No reimbursement for mileage or transit time will be paid to or between any secondary library(ies).

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03, 9/8/09, 01/18/11, 11/20/12

Effective Date of Last Revision: 1/1/13

4I.12M.2 Reimbursement for Use of Personal Vehicle **For bargaining unit employees** **(moved from 4I.1)**

See Article 11. Reimbursement for Use of Personal Vehicle in the appropriate Collective Bargaining Agreement.

[Library Services Coordinator Unit - Collective Bargaining Agreement](#)
[General Unit - Collective Bargaining Agreement](#)

Approved Date: 7/11/00

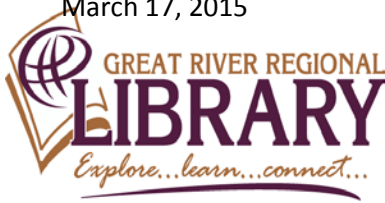
Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03, 9/8/09, 01/18/11, 07/15/14

2AA2N. Social Media Use Policy (moved from 2AA.)

It is the policy of Great River Regional Library (GRRL) to have standards of practice in order to safeguard the sharing or transfer of any proprietary, intellectual and/or private or confidential information as it relates to GRRL's interests, on any social media outlet.

The purpose of this policy is not to restrict the flow of useful and appropriate information, but to minimize the risk to GRRL and its employees. GRRL recognizes the growing importance of online social media networks as a communication tool and respects the right of employees to use these mediums during their personal time. Personal use of these mediums during work time or on GRRL equipment, however, is restricted to breaks and unpaid lunch time.



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Definition

“Social media” are digital technologies and practices that enable people to use, create, and share content, opinions, insights, experiences, and perspectives. Social media can take many forms, including text, images, audio, video, and other multimedia communications. Popular examples include, but are not limited to, personal blogs, other types of self-published online journals, and collaborative discussion forums and/or websites such as Facebook, Twitter, LinkedIn, MySpace, You Tube or others.

GRRL Position

GRRL takes no position on an employee’s decision to participate in the use of social media networks. Employees who participate in social media may include information about their work at GRRL as part of their personal profile so long as such information and postings comply with the provisions of the GRRL Social Media Use policy. This may include:

- Work information such as company name, job title, and job duties.
- Status updates regarding an employee’s own job promotion.
- Personal participation in GRRL sponsored events, including volunteer activities.

In general, employees who participate in social media are free to publish their own personal information without restriction by GRRL. Employees, however, must avoid posting information that could place GRRL at legal compliance risk. It is important for employees to remember that the personal communications of employees may reflect on the library, especially if employees are commenting on library business.

General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for GRRL on library time or for personal use during non-work time. These rules and guidelines apply to all GRRL employees and volunteers.

1. Employees are prohibited from discussing non-public, private, or confidential work-related matters through the use of social media. Employees also have a duty to protect employees' non-public personal information and the confidentiality of GRRL or vendor proprietary information and non-public library information.
2. Employees are prohibited from acting as a spokesperson for GRRL or posting comments as a representative of the organization unless listed as an essential duty on their job description or directed by someone whose essential duties reflect such authority.
3. Employees engaging in social media activity must conduct themselves in accordance with GRRL anti-harassment and Equal Employment Opportunities Commission (EEOC) policies that apply to use of social media.
4. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions.
5. Federal law requires that any employee who endorses GRRL online must disclose his or her employment in the endorsement.

Misinformation Correction

GRRL appreciates that employees may be tempted to correct misinformation about the organization which appears online. If such a situation occurs, the employee should relay the information to the Associate Director – Public Relations, who will determine the best response, if any.



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Employer Monitoring

GRRL reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums. Employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. GRRL reserves the right to monitor, review, block and/or require removal of content that violates GRRL's policies, procedures or any related rules/guidelines.

Violation of Policy

Violations of this policy may lead to disciplinary action, up to and including termination from employment.

2AA2N.1 Personal Use of Social Media (moved from 2AA.1)

The following rules and guidelines, in addition to the rules and guidelines set forth in the General Rules and Guidelines above, apply to employee use of social media on the employee's personal time whether using the employer's equipment on the work site or using non-employer owned equipment on or off the work site. Violation of the rules and guidelines under this section may lead to disciplinary action, up to and including termination from employment.

1. Employees must abide by GRRL's policies and procedures concerning personal use of GRRL's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of GRRL are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of GRRL or of any person or organization affiliated or doing business with the GRRL.
3. Employees cannot use GRRL's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned or approved by the owning entity.
4. Employees cannot post GRRL's copyrighted or confidential information or library-issued documents bearing GRRL's name, trademark, or logo.
5. Employees cannot post photographs of library events, other employees or representatives engaged in GRRL business or library products/services, unless employees have received GRRL's written permission.
6. Employees are prohibited from discussing non-public, private or confidential, work-related matters through the use of social media. Employees also have a duty to protect employees' non-public personal information and the confidentiality of GRRL or vendor proprietary and non-public library information.
7. Employees are not permitted to discuss or display online information, statements, comments, or images that violate GRRL's Discrimination and Offensive Behavior policy or general personnel policies.

2AA2N.2 Employer-Sponsored Social Media (moved from 2AA.2)



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GRRL maintains a presence on social media sites that are deemed appropriate for marketing the organization. These pages are maintained by the GRRL Patron Services Department. Employees are encouraged to participate on these pages while representing themselves personally, following the guidelines above.

GRRL sponsored social media is used to: convey information about library products and services; advise patrons about library updates; obtain patron feedback; exchange ideas or trade insights about library trends; reach out to potential new markets; provide use and marketing support to raise awareness of GRRL's brand; issue or respond to breaking news, or respond to publicity; brainstorm with employees and patrons; and discuss library and department specific activities and events.

All such GRRL-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by GRRL can prepare content for or delete, edit, or otherwise modify content on employer-sponsored social media.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that the employer-sponsored social media conform to all applicable library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates employer's EEOC and/or anti-harassment policies.
4. Library employees who want to post comments in response to content must identify themselves as employees and be consistent with applicable GRRL policies and procedures and related rules/guidelines.

Approved Date: 11/19/13

Effective Date: 11/19/13

Revised Date:

2X20. Computer Use Policy for GRRL Staff (moved from 2X.)

The use of Great River Regional Library (GRRL) automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for library business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to GRRL.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to GRRL's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.



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Using GRRL automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates GRRL's Discrimination and Offensive Behavior policy and is subject to disciplinary action. GRRL's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including termination and criminal prosecution. GRRL will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the GRRL's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including termination.

Approved Date: 3/16/10

Effective Date: 3/16/10

Revised Date:

~~2X~~20.1 Electronic Communication and Computer Files (moved from 2X.1)

Electronic communication includes but is not limited to email, instant messaging, forums, web pages, comment posts, electronic forms and reports.

Electronic communications and other data composed, transmitted or saved on library computers or the library's computer network are not private and may be monitored by library administration.

The library network and library computers belong to the library and should not be used to store, transmit or execute files concerning:

- personal matters
- gossip
- harassment of another employee and/or
- communications in violation of the library's policies or state or federal law.

~~Employees~~Employee's use of electronic communications may be subject to the Minnesota Government Data Practices Act and therefore, should be related to the business of the library. Staff will be aware of and use appropriate communication vehicle based on the information being communicated.

Electronic mail, computers and certain applications are protected by access passwords and/or codes when it is in the interest of the library to do so. Any unauthorized attempt to break such security or unauthorized disclosure of such security credentials is subject to disciplinary action which could include the possibility of termination and/or criminal prosecution. Inadvertent



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disclosure of security credentials may be subject to disciplinary action based on the circumstances surrounding the disclosure.

The library does not provide e-mail accounts for library customers but customers may sign up for free or fee web-based e-mail accounts and use them on library computers.

Approved Date: 6/12/07

Effective Date: 6/12/07

Revised Date: 11/10/09, 3/16/10

2X2O.2 Passwords (moved from 2X.2)

GRRL uses a number of passwords to protect data and services. Passwords must not be shared with anyone who is not authorized to access a particular service or data.

Passwords that protect sensitive data such as patron identity, patron borrowing activity and staff personal information must be changed at least once per year. Any shared password protecting sensitive data must be changed whenever a staff person with access to that shared account leaves GRRL employment, is demoted or transferred to a position that does not have access to the account in question. It must be notified of the staff change in a timely manner so that necessary password changes take place within 1 week of the event. Shared passwords will also be changed upon discovery of unauthorized access to that account.

Passwords for staff-person specific accounts will be changed at least once per year.

Passwords that are not centrally managed and do not protect sensitive data will be changed as needed.

Approved Date: 6/12/07

Effective Date: 6/12/07

Revised Date: 11/10/09, 3/16/10

2Y2P. Data Privacy and Non-Disclosure Policy for Staff (moved from 2Y.)

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



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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 Associate Director, Human Resources and/or Executive Director to decide if an individual's work duties reasonably require access to such data.

Responding to requests for information

Inquiries 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 Accounting 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 Executive 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 about others 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: 06/15/10

Effective Date: 06/15/10

Revised Date:

~~2T2R~~. Solicitation and Distribution Policy (moved from 2T.)

In order to maintain and promote efficient operations and security, the following policy has been adopted by Great River Regional Library. This policy applies to all employees and governs solicitation and distribution of written material. All employees will follow this essential GRRL policy. Failure to obey this policy may result in such disciplinary actions, including termination, as may be appropriate. Any employee who is in doubt concerning the meaning or application of this policy is advised to consult with his or her supervisor.

- No employee shall solicit or promote support for any cause or organization during his or her working time. No employee shall solicit or promote support for any cause to any other employee during that employee's working time.



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- No employee shall distribute or circulate any written or printed material during his or her working time or during the work time of the employee or employees at which such activity is directed. No employee shall distribute or circulate any written or printed materials in work areas at any time.
- For purposes of this policy, "working time" does not include mealtime, break time, or personal time.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/10/07

~~22S~~. Acceptance of Personal Gifts (moved from 2Z.)

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: 03/15/11

Effective Date: 03/15/11

Revised Date:

~~2P2T~~. Great River Staff Association (GRSA) (moved from 2P.)

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 Executive 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.

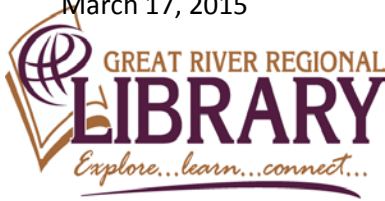
Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 07/10/07, 03/15/11

~~1E2U~~. Dress Code (moved from Chapter 1: GRRL Overview)

Casual business attire is the recommended attire for GRRL staff. However, individual department/location supervisors may determine the best attire for their staff based on the tasks and responsibilities being performed. Supervisors It should also be noted that lifestyles which do not interfere with performance of an employee's library duties shall not be questioned. The Executive



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~~Director~~ may object to extreme modes of dress, ~~and unprofessional on the job behavior, however and/or certain attire if it presents a safety risk for the employee.~~

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 03/17/15

CHAPTER 3: COMPENSATION

3A. Compensation Plan

The GRRL Board of Trustees and administration recognizes that its employees are its most valuable resource and that they are directly responsible for achieving its strategic initiatives and carrying out its mission. To that end, GRRL utilizes a market-based pay plan that offers competitive pay and benefits to employees while focusing on fiscal efficiency and accountability to taxpayers.

It is the policy of Great River Regional Library (GRRL) that competitive and equitable compensation be provided to employees, consistent with the Local Government Pay Equity Act and federal standards. GRRL compensates all employees based on an open pay range. An open pay range allows the GRRL Board of Trustees to approve a specific rate of increase for general wage and/or movement within the range increases annually.

A general wage increase results in an increase to the minimum and maximum pay for each pay range by a specific percentage as approved by the GRRL Board of Trustees. All employees within the pay range for their position are eligible for a general wage increase up to the maximum of the pay range for their position.

Movement within a pay range is based on a singular pay range with no predetermined steps. Approved movement within range increases will occur on January 1 annually, for eligible employees, unless otherwise determined by the GRRL Board of Trustees. Movement within the pay range for the first year of employment will be prorated based on the number of months employed in the previous year. Employees are eligible for an approved movement within range increase up to the maximum of the pay range for their position.

Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date:

3A.1 Pay Range and Schedule

The following is the Board approved ~~wage schedule~~ pay range and pay schedule.



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Current Pay Scale~~Range~~

Current Pay Schedule

Current Pay Scale

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 1/1/02, 3/16/10, 03/17/15

3A.1-2 Amendment of Compensation Plan

Amendments to the pay ~~schedule-range~~ may be made and adopted by the GRRL Board. Before amendments to the pay plan are adopted, the Board shall take into account the prevailing compensation for comparable positions in the recruiting areas.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15

3B. Wage Payments, and Pay Periods, ~~Paycheck Errors and Lost Checks~~

Wage schedule for non-exempt employees is based upon an hourly rate. Exempt employees are paid on a salary basis. Bi-weekly salary will be paid on the Friday or last preceding workday following the end of the payroll period. Employees will be paid one week behind. The payroll period will be a two-week period running from 12:01 a.m. Sunday until 12:00 midnight on Saturday.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/13/04, 7/08/08, 03/17/15

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 Executive Director.

Exempt



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~~Exempt At GRRL, some eE~~ 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: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/13/04, 07/10/07, 01/01/09, 11/10/09, 03/15/11, 03/17/15

3B.3 Pay Upon Hire

New employees will generally be hired at the minimum of the appropriate salary level pay grade for the position hired. The Executive Director may authorize a starting salary rate of pay up to the midpoint of the appropriate salary level pay grade. Such authorization shall be made on the basis of prior comparable experience or changing market conditions.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15



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3C. Paycheck Errors

All employees are responsible for reviewing their pay check/voucher for accuracy. If an employee believes their paycheck was processed in error, it should be reported to the Payroll and Benefit Coordinator immediately. Errors will be corrected and processed as soon as possible upon notification.

Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date:

3D. Lost Checks

There is a two-week minimum waiting period to reissue a lost check. All bank fees incurred to stop payment on an original check and reissue a new check will be the responsibility of the employee.

Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date:

3E. Increase in Pay Due Upon Reclassification

When a class of positions is reclassified upward, an employee shall receive the minimum rate of pay for of the higher pay grade class. If the minimum pay rate does not equal at least a 2.00% increase in pay, the employee shall receive the next step on the salary schedule, if one exists, a 2.00% increase when placed on the pay range of the higher pay grade.

Approved Date: 7/11/2000

Effective Date: 10/31/2000

Revised Date: 11/21/2006, 03/17/15

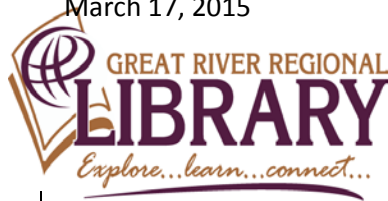
3E.1 Employee Request for Reclassification

Definition:

The A Request for Reclassification (RRR) is a documented disagreement with the proposed placement of a particular position on the Library's internal classification hierarchy pay range. An RRR is initiated by one or more employees holding the position in question.

Policy:

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 priority responsibilities performed in different departments, w position descriptions should be submitted as a separate RRR.



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Employees have until September 1st to submit an RRR to the Associate Director of Human Resources. The Associate Director of Human Resources will review the RRR with an RRR review panel consisting of the immediate supervisor and appropriate Patron Services Supervisor or Associate Director. This review panel will and provide will provide a recommendation for consideration to the Executive Director for approval.

If the employee's RRR is approved for consideration, Upon the Executive Director's approval, the RRR will be forwarded to GRRL Personnel Committee for review and recommendation during the November personnel committee meetings. After review, the Personnel Committee may deny the RRR or 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 pay rate increase shall take effect on the first pay period in which January 1 falls.

The immediate supervisor, appropriate Patron Services Supervisor or Associate Director, Associate Director of Human Resources and the Executive 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 filing a grievance with the GRRL Compensation Committee. This committee consists of the Executive Director, Associate Director of Human Resources, and Payroll and Benefit Coordinator – all whom have been trained in evaluating positions using the Factor Evaluation System (FES). by following steps 4 and 5 of Policy 5A. Grievances, Section VI. Process.

RRR Grievance Process:

Step 1 – the grievant shall provide, in writing, a summary of the nature of the grievance, the facts upon which it is based, the provision(s) of the policy allegedly violated, and the remedy requested. The grievant is to submit the document to the Associate Director, Human Resources, with a written request for a meeting of the GRRL Compensation Committee within ten (10) calendar days after the receipt of the RRR Step 1 response. This committee shall meet within ten (10) calendar days after the written request is received by the Associate Director, Human Resources to review the written grievance and hear the grievance.

The Compensation Committee will provide notice of hearing and ground rules to the grievant and opposing party. The Compensation Committee will hear from each party, review any documents that have been produced, and reach a decision. The decision of the Compensation Committee will be made promptly, usually within seven (7) calendar days of the end of the information hearing, and communicated to all parties immediately in writing.

The Compensation Committee has the authority to deem the grievance unsubstantiated and end any further processing or refer the grievance for review by the Personnel



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Committee. Only the full Board of Trustees has the authority to grant monetary relief including, but not limited to, an increase in wages and/or benefits.

A 2/3 majority of the Compensation Committee must support the decision made to end or refer the grievance for further review. Decisions of the Compensation Committee are final.

If the grievance is referred to the Personnel Committee for review and the next scheduled meeting of the Personnel Committee is more than 30 days away, the Compensation Committee may recommend that the Executive Director call for a special meeting of the Personnel Committee. The Executive Director will call such special meeting unless extraordinary circumstances prevent such meeting being feasible. If the regular meeting of the Personnel Committee is scheduled within 30 calendar days, the grievance will be placed on the regular agenda.

Step 2 – The Personnel Committee shall meet to review the facts associated with the grievance. The chairperson of the Personnel Committee will determine the format in which the grievance is submitted. The Personnel Committee 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 1. 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 the 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.

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

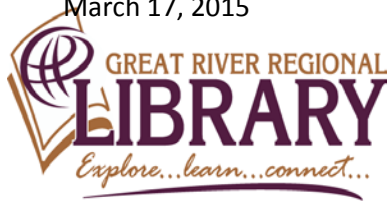
Time spent by employees in grievance discussions with management during their normal work hours will be considered paid time for pay purposes. Time to prepare a grievance or to prepare for a grievance hearing is not paid work time.

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

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

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

A copy of the grievance must be given to the Associate Director, Human Resources at least 14 days prior to board packet mailing day. The Personnel Committee may modify or oppose the



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~~requested reclassification at which time the employee may choose whether or not to present the application to the Board of Trustees.~~

~~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 priority responsibilities performed in different departments, would be submitted as a separate RRR.~~

- ~~Employees have until September 1st to submit an RRR to Human Resources.~~
- ~~Human Resources will review the RRR and provide a recommendation to the Executive Director.~~
- ~~Upon the Executive Director's approval, the RRR will be forwarded to GRRL Personnel Committee for review and recommendation during the 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 on January 1.~~

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 01/10/06, 05/09/06, 03/15/11, 07/15/14, 03/17/15

~~3D3F.~~ **Increase in Pay Upon Promotion (moved from 3D.)**

An employee promoted to a position in a higher ~~class~~ pay grade shall receive the minimum pay rate for the higher class pay grade. If the minimum pay rate does not equal at least a 2.00% increase in pay, the employee shall receive ~~the next step on the salary schedule, if one exists.~~ a 2.00% increase when placed on the pay range of the higher pay grade.

Approved Date: 7/11/2000

Effective Date: 10/31/2000

Revised Date: 5/14/2002, 11/21/2006, 03/17/15

~~3E3G.~~ **Pay Anniversary Date (moved from 3E.)**

~~An employee appointed January 1 through June 30 shall have a January 1 pay anniversary date, and an employee appointed July 1 through December 31 shall have a July 1 pay anniversary date. An employee's pay anniversary date will be re-established based on the effective date of a change in classification which results from a promotion, demotion, or reclassification. Approved pay rate increases will be effective annually on the first day of the pay period in which January 1 falls unless otherwise determined by the GRRL Board of Trustees. Pay rate increases may be prorated for the first year of employment based on the number of months employed in the previous year.~~

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15



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~~3F3H.~~ **Merit Step Increases** ~~Movement within Range Increases (moved from 3F.)~~

~~Step increases~~ **Movement within range pay rate increases** approved by the Board shall take effect on the first day of the pay period in which January 1 falls. ~~the pay anniversary date of each employee affected.~~

The employee's supervisor certifies that the employee's work performance or conduct justifies granting such increase by signing an Employee Change Notice.

If the employee's supervisor finds that the employee's work performance or conduct does not justify a step increase, the supervisor will consult with their Patron Services Supervisor or Associate Director and the Associate Director, Human Resources and complete a Non-Performance Form and a plan for improving performance, which will be reviewed within 3 months. Also see Policy titled "Annual Pay-For-Performance Review."

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 3/20/07, 7/10/07, 3/16/10, 03/17/15

~~3G3I.~~ **Wage Garnishment (moved from 3G.)**

Periodically, it may be necessary for Great River Regional Library to garnish wages of an employee to meet legal requirements. GRRL will handle this process with as much confidentiality as possible.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 3/16/10

CHAPTER 4: Employee Benefits

4A. Paid Time Off (PTO) Plan

4A.2 PTO Eligibility and Availability

PTO with pay shall be granted to all regular employees at Range 2 pay grade 10 or above. PTO is earned, in advance, on a pay period by pay period basis and may be taken in full up through the last pay period worked and up through the last full day earned.

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



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The six (6) month waiting period will be waived for employees below pay grade 10~~in Range 1~~ who are promoted into a ~~higher range~~ position in pay grade 10 or higher without a break in service, and who have worked at least six (6) months in that ~~Range 1~~lower pay grade position.

Approved Date: 09-16-08

Effective Date: 01-01-09

Revised Date: 11-10-2009, 03/17/15

4A.4 PTO Credit for Applicable Experience Within Field

Persons newly hired or promoted to positions compensated at ~~Range 9~~pay grade 21 or higher who have been employed on a full-time basis in their respective fields, with less than one (1) year break in employment prior to entering GRRL service, and upon proper verification, may receive added PTO credit for this employment. This credit shall not exceed five (5) years.

Part-time employment ~~at Range 2 or above~~below pay grade 10 counts toward PTO credit if an employee is appointed to a full-time position without a break in service.

Approved Date: 09-16-08

Effective Date: 01-01-09

Revised Date: 11-10-2009, 03/17/15

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 (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 require the completion of a Leave of Absence Request form. The HR department will use this form to determine whether a leave of absence should be initiated and if 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.



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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.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 06/12/07, 01/01/09, 11/10/09, 03/15/11, 03/17/15

4D.18 Minnesota Parental Leave ~~Due to Birth or Adoption of a Child Minn. Stat. 181.940-943 & Minn. Stat. 181.92~~ (moved from 4D.8)

Due to Birth or Adoption of a Child – Minn Stat 181.940 & Minn Stat 181.92

To qualify for parental leave, an employee must have worked an average of 20 hours per week for the preceding 12 months to take an unpaid leave of absence of up to ~~six (6)~~ twelve (12) weeks in conjunction with the birth or adoption of a child. The leave is available to natural and adoptive fathers and mothers.

The leave must begin ~~no later than six (6) weeks within twelve (12) months of~~ after the birth or adoption of the child, except in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. or the date when the child is released from the hospital, whichever is later. The employee may continue all group insurance during the leave while paying appropriate co-pays. The employee will be permitted to return to his/her former position or a comparable position at the same rate of pay and benefits. If the leave is due to the birth of a child, mothers may choose to use available PTO or take time off without pay; fathers may choose to use PTO or time off without pay. In the case of adoption, mothers and fathers may choose to use available PTO or take time off without pay.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 1/20/09, 03/17/15

4D.10-2 Minnesota Sick Child Care Leave (Minn. Stat. 181.9413) (moved from 4D.10)

Employees are permitted to use PTO benefits for absences due to illness of a child. The amount of paid leave is limited to the employee's available PTO benefits. Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under the Family Medical Leave Act (FMLA). For more information regarding FMLA and eligibility, see section 4C.5 Medical Leave.



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As with employees, GRRL may require a physician's medical statement as evidence that the employee's child was ill. This statement may be required whenever GRRL deems it necessary or reasonable. The employee will be returned to his/her former position.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 11/13/07, 1/20/09, 05/21/13

4D.34 Medical Leave (also includes pregnancy, adoption, care of spouse or minor child) (moved from 4D.4)

Medical Leave, including Family Medical Leave Act (FMLA), may apply to PTO requests for medical reasons. Absences for medical reasons of more than three (3) consecutive calendar days may require a physician's statement stating the cause of the absence. This will be used to determine if the leave of absence should be initiated and if FMLA applies.

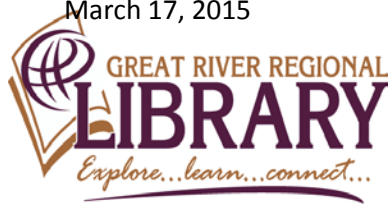
A statement attesting to the employee's ability to return to work and perform the essential functions of that employee's position may also be required before the employee returns to work.

Non-FMLA Medical Leave

Employees may be granted a medical leave of absence WITH OR WITHOUT pay in the event the employee is unable to work due to medical reasons or if their presence is required to provide care to immediate family members. Employees will provide a doctor's statement verifying need for the leave, keep their supervisor informed of progress and, in the case of personal medical leaves, provide a doctor's signed release to work. Employees are required to use PTO until no more than 10 days remain before time without pay will be allowed.

Overview of FMLA

Employees who have worked at least 1250 hours (estimated average of 24 hours per week) in the 12-month period directly preceding the leave and have been employed for at least 12 months may be granted a leave under the Family Medical Leave Act of 1993 (FMLA) for their own serious health condition, the serious health condition of a spouse, parent or minor child, birth/adoption/foster care of a child, for reasons related to or affected by a family member called to active military duty or already on active duty, or to care for a family member injured or recovering from an injury suffered while on active military duty. An employee is entitled to up to 12 weeks of leave during a 12-month period (extended up to 26 weeks for Injured Servicemember Leave). Part-time employees may request a prorated 12 weeks of leave or a reduced schedule as stated by law, or if medically necessary. The 12-month period is measured backward from the date an employee used any leave under the FMLA. A written request at least



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30 days in advance, whenever possible, is required. Employees may be required to use PTO and/or ESLB before requesting a leave without pay.

If eligible for FMLA benefits, GRRL will continue the employee's benefit offerings for the duration of the leave at current rates unless the employee elects not to continue coverage. If the employee terminates employment with GRRL while on leave and the termination is not due to a serious health condition or circumstances beyond the employee's control, GRRL may recover the cost of its share of insurance premiums paid on the employee's behalf. At the conclusion of the FMLA, GRRL will reinstate the employee into the prior position or to a position with equivalent benefits, pay and other conditions of employment.

FMLA Medical Leave Due to Birth of a Child

Employees will be required to use PTO, or take leave without pay, depending upon the type of leave requested. Both mothers and fathers may take this leave. A husband and wife who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12 month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the birth. As this leave may run concurrently with Minnesota Parental Leave, for six (6) weeks of this leave, mothers may choose to use available PTO or ESLB, or take time off without pay and fathers may choose to use available PTO or take time off without pay. For the remaining six (6) weeks, the mother will be required to use PTO until no more than 10 days remain before time without pay will be allowed. The father will be required to use PTO until no more than 10 days remain before time off without pay is allowed.

FMLA Medical Leave Due to Adoption or Foster Care of a Child

Employees will be required to use either PTO or take leave without pay, depending upon the type of leave requested. Both mothers and fathers may take this leave. A husband and wife who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12 month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the adoption or foster care placement. As this leave may run concurrently with *Minnesota Parental Leave*, for 6 weeks of this leave, employees may choose to use available PTO or take time off without pay. For the remaining 6 weeks, employees will be required to use PTO until no more than 10 days remain before time off without pay will be allowed.

FMLA Medical Leave Due to Serious Health Condition of Self, Spouse, Parent, or Minor Child

Employees will be required to use PTO until no more than 10 days remain (if the leave is to be for more than one week) or until it is completely exhausted (if the leave is for less than one week). Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under FMLA.

GRRL may require a physician's medical statement as evidence that there is a serious health condition. This statement may be required whenever GRRL deems it necessary or reasonable.



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Submitted by Sunny Hesse, Associate Director – Human Resources

When requesting time off from work for a FMLA, the employee must submit a completed Leave Request form available from Human Resources.

Definition of Serious Health Condition (applicable to FMLA only)

The most common serious health conditions that qualify for FMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;
- Conditions that incapacitate you or your family member for more than three (3) consecutive calendar days and have ongoing medical treatment;
- Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Employees will be required to use PTO until no more than 10 days remain before ESLB time or time off without pay will be allowed.

FMLA Military Exigency Leave (Active Duty)

Eligible employees whose spouse, son, daughter or parent is on covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

For a member of the Reserve components of the Armed Forces, members of the National Guard or Reserves, *covered active duty or call to covered active duty status* means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

The leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.



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FMLA Military Caregiver Leave

This leave may extend to up to 26 weeks in a 12-month period for an eligible employee to care for a covered servicemember whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“Next-of-kin” of a covered servicemember is defined as the covered servicemember’s nearest blood relative, other than the covered servicemember’s spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA, in which case the designated individual shall be deemed the covered servicemember’s next of kin. The regulations provide that all family members sharing the closest level of familial relationship to the covered servicemember shall be considered the covered servicemember’s next of kin, unless the covered servicemember has specifically designated an individual as his or her next of kin for military caregiver leave purposes. In the absence of a designation, where a covered servicemember has three siblings, for example, all three siblings will be considered the covered servicemember’s next of kin.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave.

This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

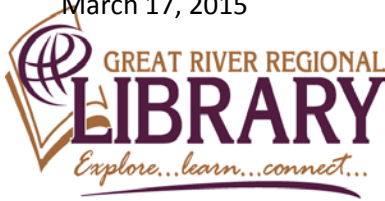
Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 06/12/07, 03/18/08, 01/01/09, 03/20/12, 05/21/13, 03/17/15

4D.5.4 Military Ceremony Leave (Minn. Stat. § 181.948) (moved from 4D.5)

An employee may be granted unpaid leave to attend the sendoff or homecoming ceremony of an immediate family member who has been ordered into active military service in support of a war or other national emergency. This does not include active duty for training or general missions.



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Time requested is granted upon the Executive Director's discretion and may be limited to the actual time necessary to attend the ceremony. The Executive Director may limit Military Ceremony Leave for an employee to no more than one day, which is defined as an eight (8) work hours, in any calendar year.

1. For this policy only, “employee” does not include independent contractors.
2. “Immediate family member” is defined as a person's grandparent, parent, legal guardian, sibling, child, grandchild, spouse or fiance/fiancee.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 09/19/06

4D.6-5 Military Injury/Funeral Leave (Minn. Stat. § 181.947) (moved from 4D.6)

An employee whose immediate family member is injured or killed while serving on active military service, may be granted up to 10 days of unpaid leave by the Executive Director.

“Active service” includes both federal and state active military service for any purpose, including training.

For this policy only, “employee” includes independent contractors.

“Immediate family member” is defined as the deceased or injured service member's parent, child, grandparent, sibling or spouse.

Approved Date: 09/19/06

Effective Date: 09/19/06

Revised Date:

4D.7-6 Military Leave (Code of Federal Regulations 38 U.S.C. 4304 (d)) (moved from 4D.7)

Members of the National Guard or other reserve units who are required to take part in military duty can arrange to take vacation time if eligible or obtain a leave of absence without pay. An employee who is called into active service with the armed forces under any Federal or State statute will be re-employed in accordance with the provisions of the applicable statutes, provided that the employee is able and qualified to perform the duties of the job available.

See also FMLA Military Exigency Leave above.

Approved Date: 09/19/06

Effective Date: 09/19/06

Revised Date: 03/20/12, 05/21/13



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4D.9-7 Minnesota School Conference & Activities Leave (Minn. Stat. 181.9412) (moved from 4D.9)

Employees who give proper notice will be granted up to 16 hours during a 12-month period for the purpose of attending school conferences and school-related activities of the employee's child, provided that such conferences and activities cannot be scheduled during non-work hours. Where an employee's child receives childcare services or attends a pre-kindergarten regular or special education program, the employee may use this leave time to attend a conference or activity of the employee's child, or to observe or monitor the services or program, provided that the conference, activity, or observation cannot be scheduled during non-work hours. Employees are asked to give reasonable notice of the need for this leave. Employees may choose to use PTO to pay for this leave. The employee will be returned to his/her former position.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 01/01/09, 3/16/10

4D.1-8 Bone Marrow Leave and Organ Donation Leave (moved from 4D.1)

Bone Marrow Leave: (MN Stat 181.945)

In accordance with Minnesota law, employees may be granted a paid leave for undergoing medical procedures to donate bone marrow. Employees must work an average of 20 hours or more per week to qualify for the paid leave. The total length of leave for this purpose will normally not exceed 40 hours unless an extension is approved by the Executive Director. Verification by a physician of the purpose and length of the leave is required. At the conclusion of a bone marrow leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Organ Donation Leave: (MN Stat 181.946)

Regular employees who work an average of 20 or more hours per week, who seek to undergo a medical procedure to donate an organ or partial organ, shall be granted paid leave of absence. The combined length of leaves shall be determined by the employee, but may not exceed forty (40) hours during any twelve (12) month period, unless agreed to by the employer.

GRRL may require verification by a physician for the purpose and length of each leave requested by the employee to facilitate the organ donation. If there is a medical determination that the employee does not qualify as an organ donor, the paid leave of absence granted to the employee prior to such medical determination is not forfeited. At the conclusion of the leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 9/19/06, 3/20/07, 5/08/07



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4D.29 Jury Duty Leave (moved from 4D.2)

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. In the case of jury duty during regularly scheduled hours, the employee will be paid their regular wage, but will be asked to forfeit the court fee, exclusive of reimbursement for expenses, to the library.

Approved Date: 07/11/00

Effective Date: 10/31/00

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

4D.12-10 Voting Leave Policy (moved from 4D.12)

GRRL believes that employees should be afforded the opportunity of voting in elections. In accordance with this philosophy, GRRL will grant its employees approved time off to vote.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the workday to vote. Employees will be paid regular pay for this time. Employees are required to work with their supervisors to schedule time off for voting to accommodate work schedule demands.

This policy is not applicable to non-voting activities.

Approved Date: 3/18/08

Effective Date: 3/18/08

Revised Date:

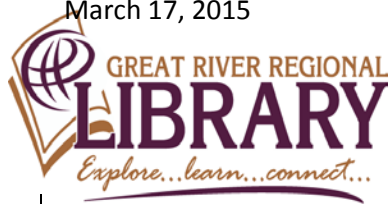
4D.3-11 Educational Leave (moved from 4D.3)

Leaves of absence without pay for educational purposes may be granted by the Executive Director. Educational 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. 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 may be granted.

Approved Date: 07/11/00

Effective Date: 10/31/00

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



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4D.~~11-12~~ Personal Leave (moved from 4D.11)

Leaves may be granted by Executive Director to employees for personal reasons not included in the leaves listed. Leave without pay will be granted only when no more than 10 days of PTO remain or may be granted, under special circumstances, for new employees who are not yet eligible to use PTO.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/08, 03/16/10, 03/20/12

4E. Holidays

The following days shall be paid holidays in accordance to policy 4E.1 Holiday Pay:

- New Year's Day – January 1
- Martin Luther King Day – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Veteran's Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Christmas Eve Day – December 24
- Christmas Day – December 25

When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following day will be a holiday. When Christmas Eve falls on a Sunday the preceding Saturday will be a holiday. When Veteran's Day falls on a Saturday the preceding Friday will be a holiday in conjunction with other governmental offices.

Religious accommodations for holidays not recognized in GRRL's holiday schedule can be made through the use of paid time off (PTO), personal holiday, time without pay or schedule changes. As usual, time off must be requested in advanced and approved by the requesting ~~employees~~employee's supervisor.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 01/01/09, 3/16/10, 03//17/15

4E.~~2-1~~ Holiday Pay (moved from 4E.2)

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, he/she shall be granted an additional day off for the unworked holiday to be taken during the



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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, 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 Group 2 pay grade 10 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, 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.

All non-exempt part-time employees employed in Group 1a position below pay grade 10 will receive prorated pay for a maximum of three (3) holidays in a budget year. During the first year of eligibility, the number of prorated days will be dependent on the eligibility effective date.

Approved Date: 07/11/2000

Effective Date: 10/31/2000

Revised Date: 05/14/2002, 11/21/2006, 01/19/2010, 03/15/11, 11/20/12, 03/17/15

Effective Date of Last Revision: 01/01/13, 01/01/14

4E.3-2 Personal Holiday (moved from 4E.3)

A Personal holiday is granted for all employees at the employee's discretion but with Supervisor's approval. This Personal holiday may be taken in conjunction with another holiday or with PTO. Should an employee be separated from GRRL service he/she shall not be reimbursed for a Personal holiday not taken.

The Personal holiday is granted annually and must be taken during the budget year.

Personal holidays do not accumulate.

Personal holiday must be taken as one day; it cannot be split up into hours.

Personal holiday hours are prorated based on regularly scheduled hours.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 11/15/05, 01/20/09, 11/16/10, 03/20/12, 11/20/12

Effective Date of Last Revision: 01/01/13



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4E. ~~1-3~~ Early Holiday Closings (moved from 4E.1)

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, 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: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 01/01/09, 03/15/11, 03/17/15

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~~ 30 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, provided the employee continues to be regularly scheduled to work ~~32-30~~ 30 hours or more per week.

The distribution of the contribution amount is determined on individual eligibility of a Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) as required. 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)
- Health Reimbursement Arrangement (HRA)
- Flexible Spending Account (Health Care, Dependent Care and Limited Scope Health Care)
- Deferred Compensation



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- Long Term Disability
- Short Term Disability

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 and dental insurance coverage under the library's group plan until they become Medicare eligible. Life insurance can also be retained for a period of up to 18 months. Premiums for such coverage shall be the exclusive responsibility of the retired employee.

Any GRRL money designated for deferred compensation must be matched or exceeded with an employee contribution.

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, 6/15/10, 11/16/10, 03/17/15

~~Revision~~ Effective Date of Last Revision: 01/01/11, 01/01/15

4F.1 Health Care Insurance

Amendments to the health care insurance policy may be made and adopted by the GRRL Board of Trustees.

The Library provides health care insurance for employees regularly scheduled to work 32-30 or more hours per week. The opportunity to elect single coverage is provided. Family coverage is available with the employees paying an amount, if any, designated by the Board.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 06/10/08, 01/01/09, 11/10/09, 01/01/15

4F.2 Dental Insurance

The Library provides dental care insurance for employees regularly scheduled to work 32-30 or more hours per week. The opportunity to elect single coverage is provided.



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Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 06/10/08, 01/01/09, 01/01/15

4F.3 Basic Life Insurance

Basic Term Life: The Library provides basic term life and accidental death & dismemberment (AD&D) insurance for employees regularly scheduled to work 32-30 or more hours per week. This insurance is provided to eligible employees.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the day following hire.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/11/04, 11/21/06, 06/10/08, 01/01/09, 01/01/15

4F.4 Health Savings Account (HSA) or Health Reimbursement Account (HRA)

The Library provides an HSA or HRA (depending on employee eligibility) for employees regularly scheduled to work 32-30 or more hours per week. These accounts are designed to assist in covering medical costs such as deductibles, copays, prescriptions and expenses not covered by insurance.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage 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, 01/01/15

4G. Voluntary Insurances Benefits

GRRL provides eligible employees, based on their scheduled hours per week, the opportunity to elect voluntary insurance and retirement benefit coverage at a cost to the employee. Voluntary Insurances options include:

- Long-Term Care Insurance
- Disability Insurance
- Flexible Spending Accounts
- Deferred Compensation



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Submitted by Sunny Hesse, Associate Director – Human Resources

- Group Decreasing Term Life Insurance

Current 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, 03/17/15

~~4J1~~. Employee Assistance Program (EAP) (moved from 4J.)

The Minnesota Counties Insurance Trust Employee Assistance Program is available to all GRRL employees and their families either on a self-referral or supervisory referral basis. Employee job security and promotional opportunities will not be jeopardized by utilizing this service. All EAP records will be preserved in the highest degree of confidentiality and will not be part of the employee's personnel file.

It is in the interest of the employee, the employee's family and GRRL to provide an employee service which deals with the personal problems of physical, mental or emotional illness, finances, family distress, alcoholism, drug abuse, legal problems, or other concerns. GRRL utilizes an EAP that will help to promote a healthy work force, retain valued employees and maintain the dignity and worth of each staff member.

Brochure: Information about Employee Assistance Program

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03

~~4K4J~~. Benefit Continuation / Benefit Payout ~~upon Resignation or Termination~~ (moved from 4K.)

If an employee leaves employment at GRRL (for reasons other than gross misconduct), or is laid off as a result of reduction in staff, the following benefits will be made available to them.

4J.1 Resignation or Termination

Upon resignation or termination, employees are expected to work the last day of their notification period.

Paid Time Off

The employee will be paid for any earned PTO to the day of termination, provided the employee has completed 6 months of employment.

ESLB

Accrued ESLB benefits are not payable to employees upon termination.



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Personal Holiday

Accrued personal holidays are not payable to employees upon termination.

Group Health, Dental, Life Insurance and Medical Reimbursement Flexible Spending Account

Employees regularly scheduled to work ~~32~~ 30 or more hours per week can elect to continue Group Life, Dental and Health Insurance through COBRA and Minnesota Extension for up to 18 months at their own expense (under certain circumstances, up to 36 months may apply). Monthly payments are due the 15th of each month proceeding the month of coverage. Premium information and election forms are sent to each employee at the time of termination.

Employees participating in the Medical Reimbursement Flexible Spending Account may apply for COBRA during the remainder of the plan year.

Minnesota Deferred Compensation

All employees who have elected to participate in the Minnesota Deferred Compensation Plan, are responsible for contacting their plan representative to make arrangements for withdrawal or rollover of funds under the plan.

Social Security

Employees must contact the Social Security Administration for withdrawal of these funds.

Flexible Spending Account

Employees may continue to apply for reimbursement of funds for expenses incurred prior to termination.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03, 5/11/04, 7/10/07, 7/8/08, 01/01/09, 3/16/10, 03/17/15

~~4L4J.2. Benefit Continuation / Benefit Payout upon Retirement~~ (moved from 4L.)

~~Upon retirement from GRRL, the same benefits will be made available to employees as indicated in policy 4K. Benefit Continuation/Benefit Payout upon Resignation or Termination. Upon resignation or termination (for reasons other than gross misconduct), notice of retirement,~~ employees are expected to work the last day of their notification period.

ESLB

GRRL will ~~also~~ pay to all employees, at the time of their retirement, (any approved retirement as stated in Policies titled, "Retirement" or "Early Retirement") 25% of accrued, unused ESLB time up to a maximum of thirty (30) days at that employee's then current level of compensation.



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PERA

All employees who have contributed to PERA, should notify PERA 90 days prior to retirement of their intent to retire.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03, 5/11/04, 7/10/07, 7/08/08, 01/01/09, 03/17/15

4M4K. Employee Lockers (moved from 4M.)

Lockers may be available for employees to store personal articles. GRRL does not accept any liability for loss or theft of personal property on our premises. Lockers are library property and GRRL reserves the right to inspect with or without employee permission.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03, 01/20/09

4N4L. Staff Recognition (moved from 4N.)

The Great River Regional Library Board recognizes that the library staff is our most important resource. The Board wants to thank employees for their dedication and wants to encourage employees to continue their employment at GRRL. The library's staff recognition program will celebrate 1, 3, 5, 10, 15, 20, 25, 30 and 35 years of service milestones for all full-time and part-time employees. Full-time and part-time employees will also be honored at the time of retirement. Gift funds will be used to support the staff recognition program.

Approved Date: 5/14/02

Effective Date: 5/14/02

Revised Date: 1/1/09

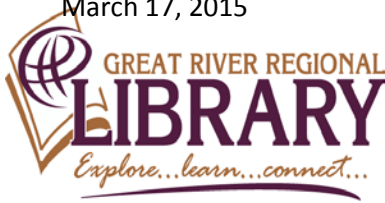
4O4M. Credit Union (moved from 4O.)

GRRL provides employees and their family members the opportunity to become members of the St. Cloud City and County Employee Credit Union. Employees may take advantage of checking, savings, CD's, loan programs, Visa credit card, travelers checks, on-line banking, debit cards, discount tickets, etc.

Approved Date: 5/11/04

Effective Date: 5/11/04

Revised Date:



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Submitted by Sunny Hesse, Associate Director – Human Resources

CHAPTER 5: Discipline and Grievance Situations

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 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 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. However, this policy does not prohibit the lawful carry or lawful possession of firearms in the GRRL parking area.
- 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.



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- 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.
- 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 Executive Director may be appealed in writing to the Personnel Committee within 10 business days. The Executive 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, 03/17/15

CHAPTER 6: Separation from Employment

2AB6E.. Phased Retirement Option (PRO) Policy (moved from 2AB.)

Policy

Minnesota Statute 353.371 allows employees who:

- participate in the Coordinated or Basic Public Employees Retirement Association (PERA) pension plans;
- are age 62 or older; and
- meet the eligibility requirements of Minnesota Statute 353.371,

the option to begin receiving a PERA pension without resigning. The hours of work must be reduced at least 25%, not to exceed 1,044 hours per year. Great River Regional Library (GRRL) recognizes that it may be to the Library's benefit to offer a phased retirement option to selected staff to enhance knowledge transfer to other staff enabling succession planning, to facilitate reorganization initiatives, or to reduce the hours of certain staff for budgetary savings.



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

The availability of the Phased Retirement Option (PRO) plan to any individual employee is at the sole discretion of GRRL. GRRL recognizes that the PRO plan can provide a mutual benefit to the organization and the eligible employee dependent on a variety of factors unique to each situation. Accordingly, GRRL will offer PRO agreements only in those situations warranted by business need as recommended by the Associate Director that the position reports to and the Associate Director, Human Resources and approved by the Executive Director for a period of up to 75 calendar days. Any agreement beyond 75 calendar days must be approved by the GRRL Board of Trustees. Terms and conditions of employment, including but not limited to benefits, hours of work, job duties and rate of pay will be set forth by GRRL specific to each individual PRO agreement.

Eligibility & Requirements

GRRL retains sole discretion in offering the PRO to an employee. Initial PRO offers must not exceed one year, but can be renewed for periods of up to a year for a total of no more than five years. The employer is under no obligation to renew a Phased Retirement Agreement. A current retiree cannot participate in the program. Enabling legislation and PERA requirements for PRO participation are:

- Meet all other requirements for a pension from PERA;
- Meet the eligibility requirements of Minnesota Statute 353.371;
- Be at least 62 years of age;
- Have worked a minimum of 1,044 hours in each of five years immediately prior to beginning Phased Retirement;
- Agree to a reduction of hours worked of at least 25 percent, not to exceed 1,044 hours per year;
- The Employer must approve participation; and
- The Employee and Employer must file a “Phased Retirement Agreement” form with PERA.

Note that current law sunsets the ability to enter into a PRO agreement on June 30, 2014. Continuation of the option after that date would require legislative action.

PRO Plan Benefits

The employee will begin collecting a PERA benefit without the normally required 30 day break in service and without the prohibition against having any agreement to return to work with the current employer. Participants are also exempt from PERA’s earnings limits. Neither the employee nor the employer is required to make any further contributions to PERA. Thus, participating employees will receive their PERA pension plus whatever salary and benefits are agreed upon for the reduced hour PRO position. The pension will not be reduced or offset by the earnings in the PRO position.

Since the employee is now receiving a pension, service credit earning will cease and there will be no further adjustment to the “high five” average salary.

Upon the completion of the phased retirement, employees must meet the requirements normally applied to someone who is terminating public service, including the prohibition of any future employment agreement, and the minimum 30 day break in public service. If the retiree later returns to PERA covered employment, the earnings limits would apply.

Terms and Conditions of PRO



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

Once the employer and employee agree to enter into a PRO plan, an individual agreement covering the terms and conditions of the phased retirement position will be drafted by the Associate Director, Human Resources for approval and signature of the employee, the Associate Director that the position reports to, the Executive Director, and the union representative (if the position is part of a bargaining unit). The agreement will address the following areas:

- The salary rate for the PRO position will be based upon the duties and responsibilities of that position and will consider the employee's experience and training for those duties and responsibilities.
- Pro-rated Paid Time Off will be provided during the term of the Phased Retirement agreement.
- Pro-rated Holiday pay will be provided during the term of the Phased Retirement agreement.
- As PRO positions cannot work more than 30 hours per week, there is no benefit eligibility. Eligibility for group health, life and dental insurance will continue under COBRA requirements and requirements of Minnesota Statute for early retirees. PRO participants will be able to continue health, life and dental insurance, if they wish, by paying the full cost of the premiums.
- Participants can continue to access any funds in their health savings account (HSA), or health reimbursement arrangement (HRA) account to reimburse for the cost of health insurance premiums or other medical expenses.
- Participants will receive normal severance payments from their regular position when they begin the PRO position. This will include payment for accrued PTO, and ESLB.

More information regarding the PRO plan is available on the PERA website at www.mnpera.org or by calling 651-296-7460.

Approved Date: 03/20/12

Effective Date: 03/20/12

Revised Date:

6E-6F. Dismissal from Library Service

Employees may be dismissed from employment at GRRL by the Executive Director, or his/her designee, for violation of the Personnel Rules and Policies.

The employee shall be given a notice in writing prior to the effective time of dismissal. The notice shall contain the reason(s) for the dismissal, the employee's rights as set forth in these policies, and, if a veteran as defined in M.S. 197.447, rights contained in veteran's preference laws. Prior to the effective time of the dismissal, the employee shall be given an opportunity to present his/her side following procedures outlined in the Grievance Procedure.

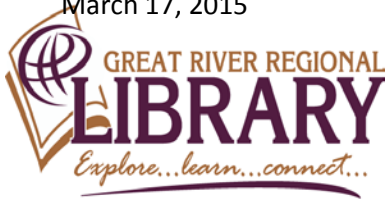
Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 01/20/09, 3/16/10

2L-6G. Exit Interviews (moved from 2L.)

Upon termination of employment, the employee will be requested to complete an exit interview to help discover the employee's attitude toward the job, supervisor, and Great River Regional Library. GRRL will



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consider the employee's suggestions and recommendations for improvements in library operation. The supervisor will also complete an exit interview for placement in the employee's personnel file.

Exit interview data will be shared with the GRRL Board of Trustees on a biannual basis.

Approved Date: 7/11/00

Effective Date: 10/31/00

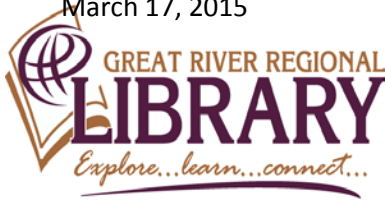
Revised Date: 5/14/02, 03/17/15

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No Changes

CHAPTER 8: HIPAA Compliance

No Changes



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Submitted by Sunny Hesse, Associate Director – Human Resources

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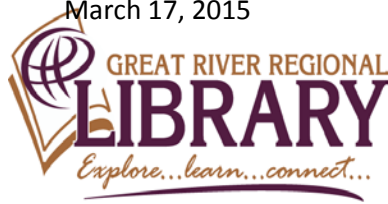
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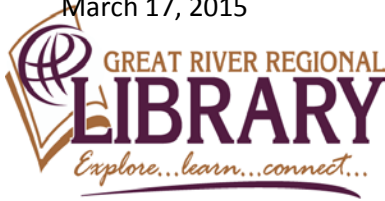
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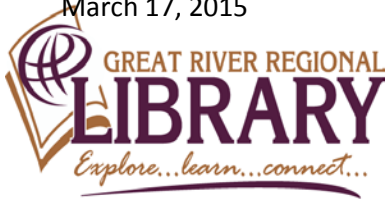
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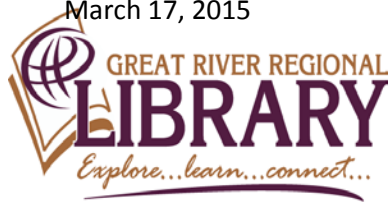
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INTRODUCTION

I. Welcome

Welcome to Great River Regional Library! We hope that you will enjoy working as part of our team that strives to provide the best public library service possible.

GRRL is a six-county consolidated library system that serves the citizens of Central Minnesota. The St. Cloud Public Library serves as the headquarters for GRRL.

All employees are valuable to the success of GRRL. We are committed to providing an atmosphere that encourages and supports your best efforts and allows you to enjoy your work and to find it rewarding. This information, containing our personnel policies and description of benefits, has been prepared for your information. It is important that you review it carefully and contact your supervisor with any questions you may have.

Thank you for joining Great River Regional Library.

Chapter 1: GRRL Structure

1A. GRRL Overview

1A.1 Vision and Mission Statement (To be reviewed as part of the 2016-2020 Strategic Planning Process)

Vision Statement:

Great River Regional Library will be the recognized source of knowledge and information in the community as well as an integral part of its cultural life.

GRRL users will find:

- An encompassing collection that will entertain, inspire and enlighten
- Access to global information resources
- High technology applications
- High quality programs for all ages
- A highly motivated and helpful staff

Mission Statement:

Great River Regional Library (GRRL) develops, organizes and makes available to the public a useful collection of books and information resources.

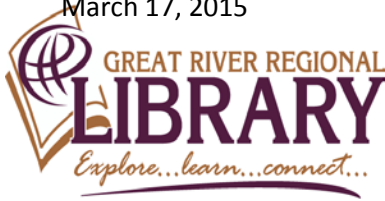
GRRL provides:

- Free access to community focused services for a diverse population
- Assistance and guidance in utilizing those services and materials
- Lifelong learning opportunities

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 11/21/06



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Submitted by Sunny Hesse, Associate Director – Human Resources

1E. Contacts with News Media

The Associate Director, PR and/or Executive 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 Associate Director, PR and/or Executive Director.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 11/10/09, 03/15/11

1F. Records Retention Policy

Great River Regional Library will maintain personnel and wage records according to the established Records Retention Schedule and in accordance with applicable federal and state law.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date:

1G. Community Affairs

Staff members are encouraged to take an active part in community affairs and work toward making the library an integral part of the life of the community.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/08

CHAPTER 2: EMPLOYMENT

2A. Public Employee Responsibilities

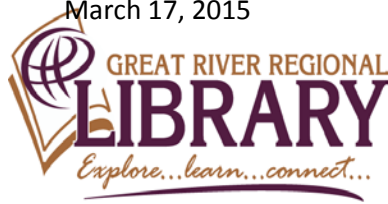
In a public institution, the ultimate employer is the citizenry. The laws and regulations which represent their will are as binding upon the Board of Trustees and the Executive Director as they are upon the staff.

Courtesy must be observed in contacts with the public. Employees in violation of this rule will be subject to disciplinary action.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date:



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2B. Recruitment and the Hiring Process

Selection of staff members is based solely on the requirements of, and suitability for, the position. There is no discrimination or favoritism because of race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin, familial status, or membership or activity in a local commission.

Appointment of members of the immediate families of Board members or administrative staff is to be avoided. No employee or prospective employee will be hired or placed in a position where he or she would be supervising or be supervised by a spouse or a member of the employee's immediate family. For the purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, corresponding in-law, and any other member of the employee's household.

All applicants must provide names, addresses and phone numbers of references. References will be checked carefully.

Veteran's Preference points will be granted to eligible candidates as provided by law.

Local residents are not shown preference.

All open positions will be advertised internally for a minimum of five (5) calendar days. GRRL reserves the right to simultaneously post open positions externally when it is believed that an internal posting will not provide an adequate applicant pool. Preference in filling vacancies advertised only internally will be given to present staff members and volunteers who meet minimum qualifications and rate in the top of the applicant pool. If an initial internal only posting does not prove to provide an adequate applicant pool, the position will be posted externally. GRRL reserves the right to pull external applicants from an existing candidate pool within the previous three (3) month period.

Approved Date: 7/11/00

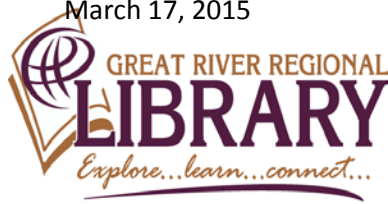
Effective Date: 10/31/00

Revised Date: 5/14/02, 7/13/04, 11/15/05, 3/16/10, 09/18/12, 03/17/15

2B.1 Applicant Rating, Interviewing and Hiring

Final hiring authority rests with the Executive Director, in accordance with powers vested in him/her by the Board of Trustees. Upon acceptance of a verbal offer, Human Resources will provide an official offer letter which specifically describes the position to which the person is offered, including the pay grade and initial rate of pay. Access to the GRRL Personnel Policies is provided to document other terms of employment.

Offers for Library Aide and Substitute position must be approved by the Associate Director in charge of the area the position is assigned .



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Submitted by Sunny Hesse, Associate Director – Human Resources

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/03, 07/13/04, 11/15/05, 03/15/11, 03/17/15

2B.2 Interim Appointment

When an employee will be absent from work for 8-30 calendar days, the Executive Director may appoint another current employee from a lower pay grade to an interim position at the absent employee's pay grade for the duration of the leave by waiving the minimum educational requirement.

During an interim appointment, the appointed employee shall receive, for the duration of his/her appointment, the minimum rate of pay of the absent employee's pay grade. If the interim employee's current rate of pay is the same as or exceeds this minimum, he/she shall receive a 2% increase to their current rate of pay not to exceed the maximum of the absent employee's pay grade..

Appointment to an interim position will not change an employee's anniversary date. An employee appointed to an interim position remains eligible for a pay rate increase based on his/her original position during the time of the interim appointment. If that pay rate increase would bring the level of pay to that of the interim position, then the necessary salary adjustment (up to 2%) will be made in the level of pay of the interim position.

If the interim appointment is for a part-time position, the number of hours budgeted for the interim position will be used to calculate holiday pay as outlined in Policy titled "Holiday Pay for Part-time Employees."

Interim appointments must be approved by the Executive Director.

Approved Date: 7/11/00

Effective Date: 10/31/00

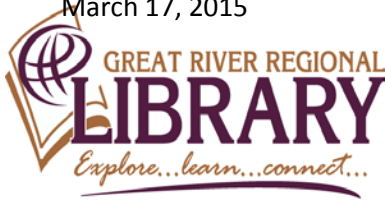
Revised Date: 9/19/06, 7/10/07, 03/17/15

2B.3 Temporary Appointment

When an employee will be absent from work for 31-364 calendar days, the Executive Director may appoint another current employee from a lower pay grade to a temporary position at the absent employee's pay grade for the duration of the leave by waiving the minimum educational requirement.

When positions are temporary, this is clearly stated at the time of appointment.

During a temporary appointment, the appointed employee shall receive, for the duration of his/her appointment, the minimum rate of pay of the absent employee's pay grade. Part-time temporary employees do not accrue holiday pay or PTO unless eligible for such accruals under



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Submitted by Sunny Hesse, Associate Director – Human Resources

the regular position. Temporary employees working full-time accrue holiday pay, but do not accrue PTO unless eligible for PTO accrual under their regular position. GRRL staff members who accept temporary appointments for the benefit of the library shall not have their benefit reduced during the period of temporary appointment.

Full-time temporary employees whose letters of appointment are for periods of more than six months duration shall be eligible for health care benefits.

If a temporary employee is converted to an authorized position without a break in service, PTO accumulation shall be retroactive to when the employee was hired as temporary. If a temporary employee is hired after a break in employment, no PTO will be granted for temporary employment time.

At the 365th calendar day, the Executive Director shall decide to either continue the temporary assignment or post the position as a vacancy.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 9/19/06, 01/01/09, 03/17/15

2B.4 Substitutes

At the discretion of the Associate Director, Patron Services, substitutes may be hired to fill vacancies whenever an employee is not available to fill his/her scheduled hours of work. A person is considered to be a substitute if he/she fills in a position on an "on-call" basis or is scheduled for specific hours on a set basis for a period of not more than one month.

Substitute employees earn no benefits.

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 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.

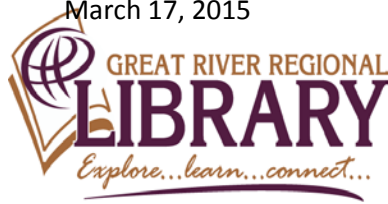
Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 9/19/06, 09/16/08, 11/10/09, 03/17/15

2B.5. Employment References

Reference checks for job applicants will be completed as one part of ensuring that the best possible information is gathered before making a hiring decision.



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GRRL will provide information when reference requests are made only in accordance with State Statutes, including the Data Privacy Act.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/13/04, 3/30/10, 03/17/15

2B.6. Reinstatement and Reemployment

Employees who voluntarily resign with proper notice from Great River Regional Library may be re-employed after being gone for more than one (1) year or reinstated if rehired after being gone for less than one (1) year.

Re-employed employees will be treated as new employees.

Employees reinstated after less than one (1) year break in service will resume benefit accruals based on their previous accrual eligibility date.

Reinstatement and re-employment will be contingent upon the applicant being a successful candidate emerging from the hiring process.

Approved Date: 7/11/00

Effective Date: 10/31/00

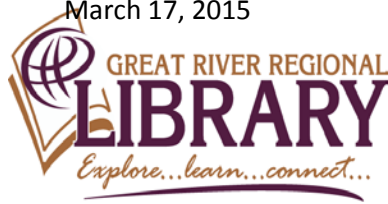
Revised Date: 03/17/15

2B.7. Criminal Background Check Policy

Great River Regional Library (GRRL) believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the organization. Criminal background checks serve as an important part of the selection process at GRRL. This type of information is collected as a means of promoting a safe environment for current and future GRRL employees as well as all patrons. Background checks also help GRRL obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

At GRRL, criminal background checks will be conducted on final job applicants prior to an employment offer. GRRL will use a third party agency to conduct the background checks. A criminal history will be requested through the MN Bureau of Criminal Apprehension (and/or any other state applicable).

GRRL can make inquiries regarding criminal records during the pre-employment stage, however, as part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues or business necessity.



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Submitted by Sunny Hesse, Associate Director – Human Resources

Recordkeeping:

GRRL guarantees that all information attained from the background check process will only be used as part of the employment process and kept strictly confidential. Be aware, only appropriate personnel at GRRL will have access to this information.

Approved Date: 1/20/09

Effective Date: 1/20/09

Revised Date:

2B.8. Employment of Minors

Both Federal and State Child Labor laws restrict the work hours of all minors under the age of 18. This policy outlines under what conditions minors may work at Great River Regional Library.

Minors are defined as individuals who have not yet reached the age of 18:

- A minor under 14 years of age will not be employed.
- Minors 14 and 15 years of age can only work:
 - between 7 a.m. and 7 p.m. (or until 9 p.m. in summer when school is not in session).
 - outside of school hours and no more than three hours per day and not more than 18 hours per week when school is in session.
 - eight hours in a day and 40 hours in a week when school is not in session.
 - no more than eight hours in any 24-hour period and no more than 40 hours in a week.
 - on school days, during school hours, only with an employment certificate issued by the appropriate school officials.
- Minors 16 and 17 years of age may not work:
 - after 11:00 p.m. on evenings before school days or before 5:00 a.m. on school days

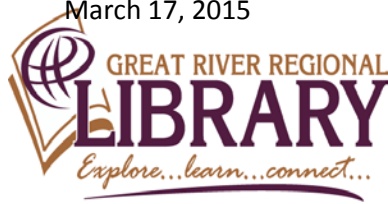
If the 16 or 17 year old obtains written permission from a parent or guardian, he/she may be permitted to work until 11:30 p.m. before a school day and begin at 4:30 a.m. on a school day.

Proof of age will be maintained as part of the payroll records. This proof will be in the form of a: 1) birth certificate, 2) driver's license, or 3) age certificate issued by the school. The age certificate insures that the minor is in fact the age he/she represents themselves to be, and GRRL is entitled to rely upon this certification. Age certificates protect GRRL from unknowingly violating child labor laws.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

2C. Promotions, Transfers, Demotions, and Reorganization

2C.2 Transfers

Transfers must be approved by the Executive 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 Associate Director, 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 Executive Director.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/08/07, 03/16/10, 03/15/11, 03/17/15

2C.3 Demotions

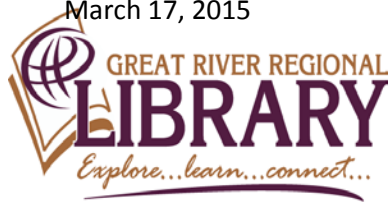
The Executive Director may demote an employee whose ability to perform his/her required duties falls below satisfactory standards. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications. Written notice of the demotion shall be given to the employee prior to the effective date of the demotion. The employee will be paid within the pay grade of the position to which he/she is demoted and not receive pay exceeding current level of pay.

An assignment to a position in a lower pay grade carries with it compensation within that pay range.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 3/16/10, 03/17/15



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

2D. 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.

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 pay increases unless otherwise negotiated through a collective bargaining agreement. Reviews will be completed by the employee and their supervisor. All completed performance reviews MUST be reviewed and approved by the Patron Services Supervisor or Associate Director 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.

The appraisal of performance of the Executive Director will be done by the full Board of Trustees in consultation with the Executive Director.

Approved Date: 05/13/03

Effective Date: 05/13/03

Revised Date: 07/10/07, 03/10/08, 01/20/09, 03/15/11, 03/17/15

2E. Attendance

Employees are expected to maintain consistent starting times and to be at their workstations at the beginning of the work period.

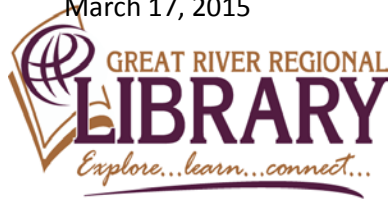
Employees are expected to be in attendance at their assignments. Failure to do so may be cause for disciplinary action.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 1/22/03, 8/27/03, 7/10/07

2E.1. Reporting Absences



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Illness and personal emergencies should be reported to the employee's supervisor as early as possible in the workday but at a minimum of one (1) hour prior to the beginning of the schedule shift except in emergency situations which would preclude the individual from reporting the absence within one (1) hour. If the supervisor is available, the employee should also speak to him/her to be certain that all scheduled work is covered. Library Services Coordinators are responsible for scheduling approved substitute employees. If the Library Services Coordinator is unavailable, then the responsibility falls to the Patron Services Supervisor.

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

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

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/16/10, 03/15/11, 03/17/15

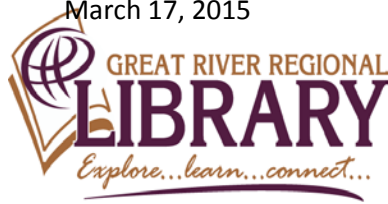
2E.2. Telecommuting

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 requests must be submitted through ADP for approval. Upon approval from the supervisor, the requested time will be reflected on the employee's timecard.

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 Executive Director to deny employee participation in or require withdrawal from a telecommuting agreement is final and cannot be subject to appeal. In the



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Submitted by Sunny Hesse, Associate Director – Human Resources

case of the GRRL Executive 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 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 Patron Services Supervisor or Associate Director in charge of the area the employee is assigned. The Executive Director has final authority to approve or deny telecommuting requests.

Number of Days an Employee May Telecommute: This decision must be made by the Patron Services Supervisor or Associate Director in charge of the area the employee is assigned and in conjunction with the employee. However, it is GRRL's policy to permit up to twenty-four hours per workweek. The Executive 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

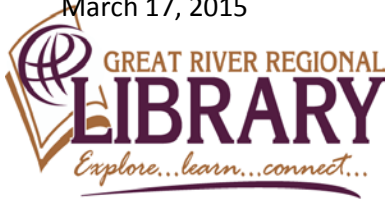
2F. Workplace Conduct

To ensure orderly operations and provide the best possible work environment, Great River Regional Library, expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is the policy of Great River Regional Library to maintain a work environment free from offensive behavior, discrimination and offensive or degrading remarks.

It is the goal of this policy to insure that all complaints of offensive behavior and/or discrimination will be promptly, thoroughly and respectfully handled. To attain that goal, all employees are on notice that:

- The reporting and investigative procedures of the Great River Regional Library are designed to encourage a timely report of an act of offensive behavior or discrimination.
- Complaints, investigations and resolution will be handled as discreetly as possible, with information being shared only with those who have a need to know, and as may be required by law.



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- Retaliation against any person who complains, reports or testifies about offensive behavior or discrimination, or participates in an investigation of an offensive behavior or discrimination complaint is not acceptable.
- A violation of the policies described above, may result in disciplinary action, including immediate termination.

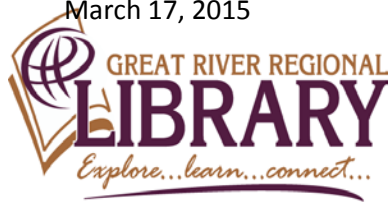
Any person who feels he or she is being subjected to offensive or discriminatory behavior should feel free to object to the behavior and also should report the behavior to the immediate supervisor, Associate Director of Human Resources, supervising Associate Director, or the Executive Director. If the behavior involves the Executive Director, a report should be made to an officer of the GRRL Board of Trustees. Any supervisor who receives an offensive behavior or discrimination complaint or who has reason to believe offensive behavior or discrimination is occurring shall report these concerns to the Executive Director.

2F.1 Offensive Behavior

Offensive behavior prohibited by this policy includes requests to engage in illegal, immoral or unethical conduct or retaliation for the making of a complaint.

The following are examples of offensive behavior and/or infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This list is not intended to be all inclusive:

- Creating inappropriate conflict with coworkers, supervisors, patrons, or volunteers
- Contributing to unsanitary or unsafe working conditions
- Abusing lunch and break periods
- Negligence
- Spreading malicious rumors
- Engaging in vulgar or abusive language or conduct toward others
- Treating customers or coworkers in a discourteous, inattentive or unprofessional manner
- Insubordination
- Being dishonest, including but not limited to, deception, fraud, lying, cheating or theft
- Falsifying company records, such as employment applications and time cards, in anyway
- Disclosing confidential records or information without authorization
- Possessing, being under the influence of or consuming intoxicants on the job
- Fighting or threatening violence in the workplace
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. However, this policy does not prohibit the lawful carry or lawful possession of firearms in the GRRL parking area
- Unauthorized use of telephones, mail system or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information



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Submitted by Sunny Hesse, Associate Director – Human Resources

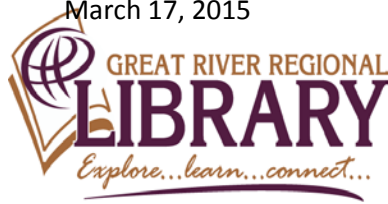
Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as:

- Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or;
 - Submission to or rejection of such conduct is used as a basis for an employment decision, or;
 - Such conduct has the effect of substantially interfering with an individual's work or performance or creates an intimidating, hostile or offensive working environment.
- Offensive behavior in the sexual harassment category may include, but is not limited to, verbal harassment or abuse including:
 - Unwelcome sexual remarks or compliments;
 - Sexual jokes
 - Sexual innuendo or propositions
 - Subtle pressure or requests for sexual activity
 - Unnecessary physical contact
 - Persistent sexually related remarks
 - Display of sexually suggestive objects or pictures in the workplace
 - Request or demand for sexual favors accompanied by direct or indirect threats concerning an individual's employment status or direct promises or preferential treatment
 - Physical assault
 - Sexually-suggestive facial expressions
 - Kissing, touching and sexual contact

Offensive behavior by any employee, manager, supervisor, or non-employee is not acceptable. All employees, managers and supervisors alike, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action as legally allowed for each type of employee may be taken against any employee who violates this policy against offensive behavior. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, immediate termination, or cancelation of a contract.

2F.2 Discrimination

GRRL prohibits discrimination in the workplace. Discriminatory or degrading remarks about, or conduct related to, an employee's race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin, familial status, or membership or activity in a local commission will not be tolerated.



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 09/16/08, 11/10/09, 03/20/12, 03/17/15

2G. Position Descriptions and Physical Demand Analysis

New employees will receive a copy and explanation of their position description, including physical demands, for the position in which they are hired during Day 1 Orientation. This form provides guidelines to employees as to the duties, authority, responsibility, expectations, and physical demands of the position.

The position description is to be used as a basis for discussion and evaluation throughout the course of employment. The physical demands of the position are outlined within the position description to ensure that the employee is informed of and physically capable of meeting the essential functions of the position for which they are hired.

Position descriptions and physical demand analysis are reviewed annually, upon request of the employee or supervisor and/or when hiring to fill a position.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 11/15/05, 03/17/15

2H. Staff Development

Continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The Board of Trustees encourages the development of each employee to the fullest potential. To encourage employee development, the library may, if budget allows, reimburse an employee for expenses incurred in obtaining approved training, which is related to the employee's present or future job responsibilities. At the discretion of the Executive Director, employees will be encouraged to attend various kinds of training sessions with time off with pay and may be reimbursed for tuition and travel within the library's budgeted ability to pay.

Approved Date: 7/11/00

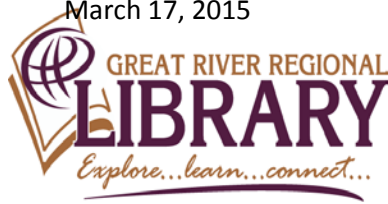
Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03

2H.1 Professional Meetings

Staff members will be encouraged to attend Minnesota Library Association meetings and other professional meetings that relate to the job the staff member is performing.

So far as possible, the library will reimburse for actual expenses.



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

Approved Date: 7/11/00

Effective Date: 10/31/00

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

2I. Non-Discrimination

No person in the service of the GRRL shall be appointed, promoted or in any way favored or discriminated against because of race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, national origin, familial status or membership or activity in a local commission.

Approved Date: 7/11/00

Effective Date: 10/31/00, 03/17/15

2I.1 Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination based on disability. GRRL establishes essential functions for each position and complies with the Act in all its personnel practices. Employees or applicants needing an accommodation to perform the duties and responsibilities of his/her position may request such accommodation from their supervisor and Human Resources.

Any person who believes they have been mistreated or discriminated against at GRRL because of a disability, may file a grievance (refer to GRRL's Grievance Policy in these Personnel Rules and Policies).

Approved Date: 7/11/00

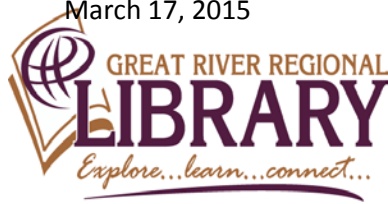
Effective Date: 10/31/00, 03/17/15

2J. 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 Associate Director, 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, Executive Director, Associate Director for area assigned, Patron Services Supervisor, and direct supervisor under the supervision of Human Resources.



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Submitted by Sunny Hesse, Associate Director – Human Resources

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/13/04, 11/10/09, 03/16/10, 03/15/11, 03/17/15

2K. Meals and Breaks

Employees are not paid for meal breaks but are paid for short rest breaks. GRRL provides rest breaks consistent with Minnesota statutes. Rest breaks must not be longer than 20 minutes. A one-half hour unpaid meal break must be scheduled for employees working a shift of more than six and a half hours.

Any employee scheduled to work 7 1/2 hours or more in a day must take a morning and afternoon break that day regardless of how his/her schedule falls during the day. For example, if an employee is scheduled to work 3 1/2 hours in the morning and 4 hours in the afternoon, a morning and afternoon break must be taken.

Anytime an employee is scheduled to work 4 hours in a row a break must be taken.

An employee who is scheduled to work less than 4 hours in a day is not eligible for a break.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/11/04, 11/15/05, 01/08/08

2K.1 Smoking

Smoking is not permitted in any GRRL library or any library vehicle.

Approved Date: 7/11/00

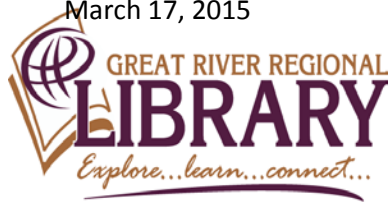
Effective Date: 10/31/00

Revised Date: 03/17/15

2L. Drug and Alcohol Testing

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

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



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Submitted by Sunny Hesse, Associate Director – Human Resources

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

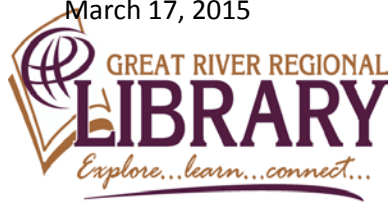
Employees Covered by the Policy: This policy applies to all GRRL personnel, no matter what position or employment status without exception.

Definitions

- **Work-related substance abuse:** the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, or the use of prescription drugs adversely affecting work performance. Abusing prescription drugs includes exceeding the recommended prescribed dosage and/or using another person's prescribed medications.
- **Adversely affects work performance and under the influence:** these shall be determined to be present if the employee is perceptively impaired; has impaired alertness, coordination, reactions, responses, or effort; if the employee's conditions or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of GRRL as an employer as determined by the employee's supervisor and a designated member of management.
- **Controlled Substances:** those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and marijuana.
- **Mood-altering or alter:** changed behavior which may limit an employee's ability to safely and effectively perform their job duties, or pose a threat to the safety of the employee or others.

Work Rules

- No employee shall report to work under the influence of alcohol, marijuana, controlled substance or other mood altering drugs which adversely affect their work performance, including their alertness, coordination, reaction, response, judgment, decision making or safety or the safety of others.
- No employee shall operate, use or drive any equipment, machinery or vehicle of GRRL while under the influence of alcohol, marijuana, controlled substances or other mood altering drugs. Every employee is under an affirmative duty to immediately notify their supervisor that they are not in an appropriate mental or physical condition to operate, use or drive GRRL equipment if under the influence of alcohol or drugs.
- During work hours, no employee shall use, sell, possess, or transfer any illegal drug, alcohol, or any prescription drug (except as medically prescribed and directed). Employees shall not participate in these activities during their rest breaks or during overtime work hours. Such action will be reported to appropriate law enforcement officials.
- Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow an employee to use, possess, or be impaired by that drug while at work for GRRL. The federal government still classifies cannabis as an illegal drug, even though some states have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolite in the blood or urine of an employee who operates GRRL equipment or vehicles or who is on a GRRL worksite. Employees are still subject to being tested under the GRRL drug and alcohol testing policy, and employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or



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Submitted by Sunny Hesse, Associate Director – Human Resources

was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

The following exceptions do apply:

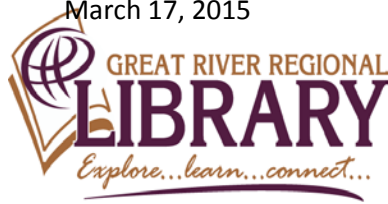
- Possession of alcohol while in an employee's personal vehicle on the premises in compliance with applicable statutory requirements is not a violation of this policy.
- When the prohibited act is a part of a medical treatment required by a physician, the physician has advised the employee that he/she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

Drug and Alcohol Testing

- **Reasonable suspicion testing:** An employee may be subject to drug/alcohol testing under any of the following circumstances:
 - GRRL has a reasonable suspicion that an employee:
 - is under the influence of drugs or alcohol;
 - the employee has violated GRRL's written work rules concerning drug/alcohol use;
 - the employee has sustained a work-related personal injury or caused another person to sustain a work-related injury which required medical attention; or
 - the employee has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident or a near miss accident that resulted in lost time or a personal injury that required medical attention or was the subject of a written disciplinary notice.
 - Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of GRRL's policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.
- **Treatment program testing:** Any employee participating in a chemical dependency treatment program under an employee benefit program, or who has been referred by GRRL for chemical abuse treatment or evaluation, may be required to submit to drug and alcohol testing at any time, without prior notice, during the period of participation and for an additional twenty-four (24) months following completion. **Any employee failing to complete a treatment or rehabilitation program, or refusing to submit to testing, is subject to corrective action, up to and including termination.**

General Responsibilities and Testing Procedures

- Substance abuse prevention is everyone's responsibility.



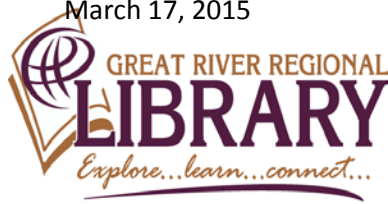
Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

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

The testing procedures are as follows:

- Work-related accident or injury: Employees who are required to submit to drug/alcohol testing due to work-related accidents or injury will be notified by their supervisor, given a copy of GRRL's Employee Drug and Alcohol Testing Policy, requested to complete the Notification of Testing Form and escorted to the local testing site by two other employees. The drug/alcohol test specimen will be sent to an approved laboratory. While waiting for the test result, the employee is expected to return to work to complete their shift if not impaired. If the employee fails to return to work as required, the employee may be suspended with pay. The determination regarding a suspension with pay will be made by the Executive Director and Associate Director, Human Resources as circumstances warrant.
- Reasonable suspicion: Employees who are in a condition which impairs their ability to perform their job will not be allowed to continue working or remain in the workplace. The impaired condition determination will be made by the employee's supervisor or a member of management. The impaired employee will be given a copy of GRRL's Employee Drug and Alcohol Testing Policy and requested to complete the Notification of Testing Form. The impaired employee will be taken to the local testing site for the collection of a drug/alcohol test specimen. When transporting an employee, at least two (2) other employees must be along: one of them should be of the same sex as the impaired employee. When the test is complete, the escorts will take the employee home. The drug/alcohol test specimen will be sent to a SAMSHA certified testing laboratory. While waiting for the test result, the employee is expected to return to work on their next scheduled workday. If the employee fails to report to work as scheduled after a drug/alcohol test which was conducted upon reasonable suspicion, they may be suspended without pay. The determination regarding a suspension without pay will be made by the Executive Director or appropriate Associate Director as circumstances warrant.
 1. Urine drug and alcohol testing will be done except in circumstances where a blood sample may be necessary.
 2. Drug testing kits will be maintained at each branch library. These kits will be taken with the employee and given to the clinic where the test is to be conducted. The kits will include:
 - a collection kit;
 - a chain of custody form;
 - an air bill;
 - an air lab pack.



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Submitted by Sunny Hesse, Associate Director – Human Resources

Responsibilities of the Medical Review Officer (MRO)

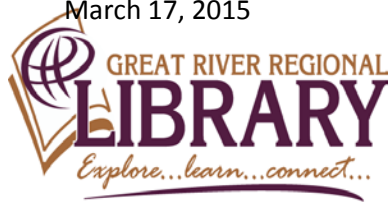
- All drug/alcohol test results from a SAMSHA certified testing laboratory, will be faxed directly to GRRL's contracted Medical Review Officer (MRO) to specifically review the test results. The MRO will review the test results, check the chain of custody for accuracy and report accordingly.
- **Negative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

Administration of Test Results

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

Drug and Alcohol Testing

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



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

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

Record Retention

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

Employee Assistance Program

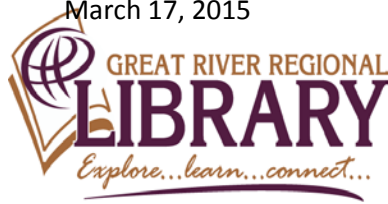
GRRL urges individuals with substance abuse problems to seek help. GRRL is committed to providing assistance in this regard. GRRL considers drug addiction and alcoholism to be treatable diseases. The goal of GRRL's policy on Employee Drug and Alcohol Testing Policy is not only deterrence, it also is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

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

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

Employee Rights

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



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

Corrective Action

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

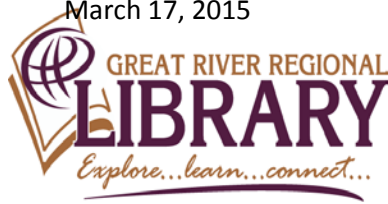
Other Misconduct

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

Non-Discrimination

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

Form: Notification of Testing



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Submitted by Sunny Hesse, Associate Director – Human Resources

Reasonable Suspicion Record Form

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03, 7/10/07, 03/17/15

2M. Automobile Usage

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

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

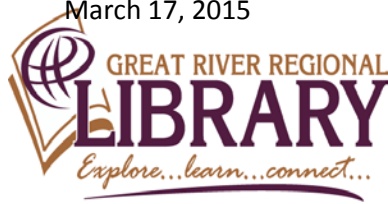
Employees will not text, email, or use a hand-held phone or communication device while operating a fleet vehicle or driving a personal vehicle for business use. In emergency situations, or when essential calls must be made, employees will pull off the road to a safe place. Employees bear sole responsibility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

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

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

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

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



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Submitted by Sunny Hesse, Associate Director – Human Resources

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

Approved Date: 5/14/02

Effective Date: 5/14/02

Revised Date: 5/13/03, 11/19/13

2M.1 Reimbursement for Use of Personal Vehicle **For non-bargaining unit employees**

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

2M.1A – Approved Library Business

Employees who use their personal vehicles for approved library business (to attend authorized meetings or perform required job functions) will receive a mileage allowance equal to seventy-five percent (75%) of the Internal Revenue Service optional mileage allowance. This payment shall not apply to travel between an employee's residence and regular workplace. This rate does not apply to substitute shifts. For more information regarding substitute shifts, see 4I.1B Approved Substitute Shifts.

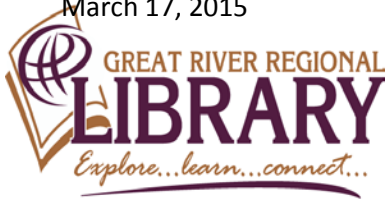
Mileage and Time Compensation Between Libraries for Approved Library Business:

This does not apply to substitute shifts elected by an employee. For more information regarding substitute shifts, see 4I.1B Approved Substitute Shifts.

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

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

- Travel time to meetings and trainings.



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- Travel time to a location other than your home or secondary libraries to deliver a program.
- Travel time between shared branches within your regular schedule.

2M.1B – Approved Substitute Shifts

Employees who use their personal vehicles for approved substitute shifts will receive mileage allowance equal to fifty percent (50%) of the Internal Revenue Service optional mileage allowance. This payment shall only apply to travel between an employee's residence or home library and the substitute shift filled outside of the assigned secondary libraries. Payment shall not apply to travel between an employee's residence and home or secondary library(ies).

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

Definitions:

- **Home Library** – the primary library assigned to the employee by GRRL. Employees hired for multiple regular positions at separate branches at GRRL, will be assigned multiple home libraries. No reimbursement for mileage or transit time will be paid to or between any home library(ies).
- **Secondary Library(ies)** – any additional libraries assigned to the employee by GRRL within 20 miles of residence or home library. No reimbursement for mileage or transit time will be paid to or between any secondary library(ies).

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03, 9/8/09, 01/18/11, 11/20/12

Effective Date of Last Revision: 1/1/13

2M.2 Reimbursement for Use of Personal Vehicle **For bargaining unit employees**

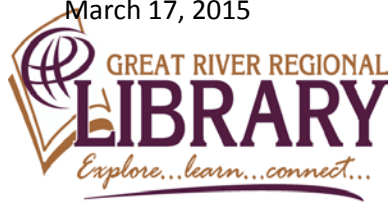
See Article 11. Reimbursement for Use of Personal Vehicle in the appropriate Collective Bargaining Agreement.

[Library Services Coordinator Unit - Collective Bargaining Agreement](#)
[General Unit - Collective Bargaining Agreement](#)

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03, 9/8/09, 01/18/11, 07/15/14



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Submitted by Sunny Hesse, Associate Director – Human Resources

2N. Social Media Use Policy

It is the policy of Great River Regional Library (GRRL) to have standards of practice in order to safeguard the sharing or transfer of any proprietary, intellectual and/or private or confidential information as it relates to GRRL's interests, on any social media outlet.

The purpose of this policy is not to restrict the flow of useful and appropriate information, but to minimize the risk to GRRL and its employees. GRRL recognizes the growing importance of online social media networks as a communication tool and respects the right of employees to use these mediums during their personal time. Personal use of these mediums during work time or on GRRL equipment, however, is restricted to breaks and unpaid lunch time.

Definition

"Social media" are digital technologies and practices that enable people to use, create, and share content, opinions, insights, experiences, and perspectives. Social media can take many forms, including text, images, audio, video, and other multimedia communications. Popular examples include, but are not limited to, personal blogs, other types of self-published online journals, and collaborative discussion forums and/or websites such as Facebook, Twitter, LinkedIn, MySpace, You Tube or others.

GRRL Position

GRRL takes no position on an employee's decision to participate in the use of social media networks. Employees who participate in social media may include information about their work at GRRL as part of their personal profile so long as such information and postings comply with the provisions of the GRRL Social Media Use policy. This may include:

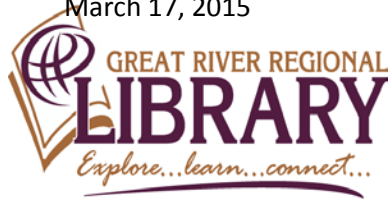
- Work information such as company name, job title, and job duties.
- Status updates regarding an employee's own job promotion.
- Personal participation in GRRL sponsored events, including volunteer activities.

In general, employees who participate in social media are free to publish their own personal information without restriction by GRRL. Employees, however, must avoid posting information that could place GRRL at legal compliance risk. It is important for employees to remember that the personal communications of employees may reflect on the library, especially if employees are commenting on library business.

General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for GRRL on library time or for personal use during non-work time. These rules and guidelines apply to all GRRL employees and volunteers.

1. Employees are prohibited from discussing non-public, private, or confidential work-related matters through the use of social media. Employees also have a duty to protect employees' non-public personal information and the confidentiality of GRRL or vendor proprietary information and non-public library information.
2. Employees are prohibited from acting as a spokesperson for GRRL or posting comments as a representative of the organization unless listed as an essential duty on their job description or directed by someone whose essential duties reflect such authority.



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3. Employees engaging in social media activity must conduct themselves in accordance with GRRL anti-harassment and Equal Employment Opportunities Commission (EEOC) policies that apply to use of social media.
4. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions.
5. Federal law requires that any employee who endorses GRRL online must disclose his or her employment in the endorsement.

Misinformation Correction

GRRL appreciates that employees may be tempted to correct misinformation about the organization which appears online. If such a situation occurs, the employee should relay the information to the Associate Director – Public Relations, who will determine the best response, if any.

Employer Monitoring

GRRL reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums. Employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. GRRL reserves the right to monitor, review, block and/or require removal of content that violates GRRL's policies, procedures or any related rules/guidelines.

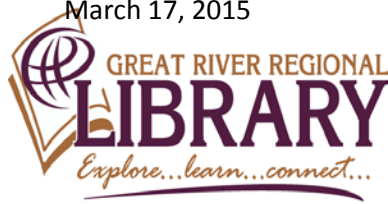
Violation of Policy

Violations of this policy may lead to disciplinary action, up to and including termination from employment.

2N. 1 Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in the General Rules and Guidelines above, apply to employee use of social media on the employee's personal time whether using the employer's equipment on the work site or using non-employer owned equipment on or off the work site. Violation of the rules and guidelines under this section may lead to disciplinary action, up to and including termination from employment.

1. Employees must abide by GRRL's policies and procedures concerning personal use of GRRL's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of GRRL are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of GRRL or of any person or organization affiliated or doing business with the GRRL.
3. Employees cannot use GRRL's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned or approved by the owning entity.
4. Employees cannot post GRRL's copyrighted or confidential information or library-issued documents bearing GRRL's name, trademark, or logo.



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5. Employees cannot post photographs of library events, other employees or representatives engaged in GRRL business or library products/services, unless employees have received GRRL's written permission.
6. Employees are prohibited from discussing non-public, private or confidential, work-related matters through the use of social media. Employees also have a duty to protect employees' non-public personal information and the confidentiality of GRRL or vendor proprietary and non-public library information.
7. Employees are not permitted to discuss or display online information, statements, comments, or images that violate GRRL's Discrimination and Offensive Behavior policy or general personnel policies.

2N.2 Employer-Sponsored Social Media

GRRL maintains a presence on social media sites that are deemed appropriate for marketing the organization. These pages are maintained by the GRRL Patron Services Department. Employees are encouraged to participate on these pages while representing themselves personally, following the guidelines above.

GRRL sponsored social media is used to: convey information about library products and services; advise patrons about library updates; obtain patron feedback; exchange ideas or trade insights about library trends; reach out to potential new markets; provide use and marketing support to raise awareness of GRRL's brand; issue or respond to breaking news, or respond to publicity; brainstorm with employees and patrons; and discuss library and department specific activities and events.

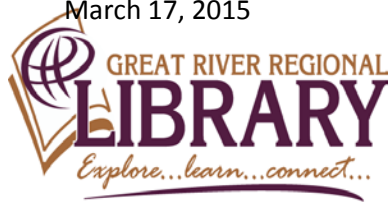
All such GRRL-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by GRRL can prepare content for or delete, edit, or otherwise modify content on employer-sponsored social media.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that the employer-sponsored social media conform to all applicable library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that violates employer's EEOC and/or anti-harassment policies.
4. Library employees who want to post comments in response to content must identify themselves as employees and be consistent with applicable GRRL policies and procedures and related rules/guidelines.

Approved Date: 11/19/13

Effective Date: 11/19/13

Revised Date:



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Submitted by Sunny Hesse, Associate Director – Human Resources

20. Computer Use Policy for GRRL Staff

The use of Great River Regional Library (GRRL) automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for library business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to GRRL.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to GRRL's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Using GRRL automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates GRRL's Discrimination and Offensive Behavior policy and is subject to disciplinary action. GRRL's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including termination and criminal prosecution. GRRL will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the GRRL's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including termination.

Approved Date: 3/16/10

Effective Date: 3/16/10

Revised Date:

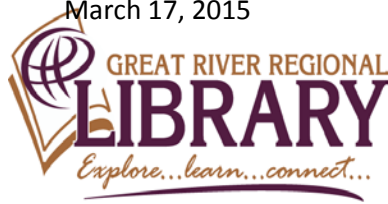
20.1 Electronic Communication and Computer Files

Electronic communication includes but is not limited to email, instant messaging, forums, web pages, comment posts, electronic forms and reports.

Electronic communications and other data composed, transmitted or saved on library computers or the library's computer network are not private and may be monitored by library administration.

The library network and library computers belong to the library and should not be used to store, transmit or execute files concerning:

- personal matters



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- gossip
- harassment of another employee and/or
- communications in violation of the library's policies or state or federal law.

Employee's use of electronic communications may be subject to the Minnesota Government Data Practices Act and therefore, should be related to the business of the library. Staff will be aware of and use appropriate communication vehicle based on the information being communicated.

Electronic mail, computers and certain applications are protected by access passwords and/or codes when it is in the interest of the library to do so. Any unauthorized attempt to break such security or unauthorized disclosure of such security credentials is subject to disciplinary action which could include the possibility of termination and/or criminal prosecution. Inadvertent disclosure of security credentials may be subject to disciplinary action based on the circumstances surrounding the disclosure.

The library does not provide e-mail accounts for library customers but customers may sign up for free or fee web-based e-mail accounts and use them on library computers.

Approved Date: 6/12/07

Effective Date: 6/12/07

Revised Date: 11/10/09, 3/16/10

20.2 Passwords

GRRL uses a number of passwords to protect data and services. Passwords must not be shared with anyone who is not authorized to access a particular service or data.

Passwords that protect sensitive data such as patron identity, patron borrowing activity and staff personal information must be changed at least once per year. Any shared password protecting sensitive data must be changed whenever a staff person with access to that shared account leaves GRRL employment, is demoted or transferred to a position that does not have access to the account in question. It must be notified of the staff change in a timely manner so that necessary password changes take place within 1 week of the event. Shared passwords will also be changed upon discovery of unauthorized access to that account.

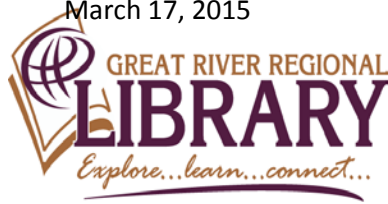
Passwords for staff-person specific accounts will be changed at least once per year.

Passwords that are not centrally managed and do not protect sensitive data will be changed as needed.

Approved Date: 6/12/07

Effective Date: 6/12/07

Revised Date: 11/10/09, 3/16/10



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Submitted by Sunny Hesse, Associate Director – Human Resources

2P. 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 Associate Director, Human Resources and/or Executive Director to decide if an individual's work duties reasonably require access to such data.

Responding to requests for information

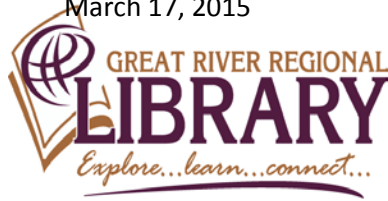
Inquiries as to the dates of employment, position, salary and wage information regarding any library employee or response to a court order or subpoena may be acknowledged only by Human Resources or Accounting staff unless prior authorization is approved. On occasion, staff may ask their supervisor for a letter of recommendation. Generally, letters of recommendation are acceptable but must be reviewed by Human Resources and/or the Executive 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 about others 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: 06/15/10

Effective Date: 06/15/10

Revised Date:



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Submitted by Sunny Hesse, Associate Director – Human Resources

2R. Solicitation and Distribution Policy

In order to maintain and promote efficient operations and security, the following policy has been adopted by Great River Regional Library. This policy applies to all employees and governs solicitation and distribution of written material. All employees will follow this essential GRRL policy. Failure to obey this policy may result in such disciplinary actions, including termination, as may be appropriate. Any employee who is in doubt concerning the meaning or application of this policy is advised to consult with his or her supervisor.

- No employee shall solicit or promote support for any cause or organization during his or her working time. No employee shall solicit or promote support for any cause to any other employee during that employee's working time.
- No employee shall distribute or circulate any written or printed material during his or her working time or during the work time of the employee or employees at which such activity is directed. No employee shall distribute or circulate any written or printed materials in work areas at any time.
- For purposes of this policy, "working time" does not include mealtime, break time, or personal time.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 7/10/07

2S. 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.

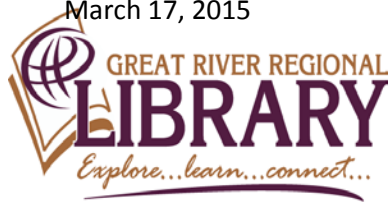
Approved Date: 03/15/11

Effective Date: 03/15/11

Revised Date:

2T. Great River Staff Association (GRSA)

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 Executive Director of his or her intent to present information to the Board for consideration in the budget process.



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Submitted by Sunny Hesse, Associate Director – Human Resources

Bargaining unit employees are not represented by the GRSA.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 07/10/07, 03/15/11

2U. Dress Code

Casual business attire is the recommended attire for GRRL staff. However, individual department/location supervisors may determine the best attire for their staff based on the tasks and responsibilities being performed. Supervisors may object to extreme modes of dress and/or certain attire if it presents a safety risk for the employee.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 03/17/15

CHAPTER 3: COMPENSATION

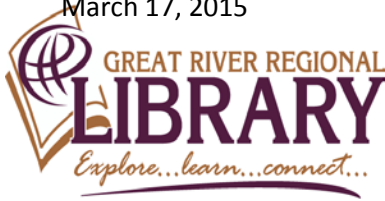
3A. Compensation Plan

The GRRL Board of Trustees and administration recognizes that its employees are its most valuable resource and that they are directly responsible for achieving its strategic initiatives and carrying out its mission. To that end, GRRL utilizes a market-based pay plan that offers competitive pay and benefits to employees while focusing on fiscal efficiency and accountability to taxpayers.

It is the policy of Great River Regional Library (GRRL) that competitive and equitable compensation be provided to employees, consistent with the Local Government Pay Equity Act and federal standards. GRRL compensates all employees based on an open pay range. An open pay range allows the GRRL Board of Trustees to approve a specific rate of increase for general wage and/or movement within the range increases annually.

A general wage increase results in an increase to the minimum and maximum pay for each pay range by a specific percentage as approved by the GRRL Board of Trustees. All employees within the pay range for their position are eligible for a general wage increase up to the maximum of the pay range for their position.

Movement within a pay range is based on a singular pay range with no predetermined steps. Approved movement within range increases will occur on January 1 annually, for eligible employees, unless otherwise determined by the GRRL Board of Trustees. Movement within the pay range for the first year of employment will be prorated based on the number of months employed in the previous year. Employees are eligible for an approved movement within range increase up to the maximum of the pay range for their position.



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Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date:

3A.1 Pay Range and Schedule

The following is the Board approved pay range and pay schedule.

Current Pay Range

Current Pay Schedule

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 1/1/02, 3/16/10, 03/17/15

3A.2 Amendment of Compensation Plan

Amendments to the pay range may be made and adopted by the GRRL Board. Before amendments to the pay plan are adopted, the Board shall take into account the prevailing compensation for comparable positions in the recruiting areas.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15

3B. Wage Payments and Pay Periods

Wage schedule for non-exempt employees is based upon an hourly rate. Exempt employees are paid on a salary basis. Bi-weekly salary will be paid on the Friday or last preceding workday following the end of the payroll period. Employees will be paid one week behind. The payroll period will be a two-week period running from 12:01 a.m. Sunday until 12:00 midnight on Saturday.

Approved Date: 7/11/00

Effective Date: 10/31/00

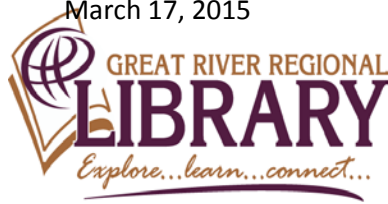
Revised Date: 7/13/04, 7/08/08, 03/17/15

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



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compensatory time at a time and a half rate. All overtime hours must be approved in advance by the Executive Director.

Exempt

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.

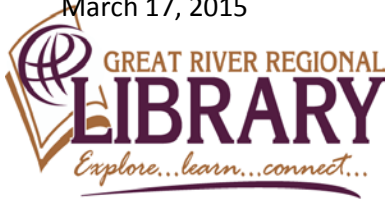
Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/13/04, 07/10/07, 01/01/09, 11/10/09, 03/15/11, 03/17/15

3B.3 Pay Upon Hire

New employees will generally be hired at the minimum of the appropriate pay grade for the position hired. The Executive Director may authorize a starting rate of pay up to the midpoint of the appropriate pay grade. Such authorization shall be made on the basis of prior comparable experience or changing market conditions.



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Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15

3C. Paycheck Errors

All employees are responsible for reviewing their pay check/voucher for accuracy. If an employee believes their paycheck was processed in error, it should be reported to the Payroll and Benefit Coordinator immediately. Errors will be corrected and processed as soon as possible upon notification.

Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date:

3D. Lost Checks

There is a two-week minimum waiting period to reissue a lost check. All bank fees incurred to stop payment on an original check and reissue a new check will be the responsibility of the employee.

Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date:

3E. Increase in Pay Due Upon Reclassification

When a class of positions is reclassified upward, an employee shall receive the minimum rate of pay of the higher pay grade.. If the minimum pay rate does not equal at least a 2.00% increase in pay, the employee shall receive a 2.00% increase when placed on the pay range of the higher pay grade.

Approved Date: 7/11/2000

Effective Date: 10/31/2000

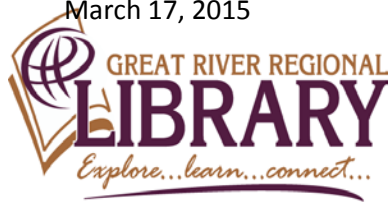
Revised Date: 11/21/2006, 03/17/15

3E.1 Employee Request for Reclassification

A Request for Reclassification (RRR) is a documented disagreement with the placement of a particular position on the Library's pay range. An RRR is initiated by one or more employees holding the position in question.

Only one RRR may be initiated for any particular position. Positions with the same primary title, but different position descriptions should be submitted as a separate RRR.

Employees have until September 1st to submit an RRR to the Associate Director of Human Resources. The Associate Director of Human Resources will review the RRR with an RRR review



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panel consisting of the immediate supervisor and appropriate Patron Services Supervisor or Associate Director. This review panel will provide a recommendation for consideration to the Executive Director for approval.

If the employee's RRR is approved for consideration, the RRR will be forwarded to GRRL Personnel Committee for review and recommendation during the November personnel committee meeting. After review, the Personnel Committee may deny the RRR or recommend reclassification as requested by the employee and present that recommendation to the Board of Trustees for final approval.

Approved reclassification and the resulting pay rate increase shall take effect on the first pay period in which January 1 falls.

If the employee's RRR is not approved for consideration, the employee may proceed with filing a grievance with the GRRL Compensation Committee. This committee consists of the Executive Director, Associate Director of Human Resources, and Payroll and Benefit Coordinator – all whom have been trained in evaluating positions using the Factor Evaluation System (FES).

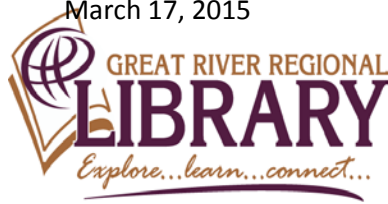
RRR Grievance Process:

Step 1 – the grievant shall provide, in writing, a summary of the nature of the grievance, the facts upon which it is based, the provision(s) of the policy allegedly violated, and the remedy requested. The grievant is to submit the document to the Associate Director, Human Resources, with a written request for a meeting of the GRRL Compensation Committee within ten (10) calendar days after the receipt of the RRR Step 1 response. This committee shall meet within ten (10) calendar days after the written request is received by the Associate Director, Human Resources to review the written grievance and hear the grievance.

The Compensation Committee will provide notice of hearing and ground rules to the grievant and opposing party. The Compensation Committee will hear from each party, review any documents that have been produced, and reach a decision. The decision of the Compensation Committee will be made promptly, usually within seven (7) calendar days of the end of the information hearing, and communicated to all parties immediately in writing.

The Compensation Committee has the authority to deem the grievance unsubstantiated and end any further processing or refer the grievance for review by the Personnel Committee. Only the full Board of Trustees has the authority to grant monetary relief including, but not limited to, an increase in wages and/or benefits.

A 2/3 majority of the Compensation Committee must support the decision made to end or refer the grievance for further review. Decisions of the Compensation Committee are final.



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If the grievance is referred to the Personnel Committee for review and the next scheduled meeting of the Personnel Committee is more than 30 days away, the Compensation Committee may recommend that the Executive Director call for a special meeting of the Personnel Committee. The Executive Director will call such special meeting unless extraordinary circumstances prevent such meeting being feasible. If the regular meeting of the Personnel Committee is scheduled within 30 calendar days, the grievance will be placed on the regular agenda.

Step 2 – The Personnel Committee shall meet to review the facts associated with the grievance. The chairperson of the Personnel Committee will determine the format in which the grievance is submitted. The Personnel Committee 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 1. 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 the 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.

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

Time spent by employees in grievance discussions with management during their normal work hours will be considered paid time for pay purposes. Time to prepare a grievance or to prepare for a grievance hearing is not paid work time.

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

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

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

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 01/10/06, 05/09/06, 03/15/11, 07/15/14, 03/17/15



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

3F. Increase in Pay Upon Promotion

An employee promoted to a position in a higher pay grade shall receive the minimum pay rate for the higher pay grade. If the minimum pay rate does not equal at least a 2.00% increase in pay, the employee shall receive a 2.00% increase when placed on the pay range of the higher pay grade.

Approved Date: 7/11/2000

Effective Date: 10/31/2000

Revised Date: 5/14/2002, 11/21/2006, 03/17/15

3G. Pay Anniversary Date

Approved pay rate increases will be effective annually on the first day of the pay period in which January 1 falls unless otherwise determined by the GRRL Board of Trustees. Pay rate increases may be prorated for the first year of employment based on the number of months employed in the previous year.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15

3H. Movement within Range Increases

Movement within range pay rate increases approved by the Board shall take effect on the first day of the pay period in which January 1 falls.. The employee's supervisor certifies that the employee's work performance or conduct justifies granting such increase by signing an Employee Change Notice.

If the employee's supervisor finds that the employee's work performance or conduct does not justify a step increase, the supervisor will consult with their Patron Services Supervisor or Associate Director and the Associate Director, Human Resources and complete a Non-Performance Form and a plan for improving performance, which will be reviewed within 3 months. Also see Policy titled "Annual Pay-For-Performance Review."

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 3/20/07, 7/10/07, 3/16/10, 03/17/15

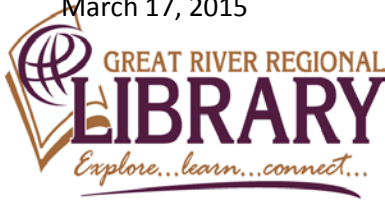
3I. Wage Garnishment

Periodically, it may be necessary for Great River Regional Library to garnish wages of an employee to meet legal requirements. GRRL will handle this process with as much confidentiality as possible.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 3/16/10



Annual Review of GRRL Personnel Policies

Submitted by Sunny Hesse, Associate Director – Human Resources

CHAPTER 4: Employee Benefits

4A. Paid Time Off (PTO) Plan

4A.2 PTO Eligibility and Availability

PTO with pay shall be granted to all regular employees at pay grade 10 or above. PTO is earned, in advance, on a pay period by pay period basis and may be taken in full up through the last pay period worked and up through the last full day earned.

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

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

Approved Date: 09-16-08

Effective Date: 01-01-09

Revised Date: 11-10-2009, 03/17/15

4A.4 PTO Credit for Applicable Experience Within Field

Persons newly hired or promoted to positions compensated at pay grade 21 or higher who have been employed on a full-time basis in their respective fields, with less than one (1) year break in employment prior to entering GRRL service, and upon proper verification, may receive added PTO credit for this employment. This credit shall not exceed five (5) years.

Part-time employment below pay grade 10 counts toward PTO credit if an employee is appointed to a full-time position without a break in service.

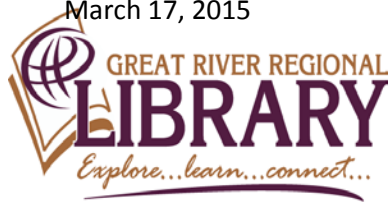
Approved Date: 09-16-08

Effective Date: 01-01-09

Revised Date: 11-10-2009, 03/17/15

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 (2) weeks in advance to the employee's supervisor. The Executive Director may grant exceptions to the two (2) week notice.



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Absences for medical reasons (of employee or family member) resulting in more than three (3) consecutive calendar days require the completion of a Leave of Absence Request form. The HR department will use this form to determine whether a leave of absence should be initiated and if 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.

Approved Date: 07/11/00

Effective Date: 10/31/00

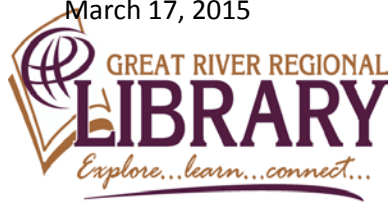
Revised Date: 05/14/02, 06/12/07, 01/01/09, 11/10/09, 03/15/11, 03/17/15

4D.1 Minnesota Parental Leave

Due to Birth or Adoption of a Child – Minn Stat 181.940 & Minn Stat 181.92

To qualify for parental leave, an employee must have worked an average of 20 hours per week for the preceding 12 months to take an unpaid leave of absence of up to twelve (12) weeks in conjunction with the birth or adoption of a child. The leave is available to natural and adoptive fathers and mothers.

The leave must begin within twelve (12) months of the birth or adoption of the child, except in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. The employee may continue all group insurance during the leave while paying appropriate co-pays. The employee will be permitted to return to his/her former position or a comparable position at the same rate of pay and benefits. If the leave is due to the birth of a child, mothers may choose to use available PTO or take time off without pay; fathers may choose to use PTO or time off without pay. In the case of adoption, mothers and fathers may choose to use available PTO or take time off without pay.



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Submitted by Sunny Hesse, Associate Director – Human Resources

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 1/20/09, 03/17/15

4D.2 Minnesota Sick Child Care Leave (Minn. Stat. 181.9413)

Employees are permitted to use PTO benefits for absences due to illness of a child. The amount of paid leave is limited to the employee's available PTO benefits. Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under the Family Medical Leave Act (FMLA). For more information regarding FMLA and eligibility, see section 4C.5 Medical Leave.

As with employees, GRRL may require a physician's medical statement as evidence that the employee's child was ill. This statement may be required whenever GRRL deems it necessary or reasonable. The employee will be returned to his/her former position.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 11/13/07, 1/20/09, 05/21/13

4D.3 Medical Leave (also includes pregnancy, adoption, care of spouse or minor child)

Medical Leave, including Family Medical Leave Act (FMLA), may apply to PTO requests for medical reasons. Absences for medical reasons of more than three (3) consecutive calendar days may require a physician's statement stating the cause of the absence. This will be used to determine if the leave of absence should be initiated and if FMLA applies.

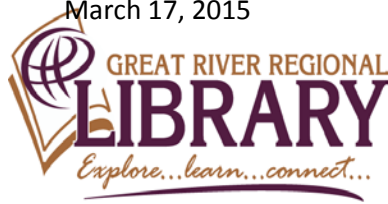
A statement attesting to the employee's ability to return to work and perform the essential functions of that employee's position may also be required before the employee returns to work.

Non-FMLA Medical Leave

Employees may be granted a medical leave of absence WITH OR WITHOUT pay in the event the employee is unable to work due to medical reasons or if their presence is required to provide care to immediate family members. Employees will provide a doctor's statement verifying need for the leave, keep their supervisor informed of progress and, in the case of personal medical leaves, provide a doctor's signed release to work. Employees are required to use PTO until no more than 10 days remain before time without pay will be allowed.

Overview of FMLA

Employees who have worked at least 1250 hours (estimated average of 24 hours per week) in the 12-month period directly preceding the leave and have been employed for at least 12 months may be granted a leave under the Family Medical Leave Act of 1993 (FMLA) for their own serious health condition, the serious health condition of a spouse, parent or minor child, birth/adoption/foster care of a child, for reasons related to or affected by a family member



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called to active military duty or already on active duty, or to care for a family member injured or recovering from an injury suffered while on active military duty. An employee is entitled to up to 12 weeks of leave during a 12-month period (extended up to 26 weeks for Injured Servicemember Leave). Part-time employees may request a prorated 12 weeks of leave or a reduced schedule as stated by law, or if medically necessary. The 12-month period is measured backward from the date an employee used any leave under the FMLA. A written request at least 30 days in advance, whenever possible, is required. Employees may be required to use PTO and/or ESLB before requesting a leave without pay.

If eligible for FMLA benefits, GRRL will continue the employee's benefit offerings for the duration of the leave at current rates unless the employee elects not to continue coverage. If the employee terminates employment with GRRL while on leave and the termination is not due to a serious health condition or circumstances beyond the employee's control, GRRL may recover the cost of its share of insurance premiums paid on the employee's behalf. At the conclusion of the FMLA, GRRL will reinstate the employee into the prior position or to a position with equivalent benefits, pay and other conditions of employment.

FMLA Medical Leave Due to Birth of a Child

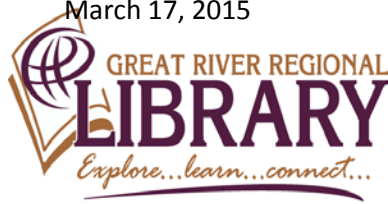
Employees will be required to use PTO, or take leave without pay, depending upon the type of leave requested. Both mothers and fathers may take this leave. A husband and wife who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12 month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the birth. As this leave may run concurrently with Minnesota Parental Leave, for six (6) weeks of this leave, mothers may choose to use available PTO or ESLB, or take time off without pay and fathers may choose to use available PTO or take time off without pay. For the remaining six (6) weeks, the mother will be required to use PTO until no more than 10 days remain before time without pay will be allowed. The father will be required to use PTO until no more than 10 days remain before time off without pay is allowed.

FMLA Medical Leave Due to Adoption or Foster Care of a Child

Employees will be required to use either PTO or take leave without pay, depending upon the type of leave requested. Both mothers and fathers may take this leave. A husband and wife who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12 month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the adoption or foster care placement. As this leave may run concurrently with *Minnesota Parental Leave*, for 6 weeks of this leave, employees may choose to use available PTO or take time off without pay. For the remaining 6 weeks, employees will be required to use PTO until no more than 10 days remain before time off without pay will be allowed.

FMLA Medical Leave Due to Serious Health Condition of Self, Spouse, Parent, or Minor Child

Employees will be required to use PTO until no more than 10 days remain (if the leave is to be for more than one week) or until it is completely exhausted (if the leave is for less than one



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week). Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under FMLA.

GRRL may require a physician's medical statement as evidence that there is a serious health condition. This statement may be required whenever GRRL deems it necessary or reasonable.

When requesting time off from work for a FMLA, the employee must submit a completed Leave Request form available from Human Resources.

Definition of Serious Health Condition (applicable to FMLA only)

The most common serious health conditions that qualify for FMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;
- Conditions that incapacitate you or your family member for more than three (3) consecutive calendar days and have ongoing medical treatment;
- Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

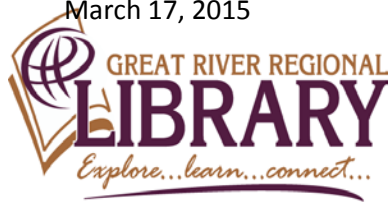
Employees will be required to use PTO until no more than 10 days remain before ESLB time or time off without pay will be allowed.

FMLA Military Exigency Leave (Active Duty)

Eligible employees whose spouse, son, daughter or parent is on covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

For a member of the Reserve components of the Armed Forces, members of the National Guard or Reserves, *covered active duty or call to covered active duty status* means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”



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The leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

FMLA Military Caregiver Leave

This leave may extend to up to 26 weeks in a 12-month period for an eligible employee to care for a covered servicemember whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“Next-of-kin” of a covered servicemember is defined as the covered servicemember’s nearest blood relative, other than the covered servicemember’s spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA, in which case the designated individual shall be deemed the covered servicemember’s next of kin. The regulations provide that all family members sharing the closest level of familial relationship to the covered servicemember shall be considered the covered servicemember’s next of kin, unless the covered servicemember has specifically designated an individual as his or her next of kin for military caregiver leave purposes. In the absence of a designation, where a covered servicemember has three siblings, for example, all three siblings will be considered the covered servicemember’s next of kin.

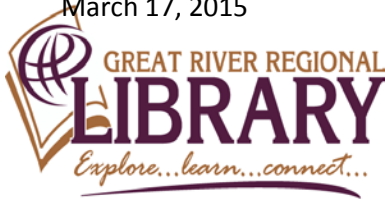
Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave.

This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 06/12/07, 03/18/08, 01/01/09, 03/20/12, 05/21/13, 03/17/15



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

An employee may be granted unpaid leave to attend the sendoff or homecoming ceremony of an immediate family member who has been ordered into active military service in support of a war or other national emergency. This does not include active duty for training or general missions.

Time requested is granted upon the Executive Director's discretion and may be limited to the actual time necessary to attend the ceremony. The Executive Director may limit Military Ceremony Leave for an employee to no more than one day, which is defined as an eight (8) work hours, in any calendar year.

1. For this policy only, "employee" does not include independent contractors.
2. "Immediate family member" is defined as a person's grandparent, parent, legal guardian, sibling, child, grandchild, spouse or fiance/fiancee.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 09/19/06

4D.5 Military Injury/Funeral Leave (Minn. Stat. § 181.947)

An employee whose immediate family member is injured or killed while serving on active military service, may be granted up to 10 days of unpaid leave by the Executive Director.

"Active service" includes both federal and state active military service for any purpose, including training.

For this policy only, "employee" includes independent contractors.

"Immediate family member" is defined as the deceased or injured service member's parent, child, grandparent, sibling or spouse.

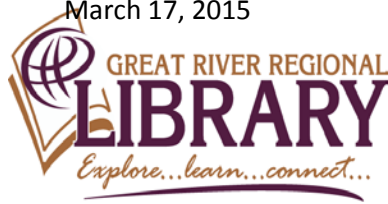
Approved Date: 09/19/06

Effective Date: 09/19/06

Revised Date:

4D.6 Military Leave (Code of Federal Regulations 38 U.S.C. 4304 (d))

Members of the National Guard or other reserve units who are required to take part in military duty can arrange to take vacation time if eligible or obtain a leave of absence without pay. An employee who is called into active service with the armed forces under any Federal or State statute will be re-employed in accordance with the provisions of the applicable statutes, provided that the employee is able and qualified to perform the duties of the job available.



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See also FMLA Military Exigency Leave above.

Approved Date: 09/19/06

Effective Date: 09/19/06

Revised Date: 03/20/12, 05/21/13

4D.7 Minnesota School Conference & Activities Leave (Minn. Stat. 181.9412)

Employees who give proper notice will be granted up to 16 hours during a 12-month period for the purpose of attending school conferences and school-related activities of the employee's child, provided that such conferences and activities cannot be scheduled during non-work hours. Where an employee's child receives childcare services or attends a pre-kindergarten regular or special education program, the employee may use this leave time to attend a conference or activity of the employee's child, or to observe or monitor the services or program, provided that the conference, activity, or observation cannot be scheduled during non-work hours. Employees are asked to give reasonable notice of the need for this leave. Employees may choose to use PTO to pay for this leave. The employee will be returned to his/her former position.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 01/01/09, 3/16/10

4D.8 Bone Marrow Leave and Organ Donation Leave

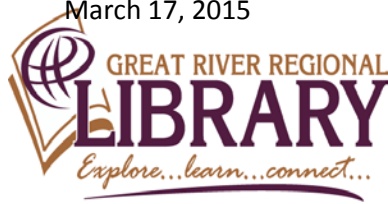
Bone Marrow Leave: (MN Stat 181.945)

In accordance with Minnesota law, employees may be granted a paid leave for undergoing medical procedures to donate bone marrow. Employees must work an average of 20 hours or more per week to qualify for the paid leave. The total length of leave for this purpose will normally not exceed 40 hours unless an extension is approved by the Executive Director. Verification by a physician of the purpose and length of the leave is required. At the conclusion of a bone marrow leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Organ Donation Leave: (MN Stat 181.946)

Regular employees who work an average of 20 or more hours per week, who seek to undergo a medical procedure to donate an organ or partial organ, shall be granted paid leave of absence. The combined length of leaves shall be determined by the employee, but may not exceed forty (40) hours during any twelve (12) month period, unless agreed to by the employer.

GRRL may require verification by a physician for the purpose and length of each leave requested by the employee to facilitate the organ donation. If there is a medical determination that the employee does not qualify as an organ donor, the paid leave of absence granted to the



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employee prior to such medical determination is not forfeited. At the conclusion of the leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 9/19/06, 3/20/07, 5/08/07

4D.9 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. In the case of jury duty during regularly scheduled hours, the employee will be paid their regular wage, but will be asked to forfeit the court fee, exclusive of reimbursement for expenses, to the library.

Approved Date: 07/11/00

Effective Date: 10/31/00

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

4D.10 Voting Leave Policy

GRRL believes that employees should be afforded the opportunity of voting in elections. In accordance with this philosophy, GRRL will grant its employees approved time off to vote.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the workday to vote. Employees will be paid regular pay for this time. Employees are required to work with their supervisors to schedule time off for voting to accommodate work schedule demands.

This policy is not applicable to non-voting activities.

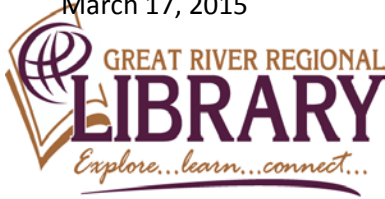
Approved Date: 3/18/08

Effective Date: 3/18/08

Revised Date:

4D.11 Educational Leave

Leaves of absence without pay for educational purposes may be granted by the Executive Director. Educational 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. 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



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required by Great River Regional Library and the employee has received approval from the department coordinator, director and Board of Trustees, leave with pay may be granted.

Approved Date: 07/11/00

Effective Date: 10/31/00

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

4D.12 Personal Leave

Leaves may be granted by Executive Director to employees for personal reasons not included in the leaves listed. Leave without pay will be granted only when no more than 10 days of PTO remain or may be granted, under special circumstances, for new employees who are not yet eligible to use PTO.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/08, 03/16/10, 03/20/12

4E. Holidays

The following days shall be paid holidays in accordance to policy 4E.1 Holiday Pay:

- New Year's Day – January 1
- Martin Luther King Day – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Veteran's Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Christmas Eve Day – December 24
- Christmas Day – December 25

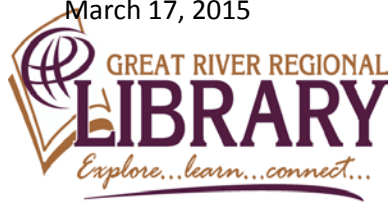
When New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following day will be a holiday. When Christmas Eve falls on a Sunday the preceding Saturday will be a holiday. When Veteran's Day falls on a Saturday the preceding Friday will be a holiday in conjunction with other governmental offices.

Religious accommodations for holidays not recognized in GRRL's holiday schedule can be made through the use of paid time off (PTO), personal holiday, time without pay or schedule changes. As usual, time off must be requested in advanced and approved by the requesting employee's supervisor.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 7/10/07, 01/01/09, 3/16/10, 03//17/15



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4E.1 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, 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, 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 pay grade 10 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, 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.

All non-exempt part-time employees employed in a position below pay grade 10 will receive prorated pay for a maximum of three (3) holidays in a budget year. During the first year of eligibility, the number of prorated days will be dependent on the eligibility effective date.

Approved Date: 07/11/2000

Effective Date: 10/31/2000

Revised Date: 05/14/2002, 11/21/2006, 01/19/2010, 03/15/11, 11/20/12, 03/17/15

Effective Date of Last Revision: 01/01/13, 01/01/14

4E.2 Personal Holiday

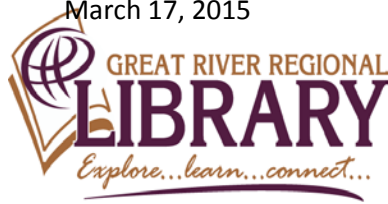
A Personal holiday is granted for all employees at the employee's discretion but with Supervisor's approval. This Personal holiday may be taken in conjunction with another holiday or with PTO. Should an employee be separated from GRRL service he/she shall not be reimbursed for a Personal holiday not taken.

The Personal holiday is granted annually and must be taken during the budget year.

Personal holidays do not accumulate.

Personal holiday must be taken as one day; it cannot be split up into hours.

Personal holiday hours are prorated based on regularly scheduled hours.



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Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 11/15/05, 01/20/09, 11/16/10, 03/20/12, 11/20/12

Effective Date of Last Revision: 01/01/13

4E.3 Early 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, 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: 07/11/00

Effective Date: 10/31/00

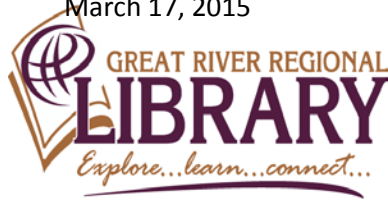
Revised Date: 05/14/02, 07/10/07, 01/01/09, 03/15/11, 03/17/15

4F. Insurance 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 30 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, provided the employee continues to be regularly scheduled to work 30 hours or more per week.

The distribution of the contribution amount is determined on individual eligibility of a Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) as required. 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



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- Health Savings Account (HSA)
- Health Reimbursement Arrangement (HRA)
- Flexible Spending Account (Health Care, Dependent Care and Limited Scope Health Care)
- Deferred Compensation
- Long Term Disability
- Short Term Disability

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 and dental insurance coverage under the library's group plan until they become Medicare eligible. Life insurance can also be retained for a period of up to 18 months. Premiums for such coverage shall be the exclusive responsibility of the retired employee.

Any GRRL money designated for deferred compensation must be matched or exceeded with an employee contribution.

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, 6/15/10, 11/16/10, 03/17/15

Effective Date of Last Revision: 01/01/11, 01/01/15

4F.1 Health Care Insurance

Amendments to the health care insurance policy may be made and adopted by the GRRL Board of Trustees.

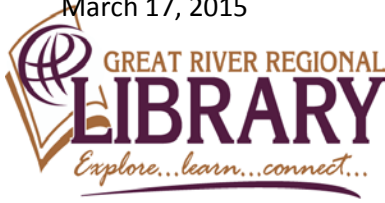
The Library provides health care insurance for employees regularly scheduled to work 30 or more hours per week. The opportunity to elect single coverage is provided. Family coverage is available with the employees paying an amount, if any, designated by the Board.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 06/10/08, 01/01/09, 11/10/09, 01/01/15



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4F.2 Dental Insurance

The Library provides dental care insurance for employees regularly scheduled to work 30 or more hours per week. The opportunity to elect single coverage is provided.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 06/10/08, 01/01/09, 01/01/15

4F.3 Basic Life Insurance

Basic Term Life: The Library provides basic term life and accidental death & dismemberment (AD&D) insurance for employees regularly scheduled to work 30 or more hours per week. This insurance is provided to eligible employees.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the day following hire.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/11/04, 11/21/06, 06/10/08, 01/01/09, 01/01/15

4F.4 Health Savings Account (HSA) or Health Reimbursement Account (HRA)

The Library provides an HSA or HRA (depending on employee eligibility) for employees regularly scheduled to work 30 or more hours per week. These accounts are designed to assist in covering medical costs such as deductibles, copays, prescriptions and expenses not covered by insurance.

Current benefit plan summaries and information on cost is available from Human Resources. Coverage is effective on the first of the month following hire.

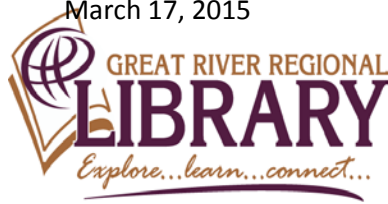
Approved Date: 06/10/08

Effective Date: 06/10/08

Revised Date: 01/01/09, 01/01/15

4G. Voluntary Insurance Benefits

GRRL provides eligible employees, based on their scheduled hours per week, the opportunity to elect voluntary insurance and retirement benefit coverage at a cost to the employee. Voluntary Insurance options include:



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- Long-Term Care Insurance
- Disability Insurance
- Flexible Spending Accounts
- Deferred Compensation
- Group Decreasing Term Life Insurance

Current 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, 03/17/15

4I. Employee Assistance Program (EAP)

The Minnesota Counties Insurance Trust Employee Assistance Program is available to all GRRL employees and their families either on a self-referral or supervisory referral basis. Employee job security and promotional opportunities will not be jeopardized by utilizing this service. All EAP records will be preserved in the highest degree of confidentiality and will not be part of the employee's personnel file.

It is in the interest of the employee, the employee's family and GRRL to provide an employee service which deals with the personal problems of physical, mental or emotional illness, finances, family distress, alcoholism, drug abuse, legal problems, or other concerns. GRRL utilizes an EAP that will help to promote a healthy work force, retain valued employees and maintain the dignity and worth of each staff member.

Brochure: Information about Employee Assistance Program

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03

4J. Benefit Continuation / Benefit Payout

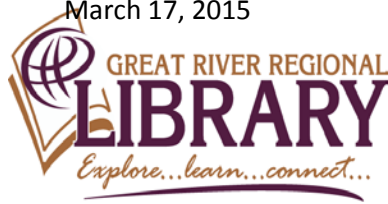
If an employee leaves employment at GRRL (for reasons other than gross misconduct), or is laid off as a result of reduction in staff, the following benefits will be made available to them.

4J.1 Resignation or Termination

Upon resignation or termination, employees are expected to work the last day of their notification period.

Paid Time Off

The employee will be paid for any earned PTO to the day of termination, provided the employee has completed 6 months of employment.



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Submitted by Sunny Hesse, Associate Director – Human Resources

ESLB

Accrued ESLB benefits are not payable to employees upon termination.

Personal Holiday

Accrued personal holidays are not payable to employees upon termination.

Group Health, Dental, Life Insurance and Medical Reimbursement Flexible Spending Account

Employees regularly scheduled to work 30 or more hours per week can elect to continue Group Life, Dental and Health Insurance through COBRA and Minnesota Extension for up to 18 months at their own expense (under certain circumstances, up to 36 months may apply). Monthly payments are due the 15th of each month preceding the month of coverage. Premium information and election forms are sent to each employee at the time of termination.

Employees participating in the Medical Reimbursement Flexible Spending Account may apply for COBRA during the remainder of the plan year.

Minnesota Deferred Compensation

All employees who have elected to participate in the Minnesota Deferred Compensation Plan, are responsible for contacting their plan representative to make arrangements for withdrawal or rollover of funds under the plan.

Social Security

Employees must contact the Social Security Administration for withdrawal of these funds.

Flexible Spending Account

Employees may continue to apply for reimbursement of funds for expenses incurred prior to termination.

Approved Date: 7/11/00

Effective Date: 10/31/00

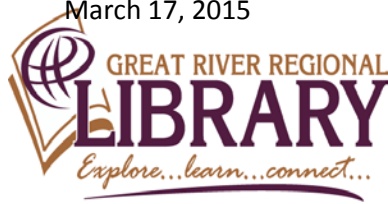
Revised Date: 5/14/02, 5/13/03, 5/11/04, 7/10/07, 7/8/08, 01/01/09, 3/16/10, 03/17/15

4J.2. Retirement

Upon notice of retirement, employees are expected to work the last day of their notification period.

ESLB

GRRL will pay to all employees, at the time of their retirement, (any approved retirement as stated in Policies titled, "Retirement" or "Early Retirement") 25% of accrued, unused ESLB time up to a maximum of thirty (30) days at that employee's then current level of compensation.



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Submitted by Sunny Hesse, Associate Director – Human Resources

PERA

All employees who have contributed to PERA, should notify PERA 90 days prior to retirement of their intent to retire.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 5/13/03, 5/11/04, 7/10/07, 7/08/08, 01/01/09, 03/17/15

4K. Employee Lockers

Lockers may be available for employees to store personal articles. GRRL does not accept any liability for loss or theft of personal property on our premises. Lockers are library property and GRRL reserves the right to inspect with or without employee permission.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/13/03, 01/20/09

4L. Staff Recognition

The Great River Regional Library Board recognizes that the library staff is our most important resource. The Board wants to thank employees for their dedication and wants to encourage employees to continue their employment at GRRL. The library's staff recognition program will celebrate 1, 3, 5, 10, 15, 20, 25, 30 and 35 years of service milestones for all full-time and part-time employees. Full-time and part-time employees will also be honored at the time of retirement. Gift funds will be used to support the staff recognition program.

Approved Date: 5/14/02

Effective Date: 5/14/02

Revised Date: 1/1/09

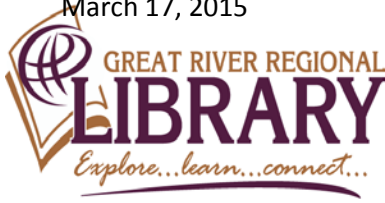
4M. Credit Union

GRRL provides employees and their family members the opportunity to become members of the St. Cloud City and County Employee Credit Union. Employees may take advantage of checking, savings, CD's, loan programs, Visa credit card, travelers checks, on-line banking, debit cards, discount tickets, etc.

Approved Date: 5/11/04

Effective Date: 5/11/04

Revised Date:



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Submitted by Sunny Hesse, Associate Director – Human Resources

CHAPTER 5: Discipline and Grievance Situations

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 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:

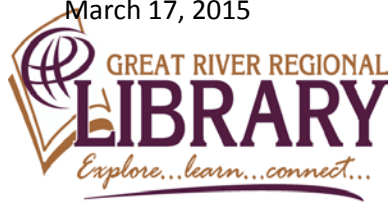
- Oral Reprimand
- Written Reprimand
- Suspension without pay
- Mandatory counseling or treatment before resumption of duties
- Termination

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. However, this policy does not prohibit the lawful carry or lawful possession of firearms in the GRRL parking area.
- 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.



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- 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.
- 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 Executive Director may be appealed in writing to the Personnel Committee within 10 business days. The Executive 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, 03/17/15

CHAPTER 6: Separation from Employment

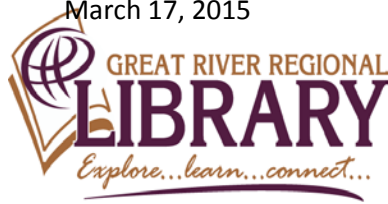
6E. Phased Retirement Option (PRO) Policy

Policy

Minnesota Statute 353.371 allows employees who:

- participate in the Coordinated or Basic Public Employees Retirement Association (PERA) pension plans;
- are age 62 or older; and
- meet the eligibility requirements of Minnesota Statute 353.371,

the option to begin receiving a PERA pension without resigning. The hours of work must be reduced at least 25%, not to exceed 1,044 hours per year. Great River Regional Library (GRRL) recognizes that it may be to the Library's benefit to offer a phased retirement option to selected staff to enhance knowledge transfer to other staff enabling succession planning, to facilitate reorganization initiatives, or to reduce the hours of certain staff for budgetary savings.



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The availability of the Phased Retirement Option (PRO) plan to any individual employee is at the sole discretion of GRRL. GRRL recognizes that the PRO plan can provide a mutual benefit to the organization and the eligible employee dependent on a variety of factors unique to each situation. Accordingly, GRRL will offer PRO agreements only in those situations warranted by business need as recommended by the Associate Director that the position reports to and the Associate Director, Human Resources and approved by the Executive Director for a period of up to 75 calendar days. Any agreement beyond 75 calendar days must be approved by the GRRL Board of Trustees. Terms and conditions of employment, including but not limited to benefits, hours of work, job duties and rate of pay will be set forth by GRRL specific to each individual PRO agreement.

Eligibility & Requirements

GRRL retains sole discretion in offering the PRO to an employee. Initial PRO offers must not exceed one year, but can be renewed for periods of up to a year for a total of no more than five years. The employer is under no obligation to renew a Phased Retirement Agreement. A current retiree cannot participate in the program. Enabling legislation and PERA requirements for PRO participation are:

- Meet all other requirements for a pension from PERA;
- Meet the eligibility requirements of Minnesota Statute 353.371;
- Be at least 62 years of age;
- Have worked a minimum of 1,044 hours in each of five years immediately prior to beginning Phased Retirement;
- Agree to a reduction of hours worked of at least 25 percent, not to exceed 1,044 hours per year;
- The Employer must approve participation; and
- The Employee and Employer must file a “Phased Retirement Agreement” form with PERA.

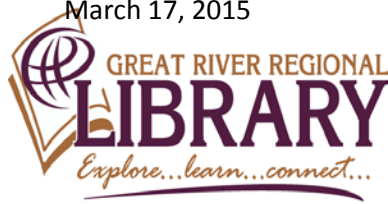
Note that current law sunsets the ability to enter into a PRO agreement on June 30, 2014. Continuation of the option after that date would require legislative action.

PRO Plan Benefits

The employee will begin collecting a PERA benefit without the normally required 30 day break in service and without the prohibition against having any agreement to return to work with the current employer. Participants are also exempt from PERA’s earnings limits. Neither the employee nor the employer is required to make any further contributions to PERA. Thus, participating employees will receive their PERA pension plus whatever salary and benefits are agreed upon for the reduced hour PRO position. The pension will not be reduced or offset by the earnings in the PRO position.

Since the employee is now receiving a pension, service credit earning will cease and there will be no further adjustment to the “high five” average salary.

Upon the completion of the phased retirement, employees must meet the requirements normally applied to someone who is terminating public service, including the prohibition of any future employment agreement, and the minimum 30 day break in public service. If the retiree later returns to PERA covered employment, the earnings limits would apply.



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Terms and Conditions of PRO

Once the employer and employee agree to enter into a PRO plan, an individual agreement covering the terms and conditions of the phased retirement position will be drafted by the Associate Director, Human Resources for approval and signature of the employee, the Associate Director that the position reports to, the Executive Director, and the union representative (if the position is part of a bargaining unit). The agreement will address the following areas:

- The salary rate for the PRO position will be based upon the duties and responsibilities of that position and will consider the employee's experience and training for those duties and responsibilities.
- Pro-rated Paid Time Off will be provided during the term of the Phased Retirement agreement.
- Pro-rated Holiday pay will be provided during the term of the Phased Retirement agreement.
- As PRO positions cannot work more than 30 hours per week, there is no benefit eligibility. Eligibility for group health, life and dental insurance will continue under COBRA requirements and requirements of Minnesota Statute for early retirees. PRO participants will be able to continue health, life and dental insurance, if they wish, by paying the full cost of the premiums.
- Participants can continue to access any funds in their health savings account (HSA), or health reimbursement arrangement (HRA) account to reimburse for the cost of health insurance premiums or other medical expenses.
- Participants will receive normal severance payments from their regular position when they begin the PRO position. This will include payment for accrued PTO, and ESLB.

More information regarding the PRO plan is available on the PERA website at www.mnpera.org or by calling 651-296-7460.

Approved Date: 03/20/12

Effective Date: 03/20/12

Revised Date:

6F. Dismissal from Library Service

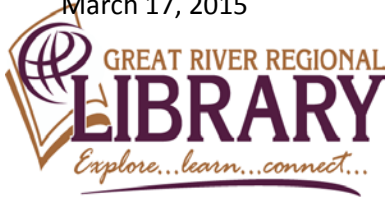
Employees may be dismissed from employment at GRRL by the Executive Director, or his/her designee, for violation of the Personnel Rules and Policies.

The employee shall be given a notice in writing prior to the effective time of dismissal. The notice shall contain the reason(s) for the dismissal, the employee's rights as set forth in these policies, and, if a veteran as defined in M.S. 197.447, rights contained in veteran's preference laws. Prior to the effective time of the dismissal, the employee shall be given an opportunity to present his/her side following procedures outlined in the Grievance Procedure.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 01/20/09, 3/16/10



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6G. Exit Interviews

Upon termination of employment, the employee will be requested to complete an exit interview to help discover the employee's attitude toward the job, supervisor, and Great River Regional Library. GRRL will consider the employee's suggestions and recommendations for improvements in library operation. The supervisor will also complete an exit interview for placement in the employee's personnel file.

Exit interview data will be shared with the GRRL Board of Trustees on a biannual basis.

Approved Date: 7/11/00

Effective Date: 10/31/00

Revised Date: 5/14/02, 03/17/15

CHAPTER 7: Emergencies and Workplace Safety

No Changes

CHAPTER 8: HIPAA Compliance

No Changes