



1300 W. St. Germain  
St. Cloud, Minnesota 56301  
Tel. 320.650.2500 Fax 320.650.2501

**Board of Trustees Personnel Committee Meeting**  
**Tuesday, July 19, 2016, 5:30 p.m.**  
**Mississippi Community Room**  
**Agenda**

- |  |      |
|--|------|
| 1. Call to Order   | 5:30 |
| 2. Adoption/Amendment of Agenda  | 5:31 |
| 3. Approval of Minutes from May 17, 2016, Meeting (Requested action – Approve) | 5:32 |
| 4. Minimum Wage Increase and Pay Range Change (Requested action – Approve)     | 5:33 |
| 5. Fair Labor Standards Act Update (verbal)                                    | 5:37 |
| 6. GRRL Personnel Policies Annual Review (Requested action – Approve)          | 5:41 |
| 7. Human Resources and Accounting Staff Changes Evaluation                     | 5:50 |
| 8. Next Meeting: September 20, 2016, at 5:00 p.m.                              |      |
| 9. Adjournment   | 5:55 |

**GREAT RIVER REGIONAL LIBRARY  
PERSONNEL COMMITTEE MINUTES  
May 17, 2016**

A regular meeting of the Great River Regional Library (GRRL) Personnel Committee was called to order on Tuesday evening, May 17, 2016, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room with Board Chairperson Rachel Leonard presiding.

Members Present:

Bernice Berns  
Jeff Bertram  
Laura Hayes  
Dave Kircher  
Rachel Leonard  
Michael Potter  
Jim Shovelain

Members Excused:

GRRL Staff Present:

Brandi Canter  
Julie Henne  
Aron Murphy  
Karen Pundsack  
Jay Roos  
Julie Schmitz  
Rachel Thomas  
Jami Trenam  
Patricia Waletzko

GRRL Staff Excused:

Ryan McCormick

**ADOPTION OF AGENDA**

Michael Potter made a motion to adopt the agenda as presented. Seconded by Laura Hayes, the motion carried unanimously.

**APPROVAL OF MINUTES**

Laura Hayes made a motion to approve the March 15, 2016, Personnel Committee meeting and April 19, 2016, Personnel Committee special session minutes as presented. Seconded by Jim Shovelain, the motion carried unanimously.

Jeff Bertram joined the meeting at 5:31 p.m.

**EXECUTIVE DIRECTOR TRANSITION PLAN POLICY**

Associate Director – Human Resources Julie Schmitz presented the revised Executive Director Transition Plan policy and stated it is intended to be used as a guideline. Discussion took place regarding transition plan policies from other organizations, background checks and when to conduct them and the number of final candidates from which to make a selection.

Michael Potter made a motion to change the language under Transition and Search Committee Responsibilities, item number eight (8), so it states "...recommend up to three (3) or four (4) finalists..." Jim Shovelain seconded the motion which carried unanimously.

Jim Shovelain made a motion to approve the Executive Director Transition Plan policy with the amendment stated above. Laura Hayes seconded the motion. Jeff Bertram questioned how easily the policy could be revised should adjustments be needed when going through the process again. Executive Director Karen Pundsack responded the Personnel Committee could take any necessary action at that time. Upon vote, the motion carried unanimously.

**INTERNSHIP PROGRAM POLICY**

Julie Schmitz presented the new Internship Program policy which will allow GRRL to hire interns for positions that do not have an adequate applicant pool. The policy provides the ability to hire an intern

with less education and experience at a lower rate of pay in return for the opportunity to receive practical on-the-job training and allows partnerships with schools in our communities to maintain a visible presence on campuses.

Karen Pundsack clarified the internship program would be for existing positions only; Board approval would be requested for any additional positions. She also explained costs would vary with specific positions. Julie Schmitz added there would be conversations with a union representative should an internship be considered for a union position.

Jeff Bertram made a motion to approve the Internship Program policy as presented. Seconded by Bernice Berns, the motion carried unanimously.

#### **NEXT REGULAR MEETING**

The next Great River Regional Library Personnel Committee meeting will be Tuesday, July 19, 2016, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room.

#### **ADJOURNMENT**

Rachel Leonard adjourned the meeting at 5:48 p.m.

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Rachel Leonard, Personnel Committee Chair



# Minimum Wage Increase and Pay Range Change

Submitted by Julie Schmitz, Associate Director – Human Resources

## BOARD ACTION REQUESTED

- Information
  Discussion
  Approve/Accept

## RECOMMENDATION

- Change the minimum of Pay Grade 5 from \$9.43 to \$9.50
- Move all Aide positions in Pay Grade 4 on the 2016 Pay Range to Pay Grade 5 and eliminate Pay Grade 4.

## BACKGROUND INFORMATION

X Supporting Documents Attached: 2016 Pay Range effective August 1, 2016

The Minnesota state minimum wage is scheduled to increase from \$9.00 per hour to \$9.50 per hour effective August 1, 2016. This affects Aides in Pay Grade 4 on the 2016 Pay Range; the minimum of Pay Grade 4 is currently \$9.09. The current minimum of Pay Grade 5, which is a vacant grade, is \$9.43.

## FINANCIAL IMPLICATIONS

Estimated Cost: \$ \_\_\_\_\_ Funding Source: \_\_\_\_\_ Budgeted: X Yes  No

## ACTION

- Passed
  Failed
  Tabled

**Great River Regional Library  
2016 Pay Range**

<b>Pay Grade</b>	<b>Classification</b>		<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
37	Executive Director	<i>Annually</i> <i>Hourly</i>	\$93,350.40 \$44.88	\$107,598.40 \$51.73	\$121,825.60 \$58.57
29	Associate Director Collection Development Associate Director Human Resources Associate Director Information Technology Associate Director Patron Services Associate Director Public Relations	<i>Annually</i> <i>Hourly</i>	\$63,190.40 \$30.38	\$72,841.60 \$35.02	\$82,451.20 \$39.64
25	Accounting Coordinator Patron Services Supervisor	<i>Annually</i> <i>Hourly</i>	\$52,000.00 \$25.00	\$59,924.80 \$28.81	\$67,828.80 \$32.61
24	Computer Systems Analyst Patron Services Coordinator Technical Services Coordinator Web Developer	<i>Annually</i> <i>Hourly</i>	\$49,504.00 \$23.80	\$57,054.40 \$27.43	\$64,604.80 \$31.06
22	Collection Development Librarian Patron Services Librarian Patron Services Specialist Payroll & Benefit Coordinator Technical Services Librarian	<i>Annually</i> <i>Hourly</i>	\$44,907.20 \$21.59	\$51,771.20 \$24.89	\$58,593.60 \$28.17
21	Circulation Coordinator Distribution Coordinator Library Services Coordinator	<i>Annually</i> <i>Hourly</i>	\$42,764.80 \$20.56	\$49,275.20 \$23.69	\$55,806.40 \$26.83
20	Human Resources Generalist Public Relations Specialist	<i>Annually</i> <i>Hourly</i>	\$40,726.40 \$19.58	\$46,945.60 \$22.57	\$53,144.00 \$25.55
18	Graphic Designer Senior Circulation Assistant Senior Library Assistant	<i>Annually</i> <i>Hourly</i>	\$36,961.60 \$17.77	\$42,577.60 \$20.47	\$48,193.60 \$23.17
16	Accounting Specialist Administrative Assistant Computer Support Technician Human Resources Specialist Library Assistant Library Associate Purchasing Specialist Technical Services Assistant	<i>Annually</i> <i>Hourly</i>	\$33,529.60 \$16.12	\$38,625.60 \$18.57	\$43,721.60 \$21.02
13	Circulation Assistant Custodian	<i>Annually</i> <i>Hourly</i>	\$28,974.40 \$13.93	\$33,384.00 \$16.05	\$37,772.80 \$18.16
10	Collection Development Assistant (Borrowing) Collection Development Assistant (Lending) Collection Development Clerk Driver Public Relations Assistant Technical Services Clerk	<i>Annually</i> <i>Hourly</i>	\$25,022.40 \$12.03	\$28,828.80 \$13.86	\$32,635.20 \$15.69
5	Distribution Aide Circulation Aide Library Aide Technical Services Aide Summer Aide	<i>Annually</i> <i>Hourly</i>	\$19,760.00 \$9.50	\$22,588.80 \$10.86	\$25,563.20 \$12.29



## Personnel Policy Review – July 2016

Submitted by Julie Schmitz, Associate Director – Human Resources

### BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

### RECOMMENDATION

- Recommend approval of the attached revisions to Personnel Policies.

### BACKGROUND INFORMATION

Supporting Documents Attached: Current policies with proposed revisions and final policies.

The proposed policy revisions do not reflect any changes to the intent of the policy. Rather, the proposed revisions are related to minor grammar, language and formatting changes.

### FINANCIAL IMPLICATIONS

Estimated Cost: None

Funding Source:

Budgeted:  Yes

No

### ACTION

Passed

Failed

Tabled

## 200 Personnel Policy

### Chapter 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 ~~seven (7)~~ ~~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, 3/17/15, 07/19/16**

### Chapter 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 ~~p~~ersonnel ~~d~~ata in ~~g~~eneral**

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 ~~r~~equests for ~~i~~nformation**

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's ~~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: 07/19/16**

### **Chapter 3A. Compensation**

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: 07/19/16**

### **3B.1 Overtime/Pay ~~e~~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**

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. -Deductions for PTO may be made in increments of a half day or full day.
- 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 Associate Director of Human Resources. ~~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, 07/19/16**

### **3B.2 Overtime Pay and Extra Time Pay**

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

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

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

Overtime will be paid for:

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

Extra time will be paid for:

- Hours worked by an employee to cover the schedule of an employee who is on vacation, sick leave, jury duty, or other approved leave of absence.
- Regularly scheduled or special staff meetings. Travel time will be paid to staff members attending staff meetings held at any GRRL facility other than the one in which they are normally scheduled to work.

- Special projects not possible to accomplish during regularly scheduled hours.
- Time to complete Employee Performance Reviews (EPRs) when completion during regularly scheduled hours or through a schedule change is not possible.

**Approved Date: 07/11/00**

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

**Revised Date: 05/14/02, 08/27/03, 11/10/09, 03/15/11, 07/19/16**

### **Chapter 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, 07/19/16**

### **4A.7 Annual Cash-Out or Conversion Option**

After three (3) years of service, eligible employees may cash-out or convert to GRRL's deferred compensation program (subject to maximum deferral regulations of the IRS) up to ten (10) days prorated, of their PTO balance each year, provided that full-time staff have used a minimum of 50% of their annual accrual and part-time staff have used a minimum of 25% of their annual accrual during the ~~"Election Year." current calendar year.~~ Each eligible employee, during open enrollment of each year, will be eligible to make an election before December 31 of that year (the "Election Year") to receive a cash payment or conversion option following the end of the next year (the "Accrual Year") for all or a portion of the PTO that the employee will earn during the Accrual Year. The employee must make this election by December 31 for it to be valid. An eligible employee who fails to make an election under the PTO plan on or before December 31 of an Election Year will be deemed to have elected to continue accruing PTO and will not receive a cash payment or conversion before separation from service with respect to PTO that the employee earns during the Accrual Year. The election will be valid only for PTO to be earned during the Accrual Year and will not apply to PTO earned during any prior or subsequent year. Once made, the election will be irrevocable. Conversion to cash or deferred compensation shall be made in the month of January of the year following the Accrual Year.~~Requests for such cash-out or conversion must be submitted for the upcoming year during open enrollment. Requests will be approved based on eligibility at the end of the calendar year. Conversion to cash or deferred compensation shall be in January of the following calendar year. Hours eligible for cash-out or conversion will be determined through the last pay period in December.~~ The cash-out shall be at the employee's regular rate of pay as of December 31 of the ~~Accrual Year~~previous year. "Regular Rate" for the purpose of this policy is the employee's straight time rate not including any overtime or any other additions to regular pay.

~~This cash-out or conversion option replaces GRRL's previous annual sick leave payout policy.~~

**Approved Date: 09-~~16~~-~~08~~**

**Effective Date: 01-~~01~~-~~09~~**

**Revised Date: 11-~~10~~-~~2009~~, 11-~~16~~-~~2010~~, 07/19/16**

**4D.1 Minnesota ~~Pregnancy and Parenting Parental~~ Leave**

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

~~Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take up to 12 weeks of -unpaid leave under the Pregnancy and Parenting Leave Act of Minnesota. -Leave can be used for female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, as well as for a biological or adoptive parent in conjunction with the birth or adoption of a child. -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. The employee is required to use PTO until no more than 10 days remain before time without pay will be allowed. -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.-If the employee has any FMLA eligibility remaining at the time the leave commences, the leave will also count as FMLA leave. -The two leaves will run concurrently.~~

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

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

**Revised Date: 5/14/02, 1/20/09, 03/17/15, 07/19/16**

**Chapter 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 Insurances options include:

- ~~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, 07/19/16**

#### ~~4G.1 Long-Term Care Insurance – DELETE POLICY~~

~~The Library makes available voluntary (employee paid) group long term care insurance for all regularly scheduled employees. It is available to eligible employees, spouses of employees, retirees and their spouses, parents, parents-in-law, grandparents and grandparents-in-law.~~

~~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: 5/13/03~~

~~Effective Date: 5/13/03~~

~~Revised Date: 11/21/06, 06/10/08, 01/01/09~~

#### **Chapter 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.

##### 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, Vision, 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 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, 07/19/16**

**Chapter 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, 07/19/16**

## 200 Personnel Policy

### Chapter 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 seven (7) 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 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, 3/17/15, 07/19/16**

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#### 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 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'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: 07/19/16**

### **Chapter 3A. Compensation**

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. 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: 07/19/16**

### **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**

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, personal holiday and holidays will be made in increments of a day or more. Deductions for PTO may be made in increments of a half day or full day.
- 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 Associate Director of Human Resources.

**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, 07/19/16**

**3B.2 Overtime Pay and Extra Time Pay**

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

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

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

Overtime will be paid for:

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

Extra time will be paid for:

- Hours worked by an employee to cover the schedule of an employee who is on vacation, sick leave, jury duty, or other approved leave of absence.
- Regularly scheduled or special staff meetings. Travel time will be paid to staff members attending staff meetings held at any GRRL facility other than the one in which they are normally scheduled to work.
- Special projects not possible to accomplish during regularly scheduled hours.
- Time to complete Employee Performance Reviews (EPRs) when completion during regularly scheduled hours or through a schedule change is not possible.

**Approved Date: 07/11/00**

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

**Revised Date: 05/14/02, 08/27/03, 11/10/09, 03/15/11, 07/19/16**

### **Chapter 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.

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

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

**Revised Date: 03/17/15, 07/19/16**

### **4A.7 Annual Cash-Out or Conversion Option**

After three (3) years of service, eligible employees may cash-out or convert to GRRL's deferred compensation program (subject to maximum deferral regulations of the IRS) up to ten (10) days prorated, of their PTO balance each year, provided that full-time staff have used a minimum of 50% of their annual accrual and part-time staff have used a minimum of 25% of their annual accrual during the "Election Year." Each eligible employee, during open enrollment of each year, will be eligible to make an election before December 31 of that year (the "Election Year") to receive a cash payment or conversion option following the end of the next year (the "Accrual Year") for all or a portion of the PTO that the employee will earn during the Accrual Year. The employee must make this election by December 31 for it to be valid. An eligible employee who fails to make an election under the PTO plan on or before December 31 of an Election Year will be deemed to have elected to continue accruing PTO and will not receive a cash payment or conversion before separation from service with respect to PTO that the employee earns during the Accrual Year. The election will be valid only for PTO to be earned during the Accrual Year and will not apply to PTO earned during any prior or subsequent year. Once made, the election will be irrevocable. Conversion to cash or deferred compensation shall be made in the month of January of the year following the Accrual Year. The cash-out shall be at the employee's regular rate of pay as of December 31 of the Accrual Year. "Regular Rate" for the purpose of this policy is the employee's straight time rate not including any overtime or any other additions to regular pay.

**Approved Date: 09/16/08**

**Effective Date: 01/01/09**

**Revised Date: 11/10/09, 11/16/10, 07/19/16**

### **4D.1 Minnesota Pregnancy and Parenting Leave**

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take up to 12 weeks of unpaid leave under the Pregnancy and Parenting Leave Act of Minnesota. Leave can be used for female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, as well as for a biological or adoptive parent in conjunction with the birth or adoption of a child.

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. The employee is required to use PTO until no more than 10 days remain before time without pay will be allowed. If the employee has any FMLA eligibility remaining at the time the leave commences, the leave will also count as FMLA leave. The two leaves will run concurrently.

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

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

**Revised Date: 5/14/02, 1/20/09, 03/17/15, 07/19/16**

#### **Chapter 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 Insurances options include:

- 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, 07/19/16**

#### **Chapter 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.

##### 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, Vision, 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 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, 07/19/16**

**Chapter 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.

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, 07/19/16**



## Evaluation of Human Resources and Accounting Staff Changes

Submitted by Julie Schmitz, Associate Director – Human Resources

### BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

### RECOMMENDATION

- Continue existing structure of Human Resources (HR) and Accounting departments. Management will re-evaluate upon any staff changes in these departments.

### BACKGROUND INFORMATION

In 2013, a proposal was approved regarding restructuring the HR and Accounting departments. The restructure included elimination of the Regional Coordinator of Finance position, restructuring of the Finance Generalist position to an Accounting Coordinator position, increasing the Accounting Specialist position hours from 32 to 40, moving payroll to the HR department, and hiring a new Payroll & Benefits Coordinator position. The plan called for an evaluation of the changes after the implementation of ADP, the transition and training period following. This evaluation was postponed following turnover in the Associate Director – HR and Payroll & Benefits Coordinator positions in 2015.

Following is an evaluation of the restructure:

1. Improved and enhanced HR and payroll service to employees: With the additional staff in HR, we are able to coordinate schedules in a manner that assures HR is available to assist employees and supervisors across the region. Cross training was increased so that any HR staff member can assist employees. The Payroll & Benefits Coordinator position allows a high level of expertise regarding benefits, leaves of absence and payroll. This allows us to better serve employees and assure legal compliance.
2. More efficient use of staffing dollars: The reorganization has provided a more balanced workload for each position. It enables the Accounting Coordinator and Associate Director – HR to focus on process improvements and leadership activities that help us meet our strategic goals. In addition, there were numerous tracking and reporting requirements for the Affordable Care Act in the last year. We were able to comply with the new regulations by the required deadlines.
3. Streamlined HR and payroll processes: We have been able to streamline multiple processes in the HR department. Examples include HR taking a more active role in the recruitment process, implementing the performance management module of ADP, improving the orientation process with Day One orientation at headquarters and streamlining the on-line orientation program.

4. Proactive use of HR/Payroll software: Since initial set up, issues with ADP have decreased significantly. Both HR and Accounting have made efforts to understand the processes and set up in ADP which allow us to troubleshoot issues independent of ADP. We have step by step procedures written in response to issues where we have contacted ADP for resolution which will assist us if the issue occurs again. We are utilizing the custom reporting function at a higher level with the reorganization.
5. Improved coverage and back-up of duties: With the recent leave of absence and subsequent resignation of the Payroll & Benefits Coordinator, the assistance of the Accounting Coordinator was instrumental in continuing timely processing of payroll and training the new Payroll & Benefits Coordinator. Likewise, HR provided assistance to the Accounting Coordinator with items needed during the annual audit. There is mutual collaboration on issues that overlap between HR and Accounting. It is extremely beneficial to the organization to have backup for payroll functions.

**FINANCIAL IMPLICATIONS**

Estimated Cost: \$ n/a

Funding Source:

Budgeted:  Yes  No**ACTION** Passed Failed Tabled