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**Board of Trustees Personnel Committee Meeting
Tuesday, July 16, 2019, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda**

- | | |
|--|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Chapter 4E.1 Holiday Pay Policy Revision – Aide Holidays (Requested Action – Approve) | 5:32 |
| 4. Chapter 20. Computer Use for GRRR Staff Policy Revision (Requested Action – Approve) | 5:37 |
| 5. Paid Time Off Accrual Analysis Report | 5:42 |
| 6. Next Meeting – September 17, 2019 | 5:49 |
| 7. Adjournment | 5:50 |

July 16, 2019



Holiday Pay Policy Revision – Aide Holidays

Submitted by Julie Schmitz, Associate Director of Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve revisions to 200 Personnel Chapter 4E.1 Holiday Pay to provide additional paid holidays to part-time employees in Aide positions, Grade 6, subject to 2020 Budget final approval. These policy changes will be effective January 1, 2020.

BACKGROUND INFORMATION

Supporting Documents Attached:

- 200 Personnel Chapter 4E.1 Holiday Pay marked up copy

A 2020 Department Budget Request was approved at the April 2019 Board special meeting to provide paid holidays for Aide positions equal to the number of paid holidays received by other eligible positions effective January 1, 2020.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ Funding Source:

Budgeted: Yes No \$15,000 incorporated into the preliminary 2020 Budget for final approval

ACTION

- Passed
 Failed
 Tabled

200 Personnel Policies

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 five (5) holidays in a budget year. The following days shall be paid holidays for regular employees employed in a position below grade 10:~~

- ~~• New Year's Day January 1~~
- ~~• Memorial Day Last Monday in May~~
- ~~• Independence Day July 4~~
- ~~• Labor Day First Monday in September~~
- ~~• Thanksgiving Day Last Thursday in November~~

~~During the first year of eligibility, the number of prorated days will be dependent on the eligibility effective date.~~

In order to receive pay for the holiday, employees must work their scheduled day before and after the holiday or be using approved PTO.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 11/21/06, 01/19/10, 03/15/11, 11/20/12, 03/17/15, 11/17/15, 03/19/19,
07/16/19

Effective Date of Last Revision: 01/01/13, 01/01/14, 01/01/16, 03/19/19, 01/01/20

July 16, 2019



Computer Use for GRRL Staff Policy Revision

Submitted by Julie Schmitz, Associate Director of Human Resources

BOARD ACTION REQUESTED

Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve policy revisions to 200 Personnel Chapter 20. Computer Use for GRRL Staff, 20.1 Electronic Communication and Computer Files, and 20.2 Passwords.

BACKGROUND INFORMATION

Supporting Documents Attached:

- 200 Personnel Chapter 20. Computer Use for GRRL Staff, 20.1 Electronic Communication and Computer Files, and 20.2 Passwords marked up copy

In conjunction with the policy changes required to comply with Payment Card Industry (PCI) requirements and for purposes of managing public data requests, Chapter 20. Computer Use for GRRL Staff is being updated to indicate that staff should avoid using GRRL operated electronic mail systems for personal use. Policies 20.1 Electronic Communication and Computer Files and 20.2 Passwords are being deleted from Personnel policies as they duplicate Technology policies. It has been determined that these two policies should be maintained within Technology policies due to their relevance to other information security policies.

FINANCIAL IMPLICATIONS

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

ACTION

Passed
 Failed
 Tabled

200 Personnel Policies

20. Computer Use for GRRL Staff

The use of Great River Regional Library (GRRL) automation systems, including, but not limited to, 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~~ GRRL devices 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 of the GRRL operated electronic mail system for personal use should be avoided.

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/Workplace Conduct policies 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: 03/16/10

Effective Date: 03/16/10

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~~
- ~~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: 06/12/07~~

~~Effective Date: 06/12/07~~

~~Revised Date: 11/10/09, 03/16/10~~

~~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: 06/12/07~~

~~Effective Date: 06/12/07~~

~~Revised Date: 11/10/09, 03/16/10~~



Paid Time Off (PTO) Accrual Information

Submitted by Julie Schmitz, Associate Director of Human Resources

BOARD ACTION REQUESTED

Information
 Discussion
 Approve/Accept

RECOMMENDATION

The following PTO accrual information, as of May 28, 2019, is provided for review.

Number of Employees Eligible for PTO	Total Number of PTO Hours Accrued	Total Liability	Average Liability Per Employee
243	18,362.65	\$456,672.54	\$1,879.31

BACKGROUND INFORMATION

Supporting Documents Attached:

The above information was requested by the Personnel Committee at their meeting on March 19, 2019, following discussion about PTO accrual rates, carry over from one year to the next, use including donation and cash out options, and liability at end of employment. The Committee requested a report showing how many staff members have accrued PTO balances and the number of hours calculated from those balances.

FINANCIAL IMPLICATIONS

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

ACTION

Passed Failed Tabled