



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

**Board of Trustees Personnel Committee Meeting
Tuesday, January 21, 2020, 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. GRRL Pay Range Quartiles 2020-2022 Report | 5:32 |
| 4. GRRL Staff Recognition Review | 5:38 |
| 5. Next Meeting – March 17, 2020 | 5:44 |
| 6. Adjournment | 5:45 |



GRRL Pay Range Quartiles Report

Submitted by Julie Schmitz, Associate Director of Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Review data regarding GRRL pay range quartiles as requested.

BACKGROUND INFORMATION

- Supporting Documents Attached

- GRRL Pay Range Quartiles Report

A request was made at the December Executive Committee meeting to provide the Board of Trustees a report of the cost and number of employees in each quartile.

GRRL employees receive movement within range increases based on where their current rate of pay falls within the pay grade quartiles. Quartiles are determined by taking the pay grade and dividing it into four parts. Quartiles are numbered from one to four based on low to high of the pay grade. The intent of the quartiles is to alleviate compression at the beginning of the pay range.

FINANCIAL IMPLICATIONS

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

ACTION

- Passed
 Failed
 Tabled

**GRRL PAY RANGE QUANTILES REPORT
2020-2022**

2020				
Total Personnel Cost	\$	6,502,107.33		
Total Employees		277		
		<u># of Employees</u>	<u>% Share</u>	<u>Cost</u> <u>% of Total Cost</u>
Quartile 1		126	45.49%	\$ 1,381,352.10 21.24%
Quartile 2		73	26.35%	\$ 2,191,283.80 33.70%
Quartile 3		17	6.14%	\$ 732,366.91 11.26%
Quartile 4		9	3.25%	\$ 505,185.35 7.77%
At or Above Max		<u>52</u>	<u>18.77%</u>	<u>\$ 1,691,919.18</u> <u>26.02%</u>
Totals:		277	100.00%	\$ 6,502,107.33 100%

2021				
Total Personnel Cost	\$	6,664,630.11		
Total Employees		277		
		<u># of Employees</u>	<u>% Share</u>	<u>Cost</u> <u>% of Total Cost</u>
Quartile 1		36	13.00%	\$ - 0.00%
Quartile 2		139	50.18%	\$ 2,968,272.10 44.54%
Quartile 3		32	11.55%	\$ 1,150,611.36 17.26%
Quartile 4		14	5.05%	\$ 660,995.13 9.92%
At or Above Max		<u>56</u>	<u>20.22%</u>	<u>\$ 1,884,751.51</u> <u>28.28%</u>
Totals:		277	100.00%	\$ 6,664,630.11 100%

All Subs

2022				
Total Personnel Cost	\$	6,862,615.35		
Total Employees		277		
		<u># of Employees</u>	<u>% Share</u>	<u>Cost</u> <u>% of Total Cost</u>
Quartile 1		36	13%	\$ - 0.00%
Quartile 2		97	35%	\$ 1,698,723.07 24.75%
Quartile 3		69	25%	\$ 2,360,617.52 34.40%
Quartile 4		15	5%	\$ 636,294.61 9.27%
At or Above Max		<u>60</u>	<u>22%</u>	<u>\$ 2,166,980.15</u> <u>31.58%</u>
Totals:		277	100%	\$ 6,862,615.35 100%

All Subs



GRRL Staff Recognition Review

Submitted by Julie Schmitz, Associate Director of Human Resources

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Review 200 Personnel Chapter 4L. Staff Recognition

BACKGROUND INFORMATION

Supporting Documents Attached

- 200 Personnel Chapter 4L. Staff Recognition Policy

Discussion occurred at the December Executive Committee meeting regarding staff recognition from the Board. The attached policy describes staff recognition on behalf of the Board using Gift Funds from the St. Cloud Friends of the Library.

Gifts with the GRRL logo for years of service are as follows:

- 1 year – Sports Bottle
- 3 years – Journal with Pen
- 5 years – Fleece Blanket
- 10 years – Business Traveler Cooler
- 15 years – Stainless Steel Mug
- 20 years – Gift Certificate of choice (value range \$25-30)
- 25 years – Gift Certificate of Choice (value range \$30-35)
- 30 years – Gift Certificate of Choice (value range (\$35-40)
- 35 years – Gift Certificate of Choice (value range (\$40-45)
- Retirement Gift – select between Garden Tote, Wine & Cheese Tote, or a Stainless Steel Insulated Bottle

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

200 Personnel

Chapter 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: 05/14/02

Effective Date: 05/14/02

Revised Date: 01/01/09