



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, 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. Elect Personnel Committee Chairperson (verbal) | 5:32 |
| 4. Approval of Minutes – January 21, 2020, Meeting (Requested Action – Approve) | 5:33 |
| 5. Personnel Policy Revisions (Requested Action – Approve) | 5:34 |
| 5.1 Chapters 2. Employment, 3. Compensation and Performance Evaluation &
4. Employee Benefits | |
| 5.2 Chapter 5A. Grievances | |
| 6. Next Meeting – May 19, 2020 | 5:44 |
| 7. Adjournment | 5:45 |

March 17, 2020

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
January 21, 2020**

A regular meeting of the Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jayne Dietz on Tuesday, January 21, 2020, at 5:30 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present:

Jeff Bertram
Jayne Dietz
Melissa Fee
Dave Kircher
Michael Potter
Randy Winscher

Members Excused:

GRRL Staff Present:

Aron Murphy
Karen Pundsack
Julie Schmitz
Patricia Waletzko

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

The July 16, 2019, Personnel Committee meeting minutes were approved at the September 17, 2019, GRRL Board meeting. The Committee did not meet in September.

GRRL PAY RANGE QUANTILES 2020-2022 REPORT

At the Executive Committee’s December meeting, they requested a report on GRRL’s Pay Range quartiles. Associate Director – Human Resources Julie Schmitz reviewed the quartile report and stated the plan is to reevaluate after 2022. She also clarified that an employee’s quartile is determined by their current pay rather than number of years employed. Brief discussion followed.

Melissa Fee joined the meeting at 5:33 p.m.

GRRL STAFF RECOGNITION REVIEW

In December, the Executive Committee also requested GRRL staff receive recognition from the Board. Julie Schmitz reviewed the Staff Recognition policy. Committee members viewed anniversary gift items.

The Committee talked about the current staff recognition process and their intent to show appreciation to all staff. It was agreed, going forward, the Board President will also sign the recognition certificates staff receive on their anniversary date.

Leigh Lenzmeier left the meeting at 5:42 p.m.

NEXT MEETING

The next Great River Regional Library Personnel Committee meeting will be Tuesday, March 17, 2020, in the St. Cloud Public Library Mississippi Room.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 5:45 p.m.

Personnel Committee Chair



Personnel Policy Revisions

Submitted by Julie Schmitz, Associate Director of Human Resources

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Recommend approval of policy revisions as outlined on the attached list, Personnel Policy Summary, and review policy format change.

BACKGROUND INFORMATION

Supporting Documents Attached

- Chapters 2. Employment, 3. Compensation and Performance Evaluation, and 4. Employee Benefits in marked up and final form
- Chapter 5A. Grievances

This is part of an annual review of Personnel policies. In Chapters 2, 3, and 4, specific efforts were made to eliminate redundancy, incorporate procedures into policy, and combine policies that are on the same topic for better searching and understanding. The revisions do not alter the terms and conditions of each policy. Chapter 5A. was formatted to align with all other Personnel policies; no revisions were made.

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

PERSONNEL POLICY REVISIONS SUMMARY	
Name of Policy	Description of Update
2J. Personnel Files	Incorporated procedure into policy and updated wording
2U. Dress Code	Incorporated procedure into policy
3A. Compensation Plan	Combined policies (3A, 3A.1, 3A.2, 3G, 3H) to eliminate redundancy and locate related information together. Added pay increase information for Substitutes.
3A.1 Pay Range and Schedule	Eliminated from policy. This is posted on our Payroll page each year.
3A.2 Amendment of Compensation Plan	Eliminated policy. Incorporated into 3A. Compensation Plan policy
3G. Pay Anniversary Date	Eliminated policy. Incorporated into 3A. Compensation Plan policy
3H. Movement Within Range Increases	Eliminated policy. Incorporated into 3A. Compensation Plan policy
3B. Wage Payments and Pay Periods	Added a policy 3B.1 called Pay Checks which combined the introduction and policies (3B, 3C, 3D) to locate related information together
3B.1 Overtime/Pay Classification	Changed to Policy 3B.2 due to addition of Pay Checks Policy
3B.2 Overtime Pay and Extra Pay	Changed to Policy 3B.3 due to addition of Pay Checks Policy
3B.3 Pay Upon Hire	Changed to Policy 3B.4 due to addition of Pay Checks Policy
3C. Paycheck Errors	Policy eliminated. Incorporated into 3B.1 Pay Checks
3D. Lost Checks	Policy eliminated. Incorporated into 3B.2 Pay Checks
3E to 3J (not included in packet)	Changed to policy numbers to 3C to 3F due to addition of Pay Checks Policy and elimination of policies 3G and 3H
4F.1 Health Care Insurance	Changed title to Benefit Programs to include all benefits. Combined policies (4F.1, 4F.2, 4F.3, 4F.4, 4G, 4G.1, 4G.2, 4G.3, 4H, 4H.1, 4H.2) to eliminate redundancy and locate related information together
4F.2 to 4H.2	Eliminated policies. Incorporated into 4F.1 Benefit Programs
4I. Employee Assistance Program (EAP)	Changed description of EAP Program to align with their brochure. Changed to 4G due to changes in chapter 4 benefit programs
4J to 4L (not included in packet)	Changed policy numbers to 4H to 4J due to changes in chapter 4 benefit programs
4K. Employee Lockers	Incorporated procedure into policy and changed to 4I

Current Policy

200 Personnel Chapter 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.~~

GRRL maintains a personnel file on each employee. The personnel file contains the application form, performance reviews and other employment records. Employees may view their personnel file once every six months by providing a written request to Human Resources. GRRL will comply with the request within seven working days and will make the records available during regular business hours under the supervision of Human Resources.

Personnel files are available to members of the Great River Regional Library Board of Trustees, Executive Director, and other supervisors and managers ~~Associate Director for the area assigned, Patron Services Supervisor, and direct supervisor under the supervision of Human Resources.~~ if they have a legitimate reason to review information in a file, as determined by Human Resources.

If an employee disputes specific information contained in the record, and agreement is not reached to remove or revise the disputed information, the employee may submit a written statement, not exceeding five pages, identifying the disputed information and explaining the employee's position. This written statement will be included as part of the personnel file.

Upon termination, an employee's personnel file will be maintained for the period of time required by the record retention schedule. Upon written request, employees may access their personnel file once each following separation for as long as the personnel record is maintained.

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, 3/17/20

Procedure:

1. An entire personnel file will not be removed from Human Resources.
2. Supervisors may review their employees' personnel files in Human Resources.
3. The Executive Director may review any employees' personnel file in Human Resources.
4. Employees may review their personnel file in Human Resources once every six months.
5. Employees must request such review by completing the form "Request to Review Personnel File".
6. Appointments will be made by Human Resources upon receipt of the form. GRRL will comply with this request within seven working days and will make these records available during the hours of 8:30 a.m.- 5:00 p.m., Monday-Friday.

7. Former employees may review their files/request copies of their files once each year, following separation for as long as the personnel record is maintained, by making an appointment with Human Resources.

Disputed Information:

1. If employees dispute any specific information contained in their personnel file, they may request, in writing, a copy of the disputed information.
2. Employees may submit a written statement (not to exceed five pages) explaining their position on the disputed information. GRRL will include this statement with the disputed information as long as the record is maintained, and provide a copy of it as requested.

Revised Policy

200 Personnel Chapter 2J. Personnel Files

GRRL maintains a personnel file on each employee. The personnel file contains the application form, performance reviews and other employment records. Employees may view their personnel file once every six months by providing a written request to Human Resources. GRRL will comply with the request within seven working days and will make the records available during regular business hours under the supervision of Human Resources.

Personnel files are available to members of the Great River Regional Library Board of Trustees, Executive Director, and other supervisors and managers if they have a legitimate reason to review information in a file, as determined by Human Resources.

If an employee disputes specific information contained in the record, and agreement is not reached to remove or revise the disputed information, the employee may submit a written statement, not exceeding five pages, identifying the disputed information and explaining the employee's position. This written statement will be included as part of the personnel file.

Upon termination, an employee's personnel file will be maintained for the period of time required by the record retention schedule. Upon written request, employees may access their personnel file once each year following separation for as long as the personnel record is maintained.

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, 03/17/20

Current Policy

200 Personnel Chapter 2U. Dress Code

Casual business attire is the recommended attire for GRRL staff. [Library employees are expected at all times to present a businesslike image to patrons, vendors, and the general public.](#) ~~However, individual~~ ~~department/location~~ supervisors may determine the best attire for their staff based on the tasks and responsibilities being performed. [Employees are expected to be neat and well groomed and to wear suitable clothing and shoes.](#) Supervisors may object to extreme modes of dress and/or certain attire if it presents a safety risk for the employee. [Employees should consult with their supervisor for information concerning the dress code appropriate for their job duties.](#)

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 03/17/15, [03/17/20](#)

Procedure:

Library employees are expected at all times to present a businesslike image to patrons, vendors and the general public. Employees' dress, personal hygiene and work area should be appropriate to their work situation. Employees are expected to be neat and well groomed and to wear suitable clothing and shoes.

Employees should consult with their supervisor for information concerning the dress policy applicable for their job classification.

Revised Policy

200 Personnel Chapter 2U. Dress Code

Casual business attire is the recommended attire for GRRL staff. Library employees are expected at all times to present a businesslike image to patrons, vendors, and the general public. Individual supervisors may determine the best attire for their staff based on the tasks and responsibilities being performed. Employees are expected to be neat and well groomed and to wear suitable clothing and shoes. Supervisors may object to extreme modes of dress and/or certain attire if it presents a safety risk for the employee. Employees should consult with their supervisor for information concerning the dress code appropriate for their job duties.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 03/17/15, 03/17/20

Current Policies

200 Personnel Chapter 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 not to exceed the maximum up to the maximum of the pay range for their position. Substitute employees will receive the new minimum of the pay grade or are frozen if their current pay exceeds the minimum of the pay grade.

Movement within a pay range is based on a singular pay range with no predetermined steps. Regular employees are eligible for an approved movement within range increase not to exceed the maximum of the pay range for their position. Substitute employees are not eligible for a movement within range increase. 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.

If the employee's supervisor finds that the employee's work performance or conduct does not justify a movement within range increase, the supervisor will consult with the appropriate Leadership Support Team (LST) member and the Associate Director, Human Resources and complete a plan for improving performance, which will be reviewed within three (3) months. Also, see Policy titled Annual Performance Review (EPR).

General wage increases and movement within range increases are effective on the first day of the pay period in which January 1 falls, unless otherwise determined by the GRRL Board of Trustees.

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

Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date: 07/19/16, 03/17/20

~~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: 07/11/00

Effective Date: 10/31/00

Revised Date: 01/1/02, 03/16/10

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: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15

200 Personnel 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: 07/11/00

Effective Date: 10/31/00

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

200 Personnel Chapter 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 Jan 1 falls unless otherwise determined by the GRRL Board of Trustees. 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 movement within range 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 Performance Review (EPR).

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 03/20/07, 07/10/07, 03/16/10, 03/17/15, 03/19/19

Revised Policy

200 Personnel Chapter 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 not to exceed the maximum of the pay range for their position. Substitute employees will receive the new minimum of the pay grade or are frozen if their current pay exceeds the minimum of the pay grade.

Movement within a pay range is based on a singular pay range with no predetermined steps. Regular employees are eligible for an approved movement within range increase not to exceed the maximum of the pay range for their position. Substitute employees are not eligible for a movement within range increase.

If the employee's supervisor finds that the employee's work performance or conduct does not justify a movement within range increase, the supervisor will consult with the appropriate Leadership Support Team (LST) member and the Associate Director, Human Resources and complete a plan for improving performance, which will be reviewed within three (3) months. Also, see Policy titled Annual Performance Review (EPR).

General wage increases and movement within range increases are effective on the first day of the pay period in which January 1 falls, unless otherwise determined by the GRRL Board of Trustees.

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

Approved Date: 03/17/15

Effective Date: 03/17/15

Revised Date: 07/19/16, 03/17/20

Current Policies

200 Personnel Chapter 3B. Wage Payments and Pay Periods

~~Wage schedule for non-exempt employees is based on 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: 07/11/00~~

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

~~Revised Date: 07/13/04, 07/08/08, 03/17/15~~

3B.1 Pay Checks

Employees are paid biweekly on the Friday following the end of the pay period. The pay period will be a two-week period running from 12:01 a.m. Sunday until 12:00 midnight on Saturday. When paydays fall on a holiday, pay checks are normally issued the day before the holiday.

Each timecard must be verified and approved by the employee and supervisor before being submitted to Payroll for processing. If an employee believes their pay check is inaccurate, it should be reported to the Payroll and Benefit Coordinator immediately. Errors will be corrected and processed as soon as possible upon notification.

Employees are strongly encouraged to have their pay directly deposited into their bank accounts. 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 will be the responsibility of the employee.

Employees are responsible for notifying Human Resources of any change in status, including changes in address, phone number, beneficiaries, marital status, etc.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 07/13/04, 07/08/08, 03/17/15, 03/17/20

~~200 Personnel Chapter 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:~~

~~200 Personnel Chapter 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 will be the responsibility of the employee.~~

~~Approved Date: 03/17/15~~

~~Effective Date: 03/17/15~~

~~Revised Date:~~

Revised Policy

200 Personnel Chapter 3B.1 Pay Checks

Employees are paid biweekly on the Friday following the end of the pay period. The pay period will be a two-week period running from 12:01 a.m. Sunday until 12:00 midnight on Saturday. When paydays fall on a holiday, pay checks are normally issued the day before the holiday.

Each timecard must be verified and approved by the employee and supervisor before being submitted to Payroll for processing. If an employee believes their pay check is inaccurate, it should be reported to the Payroll and Benefit Coordinator immediately. Errors will be corrected and processed as soon as possible upon notification.

Employees are strongly encouraged to have their pay directly deposited into their bank account. 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 will be the responsibility of the employee.

Employees are responsible for notifying Human Resources of any change in status, including changes in address, phone number, beneficiaries, marital status, etc.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 07/13/04, 07/08/08, 03/17/15, 03/17/20

Current Policies

~~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~~

~~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~~

~~4F.3 Basic Life Insurance~~

~~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: 05/14/02, 05/11/04, 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 Retiree-Only HRA for eligible 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, 11/15/16~~

~~Effective Date of Last Revision: 01/01/17~~

~~200 Personnel 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~~

~~4G.1 Disability Insurance~~

~~The Library makes available voluntary (employee paid) group disability insurance for employees regularly scheduled to work 20 or more hours per week.~~

~~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: 05/11/04~~

~~Effective Date: 05/11/04~~

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

~~4G.2 Flexible Spending Accounts (FSA)~~

~~The Library makes available flexible spending accounts for all employees regularly scheduled 30 or more hours per week. The employee can elect to set aside pre-taxed contributions for health and/or dependent care expenses. Employees working between 8 and 29 hours are eligible to participate in a dependent care flexible spending account and/or a limited scope health flexible spending account.~~

~~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: 11/21/06
 Effective Date: 11/22/06
 Revised Date: 06/10/08, 01/01/09, 09/19/17
 Effective Date of Last Revision: 01/01/18~~

~~4G.3 Group Decreasing Term Life Insurance~~

~~The Library makes available voluntary (employee paid) group decreasing term life and accidental death & dismemberment (AD&D) insurance for all regularly scheduled PERA-eligible employees. Coverage options are dependent upon age.~~

~~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: 05/13/03, 07/10/07, 06/10/08, 01/01/09~~

~~200 Personnel Chapter 4H. Retirement Benefits~~

~~Retirement benefits are provided through the following:~~

- ~~• Social Security (FICA & Medicare) as required by law.~~
- ~~• A coordinated plan with the Public Employees Retirement Association (PERA)~~
- ~~• Deferred Compensation with MN State Retirement System~~

~~4H.1 Public Employees Retirement Association (PERA)~~

~~This retirement plan is available to employees who meet PERA's eligibility requirements.~~

~~Those employees not eligible for PERA are still required to pay Social Security and Medicare taxes as required by law.~~

~~Deductions are taken from the employee's salary. The library also contributes towards these benefits as required by law or PERA guidelines.~~

~~Upon retirement or termination from a PERA eligible position to a non-qualifying position, a break in service of 30 days is required by PERA.~~

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

~~Approved Date: 07/11/00
 Effective Date: 10/31/00
 Revised Date: 05/13/03, 07/10/07, 06/10/08, 01/01/09, 03/16/10~~

~~4H.2 Deferred Compensation Plan~~

~~A Deferred Compensation Plan is available through the Minnesota State Retirement System. This retirement plan is available to all employees working regularly scheduled hours each pay period. The plan allows you to set aside a portion of your income and accumulate it on a tax-deferred basis. 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: 05/13/03, 07/10/07, 06/10/08, 01/01/09, 07/13/10, 03/19/19~~

~~Last Revision Effective Date: 10/01/10, 03/19/19~~

Revised Policy

200 Personnel Chapter 4F.1 Benefit Programs

Eligible employees are provided a wide range of benefits at GRRL. Benefit eligibility is dependent upon regularly scheduled hours. The following benefit programs are available to eligible employees:

Benefit	Eligibility
Health Insurance	Regularly scheduled 30 or more hours per week
Health Savings Account	Regularly scheduled 30 or more hours per week
Retiree-Only Health Reimbursement Account	Regularly scheduled 30 or more hours per week
Basic Life Insurance and Accidental Death and Dismemberment (AD&D)	Regularly scheduled 30 or more hours per week
Supplemental Life Insurance	Regularly scheduled 30 or more hours per week
Flexible Spending Account	Regularly scheduled 30 or more hours per week
Dental Insurance	Regularly scheduled 20 or more hours per week
Long Term Disability Benefits	Regularly scheduled 20 or more hours per week
Short Term Disability Benefits	Regularly scheduled 20 or more hours per week
Group Decreasing Term Life and AD&D Insurance	Regularly scheduled PERA eligible employees
Dependent Care Flexible Spending Account	Regularly scheduled 8 or more hours per week
Limited Scope Flexible Spending Account	Regularly scheduled 8-29 hours per week
Vision Insurance	All regular employees

Some benefit programs require contributions from the employee, while others may be fully paid using the employer benefit contribution. As approved by the Board of Trustees, other voluntary benefits may be offered to eligible employees. Coverage for benefits elected within 30 days of hire is effective on the first of the month following hire.

In addition, the following retirement benefits are provided to eligible employees:

- Public Employees Retirement Association (PERA): Statewide pension program in which all library employees meeting program requirements must participate in accordance with Minnesota law. GRRL and the employee each contribute to the employee’s retirement account. Upon retirement or termination from a PERA eligible position to a non-qualifying position, a break in service of 30 days is required.
- Deferred Compensation Plan: A Deferred Compensation Plan is available through the Minnesota State Retirement System to all employees working regularly scheduled hours each pay period. The plan allows employees to set aside a portion of their income and accumulate it on a tax-deferred basis.
- Social Security (FICA) and Medicare as required by law.

All benefits are subject to the terms and conditions described in other policies, the summary plan description, insurance certificate or plan document for that plan. More detailed information regarding benefits and eligibility is available from Human Resources.

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, 03/17/20

Current Policy

200 Personnel Chapter 4G+. 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.~~

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/13/03, [03/17/20](#)

Revised Policy

200 Personnel Chapter 4G. Employee Assistance Program (EAP)

GRRL offers an Employee Assistance Program to provide counseling and related professional services to employees and their immediate family members who may be experiencing personal issues. Through the EAP Program, employees and their dependents are eligible for short-term counseling at no cost to the employee. Participation in the EAP Program is voluntary. Employee participation in the EAP Program and personal information are not shared with GRRL.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/13/03, 03/17/20

Current Policy200 Personnel Chapter 4~~1~~. 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. [Employees accepting the use of GRRL lockers will sign an agreement at the time of locker assignment, which will be maintained in the employee's personnel file.](#)

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/13/03, 01/20/09, [03/17/20](#)

Procedure:

1. Lockers are assigned, where available and as requested, to new employees by their supervisor.
2. GRRL will not be held responsible for items in lockers.
3. Employees accepting the use of GRRL lockers will sign an "Agreement to Use Lockers" form at the time of locker assignment. Upon signature, this form will be forwarded to Human Resources and placed in the employee's file.

Revised Policy

200 Personnel Chapter 4I. 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. Employees accepting the use of GRRL lockers will sign an agreement at the time of locker assignment, which will be maintained in the employee's personnel file.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 04/13/03, 01/20/09, 03/17/20

March 17, 2020

200 Personnel Chapter 5. Discipline and Grievance Situations

5A. Grievances

Purpose

The GRRL Board of Trustees and Administration recognize the need for a consistent process for resolution employment concerns for non-bargaining unit employees. This policy is established to provide eligible employees with an orderly process for addressing employment conditions or decisions in a timely manner.

Definition

A grievance is a dispute arising over the interpretation or application of a specific provision set forth in this policy.

Disclaimer

The grievance policy is provided to non-union employees as a guideline for expressing concerns about employment relative to the application, meaning or interpretation of the established personnel policies. The policy does not compromise the rights of management to direct the workforce in accomplishing the mission of the organization. This process does not alter the employment at-will relationship between GRRL and its at-will employees.

Employees may not grieve a termination.

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

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

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

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

Policy

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

It is the policy and philosophy of GRRL to treat all employees consistently in matters affecting their employment. Employees have the right to present grievances without fear of reprisal. Grievances will be promptly and fairly processed through the grievance procedure in a fair and impartial manner.

Eligibility

1. All non-union employees except those listed in Paragraph B, below, are eligible to file a grievance.
2. The following employees are not eligible to file a grievance:
 - o Employees who have been terminated.
 - o Employees seeking relief through other administrative or judicial procedures.
3. Waiver. If an employee has a grievance relating to his/her employment, he/she should proceed in the following manner. All time lines are firm and missing a deadline will constitute waiver of the grievance by the employee unless both parties have mutually agreed in writing upon a time extension. If a grievance is not appealed in conformity with any of the procedural requirements of this grievance procedure or any agreed waiver of the requirements, it shall be considered settled on the basis of the employer's last answer. If the employer does not answer a grievance or an appeal thereof within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

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 document(s) shall be presented to his/her supervisor within fourteen (14) calendar days after the occurrence upon which the grievance is based except in cases where the grievance is against the first level supervisor for illegal activity such as sexual harassment or discrimination. If the grievance involves the reporting of illegal activity by the supervisor then the grievant can proceed to Step 2.

The supervisor shall respond, in writing, to the grievant regarding the grievance within seven (7) calendar days from the date that he/she received the grievance.

In the event the grievant does not agree with the response he/she receives at this level or if the supervisor does not reply within the established timeframe, the grievant may appeal to Step 2 within ten (10) calendar days after supervisor's response.

If the complaint is in regard to the Executive Director and is not resolved at this level, the processing required in Step 2 and 3 are not applicable and the grievance will directly proceed to Step 4. To assist the staff committee in Step 4 with resolution, the grievant is to record, in writing, all pertinent facts regarding what happened and why they believe it constitutes unfair or inconsistent treatment under GRRL policy or procedure or other law, state relief that is sought, and date and sign the document. Only the full Board of Trustees has the authority to grant monetary relief, including, but not limited to, an increase in wages and benefits. The grievant must submit the document, within fifteen calendar (15) days of the decision from the Executive Director, to the Associate Director, Human Resources (see Step 4).

- **Step 2**

If the grievance is not settled in Step 1, the grievant shall provide, in writing, a summary of the nature of the grievance, the facts upon which it is based, the provisions(s) of the policy allegedly violated, and the remedy requested. The grievant is to submit the document(s) to their supervisor's supervisor within seven (7) calendar days of receipt of Step 1 response for consideration and action. The grievant shall receive a written response from the recipient of the document within seven (7) calendar days after the grievance has been received.

- **Step 3**

If the grievance is not settled in Step 2, the grievant shall provide, in writing, a summary of the nature of the grievance, the facts upon which it is based, the provisions(s) of the policy allegedly violated, and the remedy requested. The grievant is to submit the document within ten (10) calendar days after receipt of the Step 2 response to the Executive Director, who shall give his/her written answer within seven (7) calendar days after the grievance has been received.

- **Step 4**

If the grievance is not settled in Step 3, the grievant 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, a written request for a meeting of a three-person staff committee within ten (10) calendar days after the receipt of Step 3 response. This committee consists of (a) one person selected by the grievant, (b) one person selected by the Executive Director, ordinarily a member of the Human Resources Staff, and (c) one employee represented by this policy who shall be annually designated by the Staff Association to serve on this committee. The staff committee shall meet within ten (10) calendar days after the written request is received by the Associate Director, Human Resources.

The staff committee will assign a chairperson, establish ground rules and provide notice of hearing to the grievant and opposing party.

The staff committee will hear from each party to the dispute in an informal hearing setting, review any documents that have been produced, and determine whether the matter should be ended, resolved with non-monetary relief or presented to the Great River Regional Library Personnel Committee within 30 calendar days. The decision of the staff committee will be made promptly, usually within seven (7) calendar days of the end of the informal hearing of the parties, and communicated to all the parties immediately in writing.

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

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

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

- **Step 5**

The Personnel Committee shall meet to review the facts associated with the grievance. 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 4. If the next regularly scheduled meeting of the full Board is more than 30 days away, the Personnel Committee can recommend that a special meeting be called to resolve this matter. The President of the Board will decide whether to hold a special meeting of the full Board. The decision of the GRRL Board of Trustees is final.

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

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

Information concerning an employee dispute is considered confidential; supervisors, members of management and other staff members who are involved in the investigation of the complaint may

discuss it only with people who have an official need to know about it. However, all employees are encouraged to supply necessary background information and advice when requested to do so.

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

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

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

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

Information about Employee Assistance Program will be made available to the grievant when appropriate.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 09/13/11, 03/20/12, 1/21/14, 09/16/14