



1300 St. Germain Street West
St. Cloud, MN 56301
Telephone 320-650-2500 Fax 320-650-2501

Board of Trustees Personnel Committee Meeting
Tuesday, March 16, 2021, 6:00 p.m.
Agenda

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board Personnel Committee and GRRL staff will participate in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting will be conducted electronically via Zoom. Members of the public may register in advance for this webinar: https://us02web.zoom.us/webinar/register/WN_OZTXrAawRRKersq1aI2wug. After registering, you will receive a confirmation email containing information about joining the webinar.

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|---|------|
| 1. Call to Order | 6:00 |
| 2. Adoption/Amendment of Agenda | 6:01 |
| 3. Elect Personnel Committee Chairperson (verbal) | 6:02 |
| 4. Approval of Minutes – November 10, 2020, Meeting (Requested Action – Approve) pg 3 | 6:10 |
| 5. Personnel Policy Revisions (Requested Action – Approve) pg 5 | 6:11 |
| 6. Next Meeting – To Be Determined | 6:19 |
| 7. Adjournment | 6:20 |

March 16, 2021

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
November 10, 2020**

A meeting of the Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jayne Dietz on Tuesday, November 10, 2020, at 5:00 p.m. in the St. Cloud Public Library Mississippi Room.

Due to the COVID-19 pandemic and need to practice social separation, meeting room occupancy was limited in accordance with MDH and CDC guidelines. Total attendance was limited to available seating, and all persons were expected to maintain a social separation of six (6) feet while attending. Face coverings were required per statewide Executive Order 20-81. This meeting was recorded and posted on the GRRL Board public webpage, <https://griver.org/board-of-trustees>.

Members Present:

Jeff Bertram
Jayne Dietz
Lisa Fobbe
Dave Kircher
Michael Potter
Randy Winscher

Members Excused:

Melissa Fee

GRRL Staff Present:

Karen Pundsack
Julie Schmitz via telephone
Patricia Waletzko

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

Lisa Fobbe made a motion to approve the September 15, 2020, minutes as presented. Seconded by Randy Winscher, the motion carried unanimously.

**ADMINISTRATIVE INTERIM PLAN and CIRCULATION and DISTRIBUTION REORGANIZATION PROPOSAL
Circulation and Distribution Coordinator
Senior Distribution Assistant
Library Associate**

The reorganization of the Circulation and Distribution departments was explained by Executive Director Karen Pundsack. There is a need to establish a long-term reporting structure for Distribution since the department supervision has been removed from Accounting. She informed the Committee that responsibilities would increase for the Circulation Coordinator and Distribution Assistant and pointed out current and proposed organizational charts showing the impacted positions. The Circulation Assistant upgrade would bring that position in line with other public service desk positions and be at the same pay rate as Library Associates and Library Assistants. This move would be budget neutral because the Human Resources Specialist vacancy will not be filled. It is expected the net change will ultimately show cost savings, but the dollar amount will not be known until all positions are filled.

In reply to a question about library public areas security after the changes are implemented, Karen highlighted the positions with security added to their responsibilities. Having more staff with security responsibility allows better coverage for incidents needing a supervisor on duty.

The Circulation Coordinator and Distribution Assistant changes would be effective November 16, 2020, if the Board approves the reorganization on Tuesday, November 17. Upon Board approval, the Circulation Assistant upgrade would be effective the first 2021 payroll due to increased pay and time for training. GRRL management has spoken with affected staff members. As they are part of a collective bargaining unit, the union has been informed as well.

Committee members commented that they were glad to see these changes and happy to have added staff responsibilities to keep the library safe. Dave Kircher made a motion to approve the proposed reorganization and three related position descriptions as presented. Seconded by Michael Potter, the motion carried unanimously.

EXECUTIVE DIRECTOR ANNUAL EVALUATION – Closed Session

Randy Winscher made a motion to close the Personnel meeting at 5:11 p.m. pursuant to Minnesota Statute 13D.05, Subd. 3(a) – closed meeting for employee performance review. Executive Director Karen Pundsack's annual evaluation was for the period October 2019 through September 2020. Seconded by Michael Potter, the motion carried unanimously.

Present for the closed session were the Personnel Committee members, Karen Pundsack, and Associate Director – Human Resources Julie Schmitz via telephone. Patty Waletzko distributed the performance evaluation documents and left the room prior to the review beginning.

The Personnel open meeting resumed at 5:58 p.m.

Karen Pundsack was asked how the governor's November 10 Executive Order about in-person gatherings would change current library services. She had not yet read the full executive order, but did not believe it will directly impact GRRL libraries. Meeting rooms are not open to the public, and programming is not taking place. It is anticipated service levels will remain the same. Currently, service levels are most affected by staff vacancies due to quarantine. In addition, a couple library locations have had mask compliance issues and implemented doorbell service.

NEXT MEETING

The next Great River Regional Library Personnel Committee meeting will be Tuesday, January 19, 2021.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 6:00 p.m.

Personnel Committee Chair



Personnel Policy Revisions

Submitted by Julie Schmitz, Associate Director – Human Resources

BOARD ACTION REQUESTED

Information

Discussion

Action Requested

RECOMMENDATION

Approve Personnel policy revisions as outlined on the attached Personnel Policy Revisions Summary.

BACKGROUND INFORMATION

Supporting Documents Attached

- Personnel Policy Revisions Summary
- Policies in marked-up and final forms

These revisions are part of the annual review of Personnel Policies.

FINANCIAL IMPLICATIONS

Estimated Cost: \$

Funding Source:

Budgeted: Yes No N/A

ACTION

Passed

Failed

Tabled

Summary of Personnel Policy Revisions (03/16/21)	
Policy	Update
2B.2 Interim Appointment	Policy reworded to eliminate confusion with a temporary assignment.
2B.3 Temporary Appointment	Policy reworded to eliminate confusion with an interim assignment.
2B.4 Substitutes	Policy reworded to eliminate confusion with interim and temporary assignments.
2B.5 Employment References	Moved to new section 2V. Requests for Employee Information.
2B.6 Reinstatement and Re-employment	Changed to 2B.5
2B.7 Criminal Background and Reference Checks	Policy retitled and reworded to specifically address criminal background checks and reference checks during the recruitment process. Procedure incorporated into policy as needed. Changed to 2B.6
2B.8 Employment of Minors	Changed to 2B.7
2B.9 Executive Director Transition Plan	Changed to 2B.8
2B.10 Internship Program	Changed to 2B.9
2D. Annual Employee Performance Review (EPR)	Added 90-day review that we conduct and informal meetings that we encourage. Removed second level approval of reviews.
2M. Automobile Usage	Changed title of Accounting and Distribution Coordinator; the position has been eliminated. Fleet responsibilities are now part of Circulation & Distribution.
2V. Requests for Employee Information	Policy renumbered, retitled, and reworded to eliminate confusion with background and reference checks policy and specifically address how to handle requests for employee information. Procedure incorporated into policy. Moved from 2B.5 Employment References.
3B.1 Overtime/Pay Classification (Exempt and Nonexempt Positions)	Eliminated redundancy with 3B.2 Overtime Pay. Added categories for clarification.
3B.2 Overtime Pay and Extra Time Pay	Deleted references to extra time as it is not applicable to this policy. Eliminated narrow definition for use of overtime and eliminated statements covered in Policy 3B.1.

200 Personnel

2B.2 Interim Appointment

~~When an employee will be absent from work for 8-30 calendar days, t~~he Executive Director may appoint another current employee ~~from a lower pay grade~~ to an interim position. Interim appointments may be made to cover for an absent employee, to temporarily fill a vacant position or other business purposes. The Executive Director may waive ~~at the absent employee's pay grade for the duration of the leave by waiving~~ the minimum educational requirements for the interim position.

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

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

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

The interim employee may be eligible for benefits dependent upon the number of regularly scheduled hours and length of the interim appointment as determined by health care reform law. This shall be determined at the time of the appointment. A staff member who accepts an interim appointment for the benefit of the library shall not have their benefits reduced during the period of an interim appointment.

Interim appointments must be approved by the Executive Director.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 09/19/06, 07/10/07, 03/17/15, 03/16/21

2B.3 Temporary Appointment

Temporary appointments are made to temporarily supplement the work force, or to assist in the completion of a specific project. Temporary employees may be hired directly by GRRL or may be hired through a temporary staffing agency. Temporary employees do not typically earn benefits. Temporary

appointments are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

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

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

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

~~Full-time temporary employees whose letters of appointment are for periods of more than six months duration shall be eligible for health care benefits. The number of weekly scheduled hours and length of the temporary appointment may affect the temporary employee's eligibility for benefits as required by health care reform law. This will be determined at the time of the appointment.~~

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

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

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 09/19/06, 01/01/09, 03/17/15, 03/19/19, 03/16/21

2B.4 Substitutes

~~Substitutes employees are hired to work on an intermittent or on-call basis to fill in when regular staff are absent. may be hired to fill vacancies whenever an employee is not available to fill his/her scheduled hours of work. A person is considered to be a substitute if he/she fills in a position on an "on-call" basis or is scheduled for specific hours on a set basis for a period of not more than one month.~~

Substitute employees are not eligible for benefits and do not have regularly scheduled hours~~earn no benefits~~. Substitutes are expected to work a minimum of two shifts per month on average. Exceptions to this requirement will be evaluated on a case-by-case basis.

Substitute employees will receive the minimum rate of pay of the pay grade for the position hired. Substitute employees are not eligible for movement within range pay increases.

Substitute employees must meet the educational requirements for the position they will be filling.

GRRL employees will receive their usual rate of pay when covering the hours of another GRRL employee.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/16/21

~~2B.5~~ 2V. Requests for Employee Information~~Employment References~~

Human Resources will respond to all employment inquiries and requests for employment information on current and former employees. Employees who receive inquiries about current or former employees should refer such requests to Human Resources. Responses to such inquiries will be made in accordance with sState sStatutes, including the ~~Data Privacy Act~~ Minnesota Government Data Practices Act.

On request of an employee, supervisors may write letters of reference on GRRL letterhead and give these letters directly to the employee following review of content for verification of facts by the Associate Director of Human Resources. The employee will be required to sign a Release of Employment Information form before receiving the reference. The Release of Employment Information form can be obtained from Human Resources and will be maintained in the employee personnel file.

An employee may be listed as a personal reference for ~~a~~ current or former employees. Employees are free to give personal references. However, as a personal reference the employee must be clear that they are not representing GRRL.

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

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

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/13/04, 03/30/10, 03/17/15, 03/16/21

~~Procedure for obtaining references on new hires~~

~~A member of the interview panel or Human Resources will collect up to three references for each applicant under serious consideration.~~

~~**Procedure for external requests of reference or employment verification on current or past employees:**~~

- ~~1. All requests (written and verbal) for references or employment information for employees of GRRL will be forwarded to Human Resources.~~
- ~~2. Human Resources will respond to these requests giving only the information specified in State Statutes, including the Data Privacy Act. Copies of request forms will be kept in the employee's or former employee's personnel file.~~
- ~~3. On request of an employee, co-workers and/or supervisors may write letters of reference on GRRL letterhead and give these letters directly to the employee following review of content for verification of facts by the Associate Director of Human Resources. The employee will be required to sign a Release of Employment Information form before receiving the reference. The Release of Employment Information form can be obtained from Human Resources. Copies of these letters will be kept in the employee personnel file.~~
- ~~4. Exceptions to these guidelines may only be made by the Executive Director.~~

~~**Procedure for internal requests of reference on current employees:**~~

- ~~1. On request of a current employee, internal references may be provided by answering the questions asked by the hiring supervisor.~~

2B.76 Criminal Background ~~Check~~ and Reference Checks

To ensure that individuals who join GRRL are well qualified and have a strong potential to be productive and successful employees, it is GRRL's policy to investigate the backgrounds and employment references of applicants. Reference checks and criminal background checks will be conducted by Human Resources and/or the hiring manager on final candidates before an offer of employment is made. A criminal background check is generally not required when a current employee changes positions within GRRL. A motor vehicle check shall be completed when driving is an essential requirement of the position.

Authorization to obtain background and reference checks shall be obtained in a confidential manner during the interview process in accordance with federal and state law. GRRL guarantees that
~~all information attained from the background check process will only be used as part of the employment process. Be aware, only appropriate personnel at GRRL will have access to this information.~~

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

employability, ensuring the protection of the current people, property, and information of the organization.

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

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

Recordkeeping:

All records and documentation of criminal background checks are confidential and will be maintained in Human Resources. ~~GRRL guarantees that all~~ Information attained from the background check process will only be used as part of the employment process. ~~and kept strictly confidential. Be aware, only appropriate personnel at GRRL will have access to this information.~~

Approved Date: 01/20/09

Effective Date: 01/20/09

Revised Date: [03/16/21](#)

Procedure:

1. ~~As part of the interview process, the Hiring Manager will request completion of the Pre-Employment Inquiry Authorization Release / Informed Consent Document by all interviewed applicants.~~
 2. ~~Hiring Manager will return this Authorization to Human Resources immediately following the completion of all scheduled interviews. Authorization forms will be filed in confidential background check file in Human Resources.~~
 3. ~~Hiring Manager or Human Resources will complete reference checks for top applicant (see policy 2M. Employment References) and make hiring decision.~~
 4. ~~Human Resources will request a criminal history from the MN Bureau of Criminal Apprehension (and/or any other state applicable based on applicants residence during the previous 10 years) for the top applicant prior to an employment offer being made. Criminal history results will be filed in confidential background check file in Human Resources.~~
 5. ~~Human Resources will only share results of criminal history if conflicts with the job responsibilities for which the applicant has applied.~~
 6. ~~Hiring decision will be reviewed with Human Resources and the Executive Director for approval.~~
- Hiring Manager will make employment offer to applicant.

2D. Annual Employee Performance Review (EPR)

~~Annual p~~Performance reviews are used to evaluate an employee's overall work performance, based upon duties listed on the position description and other standard performance indicators. These reviews are an opportunity for the supervisor and employee to review the work, conduct, and achievements of the past and set goals for the future.

The purpose of the annual performance review process is to promote better communication between employees and supervisors, and to improve employee job satisfaction and ~~performance~~productivity. The performance review is a continuous and ongoing process. A formal performance review shall be conducted during the first 90 days of employment for a new hire or promotion, and then annually around the employee's anniversary date. Informal performance meetings between an employee and supervisor may also occur throughout the year.

The ~~annual~~formal performance review includes oral as well as written comments, conducted in private between the employee and the supervisor. ~~All pertinent oral comments should be documented on the review. Isolated instances of good or substandard work should not unduly influence the supervisor's rating.~~ Satisfactory job performance and reviews are required for continued employment and are a condition of receiving pay increases unless otherwise negotiated through a collective bargaining agreement. Reviews will be completed by the ~~employee and their~~supervisor. Employees will have the opportunity to provide feedback for the review. ~~All completed performance reviews MUST be reviewed and approved by the leadership team member in charge of the area the employee is assigned BEFORE the review is given to the employee. Performance reviews completed by leadership team members will be reviewed by the Executive Director before the review is given to the employee.~~

Each staff member also has the opportunity to request 360 Degree Feedback through the annual Employee Performance Review (EPR) process.

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

Approved Date: 05/13/03

Effective Date: 05/13/03

Revised Date: 07/10/07, 03/10/08, 01/20/09, 03/15/11, 03/17/15, 03/19/19, 03/16/21

2M. Automobile Usage

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

employees to drive their personal vehicles for library business and reimburses employees for this use. All staff using a fleet vehicle will be required to complete the Fleet Safety Program.

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

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

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

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

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

Employees must report any accident, theft, damage, breakdown or mechanical problem involving a library vehicle to the ~~Senior Accounting &~~ [Distribution Assistant or Circulation and Distribution](#) Supervisor, regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than to reply to questions of investigating officers. Failure to report such information may result in disciplinary action, up to and including termination.

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

Approved Date: 05/14/02

Effective Date: 05/14/02

Revised Date: 05/13/03, 11/19/13, [03/16/21](#)

3B.1 ~~Overtime/Pay Classification~~ Employment Categories (Exempt and Nonexempt Positions)

Each employee’s position is classified as exempt or non-exempt under state and federal wage and hour laws.

Non-Exempt

Non-exempt employees are paid for each hour worked. A non-exempt employees is eligible for overtime pay for any hours worked over 40 hours in a workweek. ~~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. All overtime hours must be approved in advance by the Executive Director.~~

Exempt

Exempt employees are paid on a salary basis and are not eligible for overtime pay. ~~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.~~

In addition to the above categories, employees may belong to one or more of the following employment categories:

Regular: Employees who are not in a temporary or substitute status and who have regularly scheduled hours.

Full-time: Employees who are regularly scheduled to work 40 hours per week.

Part-time: Employees who are regularly scheduled to work less than 40 hours per week.

● Benefit Eligible: Regular employees who are regularly scheduled to work 30 or more hours per week.

- ~~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 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, 03/19/19, [03/16/21](#)

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 workweek.

~~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 or designee 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 staff to accomplish special 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.~~

For purposes of overtime compensation, only hours actually worked in excess of forty (40) during a workweek will be counted. PTO, personal holiday, and/or holiday pay are not considered as time worked.

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, 03/19/19, [03/16/21](#)

200 Personnel

2B.2 Interim Appointment

The Executive Director may appoint a current employee to an interim position. Interim appointments may be made to cover for an absent employee, to temporarily fill a vacant position or other business purposes. The Executive Director may waive the minimum educational requirements for the interim position.

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

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

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

The interim employee may be eligible for benefits dependent upon the number of regularly scheduled hours and length of the interim appointment as determined by health care reform law. This shall be determined at the time of the appointment. A staff member who accepts an interim appointment for the benefit of the library shall not have their benefits reduced during the period of an interim appointment.

Interim appointments must be approved by the Executive Director.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 09/19/06, 07/10/07, 03/17/15, 03/16/21

2B.3 Temporary Appointment

Temporary appointments are made to temporarily supplement the work force, or to assist in the completion of a specific project. Temporary employees may be hired directly by GRRRL or may be hired through a temporary staffing agency. Temporary employees do not typically earn benefits. Temporary

appointments are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

The number of weekly scheduled hours and length of the temporary appointment may affect the temporary employee's eligibility for benefits as required by health care reform law. This will be determined at the time of the appointment.

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

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 09/19/06, 01/01/09, 03/17/15, 03/19/19, 03/16/21

2B.4 Substitutes

Substitute employees are hired to work on an intermittent or on-call basis to fill in when regular staff are absent.

Substitute employees are not eligible for benefits and do not have regularly scheduled hours. Substitutes are expected to work a minimum of two shifts per month on average. Exceptions to this requirement will be evaluated on a case-by-case basis.

Substitute employees will receive the minimum rate of pay of the pay grade for the position hired. Substitute employees are not eligible for movement within range pay increases.

Substitute employees must meet the educational requirements for the position they will be filling.

GRRL employees will receive their usual rate of pay when covering the hours of another GRRL employee.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/16/21

2V. Requests for Employee Information

Human Resources will respond to all employment inquiries and requests for employment information on current and former employees. Employees who receive inquiries about current or former employees

should refer such requests to Human Resources. Responses to such inquiries will be made in accordance with state statutes, including the Minnesota Government Data Practices Act.

On request of an employee, supervisors may write letters of reference on GRRRL letterhead and give these letters directly to the employee following review of content for verification of facts by the Associate Director of Human Resources. The employee will be required to sign a Release of Employment Information form before receiving the reference. The Release of Employment Information form can be obtained from Human Resources and will be maintained in the employee personnel file.

An employee may be listed as a personal reference for current or former employees. Employees are free to give personal references. However, as a personal reference the employee must be clear that they are not representing GRRRL.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/13/04, 03/30/10, 03/17/15, 03/16/21

2B.6 Criminal Background and Reference Checks

To ensure that individuals who join GRRRL are well qualified and have a strong potential to be productive and successful employees, it is GRRRL's policy to investigate the backgrounds and employment references of applicants. Reference checks and criminal background checks will be conducted by Human Resources and/or the hiring manager on final candidates before an offer of employment is made. A criminal background check is generally not required when a current employee changes positions within GRRRL. A motor vehicle check shall be completed when driving is an essential requirement of the position.

Authorization to obtain background and reference checks shall be obtained in a confidential manner during the interview process in accordance with federal and state law.

All records and documentation of criminal background checks are confidential and will be maintained in Human Resources. Information attained from the background check process will only be used as part of the employment process.

Approved Date: 01/20/09

Effective Date: 01/20/09

Revised Date: 03/16/21

2D. Annual Employee Performance Review (EPR)

Performance reviews are used to evaluate an employee's overall work performance, based upon duties listed on the position description and other standard performance indicators. These reviews are an opportunity for the supervisor and employee to review the work, conduct, and achievements of the past and set goals for the future.

The purpose of the annual performance review process is to promote better communication between employees and supervisors, and to improve employee job satisfaction and performance. The performance review is a continuous and ongoing process. A formal performance review shall be conducted during the first 90 days of employment for a new hire or promotion, and then annually around the employee's anniversary date. Informal performance meetings between an employee and supervisor may also occur throughout the year.

The formal performance review includes oral as well as written comments, conducted in private between the employee and the supervisor. Satisfactory job performance and reviews are required for continued employment and are a condition of receiving pay increases unless otherwise negotiated through a collective bargaining agreement. Reviews will be completed by the supervisor. Employees will have the opportunity to provide feedback for the review. Each staff member also has the opportunity to request 360 Degree Feedback through the annual Employee Performance Review (EPR) process.

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

Approved Date: 05/13/03

Effective Date: 05/13/03

Revised Date: 07/10/07, 03/10/08, 01/20/09, 03/15/11, 03/17/15, 03/19/19, 03/16/21

2M. Automobile Usage

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

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

Employees will not text, email, or use a hand-held phone or communication device while operating a fleet vehicle or driving a personal vehicle for business use. In emergency situations, or when essential

calls must be made, employees will pull off the road to a safe place. Employees bear sole responsibility for liability incurred from traffic violations or accidents involving the use of a cell phone or other electronic device while driving.

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

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

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

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

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

Approved Date: 05/14/02

Effective Date: 05/14/02

Revised Date: 05/13/03, 11/19/13, 03/16/21

3B.1 Employment Categories (Exempt and Non-Exempt Positions)

Each employee's position is classified as exempt or non-exempt under state and federal wage and hour laws.

Non-Exempt

Non-exempt employees are paid for each hour worked. A non-exempt employee is eligible for overtime pay for any hours worked over 40 hours in a workweek.

Exempt

Exempt employees are paid on a salary basis and are not eligible for overtime pay. 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.

In addition to the above categories, employees may belong to one or more of the following employment categories:

Regular: Employees who are not in a temporary or substitute status and who have regularly scheduled hours.

Full-time: Employees who are regularly scheduled to work 40 hours per week.

Part-time: Employees who are regularly scheduled to work less than 40 hours per week.

Benefit Eligible: Regular employees who are regularly scheduled to work 30 or more hours per week.

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3B.2 Overtime 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 forty (40) hours per workweek.

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

For purposes of overtime compensation, only hours actually worked in excess of forty (40) during a workweek will be counted. PTO, personal holiday, and/or holiday pay are not considered as time worked.

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