



1300 St. Germain Street West
St. Cloud, MN 56301
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Board of Trustees Personnel Committee Meeting
Tuesday, September 17, 2024, 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. Approval of Minutes – July 16, 2024, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. GRRL Policy Review & Updates (Requested Action – Approve) pg 5 | 5:33 |
| 5. Next Meeting – To Be Determined | 5:44 |
| 6. Adjournment | 5:45 |

September 17, 2024

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
July 16, 2024**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jacey Wallace on Tuesday, July 16, 2024, at 5:32 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Tina Diedrick, Jayne Dietz, Lynn Grewing, Robert Kasper, Jacey Wallace

Members Excused: Melissa Fee

GRRL Staff Present: Karen Pundsack, Patricia Waletzko, Nichol Wojcik

ADOPTION OF AGENDA

Lynn Grewing made a motion to adopt the agenda as presented. Seconded by Jayne Dietz, the motion carried unanimously.

APPROVAL OF MINUTES

Al Amdahl made a motion to approve the May 21, 2024, Personnel Committee minutes as presented. Seconded by Lynn Grewing, the motion carried unanimously.

PERSONNEL POLICY UPDATES

Following brief discussion, Jacey Wallace made a motion to approve the Personnel policy updates as presented. Seconded by Al Amdahl, the motion carried unanimously.

NEXT MEETING

The next Personnel Committee meeting is to be determined.

ADJOURNMENT

Jacey Wallace adjourned the meeting at 5:35 p.m.

Jacey Wallace, Chair

September 17, 2024



Personnel Policy Review & Updates

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve updates to Personnel Policy Chapters:

- 2E – 2K.1
- 2M – 2M.2
- 2O – 3F

BACKGROUND INFORMATION

Supporting Documents Attached:

- Personnel Policy Updates Summary
- Policies in markup version

These updates are part of the annual review of Personnel policies.

FINANCIAL IMPLICATIONS

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

ACTION

- Passed
 Failed
 Tabled

Summary of Personnel Policy Updates			
Policy #	Policy Title	Latest Revision Date	Recommended Changes
2E.	Attendance	07/10/07	Added Reviewed Date
2E.1	Reporting Absences	03/17/15	Added employees are required to use PTO to cover and absence. Removed reference to ADP.
2E.2	Telecommuting	03/15/11	Removed reference to ADP.
2F.	Workplace Conduct	07/19/22	Added Reviewed Date
2F.1	Offensive Behavior	07/19/22	Added working off the clock to the list.
2F.2	Discrimination	07/19/22	Added Reviewed Date
2G.	Position Descriptions	03/19/19	Added Reviewed Date
2H.	Staff Development	05/13/03	Added Reviewed Date
2H.1	Professional Meetings	11/10/09	Added Reviewed Date
2I.	Americans with Disabilities Act	03/19/19	Added Reviewed Date
2J.	Personnel Files	05/19/20	Added Reviewed Date
2K.	Meals and Breaks	04/19/16	Added Reviewed Date
2K.1	Smoking	03/17/15	Added vaping.
2M.	Automobile Usage	01/01/24	Added Reviewed Date
2M.1	Reimbursement for Use of Personal Vehicle	12/19/17	No Change
2M.2	Compensation for Travel Time to Temporary Work Locations	01/01/24	Added Reviewed Date
2O.	Computer Use for GRRL Staff	07/16/19	Added Reviewed Date
2P.	Data Privacy and Non-Disclosure for Staff	07/19/16	Added Reviewed Date
2Q.	Incompatible Activities	10/31/00	Added Reviewed Date

Summary of Personnel Policy Updates			
Policy #	Policy Title	Latest Revision Date	Recommended Changes
2R.	Solicitation and Distribution	07/10/07	Added Reviewed Date
2S.	Acceptance of Personal Gifts	03/15/11	Added Reviewed Date
2T.	Great River Staff Association	03/15/11	Removed Policy
2U.	Dress Code	05/19/20	Added Reviewed Date
2V.	Requests for Employee Information	03/16/21	Added Reviewed Date
3A.	Compensation Plan	09/15/20	Added Reviewed Date
3B.1	Paychecks	05/19/20	Changed Payroll and Benefit Coordinator to Payroll Generalist.
3B.2	Employment Categories (Exempt and Non-Exempt Positions)	03/16/21	Added Reviewed Date
3B.3	Overtime Pay	03/16/21	Added Reviewed Date
3B.4	Pay Upon Hire	03/17/15	Added Reviewed Date
3C.	Increase in Pay Due Upon Reclassification	03/17/15	Added Reviewed Date
3C.1	Employee Request for Reclassification	05/19/20	Changed Human Resources Generalist to Associate Director – Accounting.
3D.	Increase in Pay Upon Promotion	03/17/15	Added Reviewed Date
3E.	Wage Garnishment	03/16/10	Added Reviewed Date
3F.	Minnesota Wage Disclosure Protection Notice	09/15/15	Added Reviewed Date

200 Personnel

Chapter 2. Employment

2E. Attendance

Employees are expected to maintain consistent starting times and to be at their workstations at the beginning of the work period.

Employees are expected to be in attendance at their assignments. Failure to do so may be cause for disciplinary action.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 01/22/03, 08/27/03, 07/10/07

[Reviewed Date: 09/17/24](#)

2E.1 Reporting Absences

Illness and personal emergencies should be reported to the employee's supervisor as early as possible in the workday but at a minimum of one (1) hour prior to the beginning of the schedule shift except in emergency situations, which would preclude the individual from reporting the absence within one (1) hour. If the supervisor is available, the employee should also speak to him/her to be certain that all scheduled work is covered. Library Services Coordinators are responsible for scheduling approved substitute employees. If the Library Services Coordinator is unavailable, then the responsibility falls to the Patron Services Supervisor.

Employees who fail to report are considered to be absent without approval unless their supervisor receives adequate justification. Employees who are absent without approval will not be compensated for their absence from work and may be disciplined appropriately. Employees who fail to report to work or contact their supervisor for three (3) consecutive days shall be considered as having voluntarily resigned as a result of job abandonment.

[Employees will be required to use available PTO to cover their absence.](#)

~~Time without pay must be requested through ADP as an absence request. Upon approval from the supervisor, this time without pay will be reflected on the employee's timecard.~~

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/16/10, 03/15/11, 03/17/15, [09/17/24](#)

2E.2 Telecommuting

It is the purpose of this policy to outline the requirements for employees of Great River Regional Library (GRRL) to engage in telecommuting. Telecommuting is a cooperative venture between GRRL and its employees based on the needs of GRRL and the past and present performance of the telecommuting employees. Telecommuting is neither a right nor an entitlement, but a tool to allow flexibility in work

options. It must be evident that this arrangement would provide an increase in the productivity for both the employee and GRRL before approval is given. All telecommuting requests must be submitted through ~~ADP~~ [the timekeeping system](#) for approval. Upon approval from the supervisor, the requested time will be reflected on the employee's timecard.

The telecommuting employee is solely responsible for providing a safe working environment at the remote location that is chosen for the task. The employee agrees to protect the privacy and security of all GRRL data and equipment in the same way that is required when working at the office.

Terms and conditions of employment with GRRL remain the same regardless of work site. Jobs with clearly defined tasks and work products are most suitable for telecommuting as performance is measured by output. Agreement to participate in telecommuting is a voluntary, joint decision between GRRL and its employees and may be terminated by either GRRL or the employee [at any time](#). Equipment and materials provided by GRRL to be used at home remain the property of GRRL.

The decision of the GRRL Executive Director to deny employee participation in or require withdrawal from a telecommuting agreement is final and cannot be subject to appeal. In the case of the GRRL Executive Director's participation in telecommuting, the GRRL Board's decision is final.

Definitions

Telecommuting: Telecommuting is a work arrangement in which the employee works from home or other remote work site away from the primary traditional work place for a portion of the work-day or the work week (pay period). While working away from the primary traditional work site, the employee may send work to or communicate with the office or customer via computer, telephone, fax or other machine.

Eligibility: Any full-time or part-time permanent employee who has been in his or her position for at least one year may request participation in a telecommuting agreement. All telecommuting requests must be approved by the Patron Services Supervisor or Associate Director in charge of the area the employee is assigned. The Executive Director has final authority to approve or deny telecommuting requests.

Number of Days an Employee May Telecommute: This decision must be made by the Patron Services Supervisor or Associate Director in charge of the area the employee is assigned and in conjunction with the employee. However, it is GRRL's policy to permit up to twenty-four hours per workweek. The Executive Director has final authority to approve or deny telecommuting requests.

Approved Date: 11/15/05

Revised Date: 01/09/07, 03/15/11, [09/17/24](#)

2F. Workplace Conduct

To ensure orderly operations and provide the best possible work environment, Great River Regional Library, expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is the policy of Great River Regional Library to maintain a work environment free from offensive behavior, discrimination and offensive or degrading remarks.

It is the goal of this policy to insure that all complaints of offensive behavior and/or discrimination will be promptly, thoroughly and respectfully handled. To attain that goal, all employees are on notice that:

- The reporting and investigative procedures of the Great River Regional Library are designed to encourage a timely report of an act of offensive behavior or discrimination.
- Complaints, investigations and resolution will be handled as discreetly as possible, with information being shared only with those who have a need to know, and as may be required by law.
- Retaliation against any person who complains, reports or testifies about offensive behavior or discrimination, or participates in an investigation of an offensive behavior or discrimination complaint is not acceptable.
- A violation of the policies described above, may result in disciplinary action, including immediate termination.

Any person who feels he or she is being subjected to offensive or discriminatory behavior should feel free to object to the behavior and also should report the behavior to the immediate supervisor, Associate Director of Human Resources, supervising Associate Director, or the Executive Director. If the behavior involves the Executive Director, a report should be made to an officer of the GRRL Board of Trustees. Any supervisor who receives an offensive behavior or discrimination complaint or who has reason to believe offensive behavior or discrimination is occurring shall report these concerns to the Executive Director.

[Reviewed Date: 09/17/24](#)

2F.1 Offensive Behavior

Offensive behavior prohibited by this policy includes requests to engage in illegal, immoral or unethical conduct or retaliation for the making of a complaint.

The following are examples of offensive behavior and/or infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This list is not intended to be all inclusive:

- Creating inappropriate conflict with coworkers, supervisors, patrons, or volunteers
- Contributing to unsanitary or unsafe working conditions
- Abusing lunch and break periods
- Negligence
- Spreading malicious rumors
- Engaging in vulgar or abusive language or conduct toward others
- Treating customers or coworkers in a discourteous, inattentive or unprofessional manner
- Insubordination
- Being dishonest, including but not limited to, deception, fraud, lying, cheating or theft
- Falsifying company records, such as employment applications and time cards, in anyway
- Disclosing confidential records or information without authorization
- Possessing, being under the influence of or consuming intoxicants on the job
- Fighting or threatening violence in the workplace
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace. However, this policy does not prohibit the lawful carry or lawful possession of firearms in the GRRL parking area.
- Unauthorized use of telephones, mail system or other employer-owned equipment
- [Unauthorized disclosure of business "secrets" or confidential information](#)
- [Working off the clock or not reporting time worked](#)

Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as:

- Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or;
 - Submission to or rejection of such conduct is used as a basis for an employment decision, or;
 - Such conduct has the effect of substantially interfering with an individual's work or performance or creates an intimidating, hostile or offensive working environment.
- Offensive behavior in the sexual harassment category may include, but is not limited to, verbal harassment or abuse including:
 - Unwelcome sexual remarks or compliments;
 - Sexual jokes
 - Sexual innuendo or propositions
 - Subtle pressure or requests for sexual activity
 - Unnecessary physical contact
 - Persistent sexually related remarks
 - Display of sexually suggestive objects or pictures in the workplace
 - Request or demand for sexual favors accompanied by direct or indirect threats concerning an individual's employment status or direct promises or preferential treatment
 - Physical assault
 - Sexually-suggestive facial expressions
 - Kissing, touching and sexual contact

Offensive behavior by any employee, manager, supervisor, or non-employee is not acceptable. All employees, managers and supervisors alike, will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action as legally allowed for each type of employee may be taken against any employee who violates this policy against offensive behavior. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, immediate termination, or cancellation of a contract.

[Revised Date: 09/17/24](#)

2F.2 Discrimination

Everyone has the right to receive public library services free from discrimination. Our staff shall recognize the need to act in an inclusive, attentive and welcoming manner in the workplace and public library environment where all library users are served equally.

GRRL prohibits discrimination in the workplace and public library environment. Discriminatory or degrading remarks about, or conduct related to, an employee's race, color, disability, sex, marital status, age, creed, religion, sexual orientation, status with regard to public assistance, veteran or military status, national origin, familial status, or membership or activity in a local commission will not be tolerated.

All employees and officials are expected to make it known promptly when they experience or witness offensive or unwelcome conduct.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 07/10/07, 09/16/08, 11/10/09, 03/20/12, 03/17/15, 07/19/22

[Reviewed Date: 09/17/24](#)

2G. Position Descriptions

New employees will receive a copy of their position description, including physical demands and work environment, for the position in which they are hired during Day 1 Orientation. This form provides guidelines to employees as to the duties, authority, responsibility, expectations, physical demands and work environment of the position. An original, signed copy of the position description will be filed in the personnel file. The position description is to be used as a basis for discussion and evaluation throughout the course of employment. Position descriptions and physical demand analysis are reviewed every three years or as needed.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 11/15/05, 03/17/15, 03/19/19

[Reviewed Date: 09/17/24](#)

2H. Staff Development

Continuing education of the library staff is vital to effective service to the public and efficient use of tax money. The Board of Trustees encourages the development of each employee to the fullest potential. To encourage employee development, the library may, if budget allows, reimburse an employee for expenses incurred in obtaining approved training, which is related to the employee's present or future job responsibilities. At the discretion of the Executive Director, employees will be encouraged to attend various kinds of training sessions with time off with pay and may be reimbursed for tuition and travel within the library's budgeted ability to pay.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/03

[Reviewed Date: 09/17/24](#)

2H.1 Professional Meetings

Staff members will be encouraged to attend Minnesota Library Association meetings and other professional meetings that relate to the job the staff member is performing.

So far as possible, the library will reimburse for actual expenses.

Approved Date: 07/11/00
 Effective Date: 10/31/00
 Revised Date: 05/14/02, 11/10/09
[Reviewed Date: 09/17/24](#)

2I. Americans with Disabilities Act

To ensure equal employment opportunities to qualified individuals with a disability, GRRL will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Human Resources department. Any person who believes they have been mistreated or discriminated against at GRRL because of a disability, may file a grievance (refer to GRRL's Grievance Policy in these Personnel Rules and Policies).

Approved Date: 07/11/00
 Effective Date: 10/31/00, 03/17/15
 Revised Date: 03/19/19
[Reviewed Date: 09/17/24](#)

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, 05/19/20
[Reviewed Date: 09/17/24](#)

2K. Meals and Breaks

Meal Breaks

Employees who are scheduled to work six and one-half (6 1/2) or more consecutive hours are eligible for a one-half (1/2) hour unpaid duty-free meal break. For employees working less than eight (8) hours, the meal break may be eliminated with the employee's agreement or based on public services needs.

Rest Breaks

Rest breaks will be provided consistent with Minnesota statutes. Employees are eligible for a duty-free paid rest break not to exceed twenty (20) minutes within each four (4) consecutive hours of work. Rest breaks will be taken based on public services needs.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/11/04, 11/15/05, 01/08/08, 04/19/16

[Reviewed Date: 09/17/24](#)

2K.1 Smoking

Smoking [or vaping](#) is not permitted in any GRRL library or any library vehicle.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 03/17/15, [09/17/24](#)

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.

A personal vehicle is considered used for Library business whenever an employee is traveling between employer locations during the workday, regardless of whether or not the trip is reimbursed by the Library.

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, 3/16/21, 09/19/23

Effective Date of Last Revision: 01/01/24

Reviewed Date: 09/17/24

2M.1 Mileage Reimbursement for Use of Personal Vehicle

Employees may request reimbursement for use of their personal vehicle to travel to a temporary work location when these locations are further than 15 miles apart. Mileage is reimbursed at the IRS standard mileage rate and paid from home library(ies) or residence (whichever location is less) to a temporary work location.

Employees are assigned a home library within the GRRL region and may be assigned multiple home library(ies) as part of their regular position(s). Mileage to and from scheduled hours at those location(s) are not reimbursed.

If an employee is assigned more than one employer location during a workday as part of their regular schedule, Patron Services Supervisor and Associate Director - Human Resources approval is required in advance.

Employees do not receive mileage reimbursement for commuting between their home library(ies) and their residence.

2M.2 Compensation for Travel Time to Temporary Work Locations

If a temporary work location is the first or last location worked for the day, employees are compensated for travel time to return to their home library(ies) or residence, whichever location is less.

When assigned to work adjoining shifts in more than one GRRL location during a workday, employees are compensated for travel time. Adjoining shifts must be approved in advance by a Leadership Support Team member.

Employees do not receive travel time for commuting between their home library(ies) and their residence.

Definitions:

Home Library(ies) – The primary location(s) an employee was hired to work at.

Temporary Work Location – A short-term location where a GRRL employee attends or conducts pre-approved library business, training, or meetings.

Approved Library Business – LST approved training, programming, work schedule(s), and regularly scheduled trainings or meetings conducted outside of a home library(ies).

Adjoining Shift(s) – Shift(s) at different GRRL location(s) separated by less than one hour (excluding travel time).

Non-Adjoining Shift(s) – Shift(s) at different GRRL location(s) separated by one hour or more.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/03, 09/08/09, 01/18/11, 11/20/12, 12/19/17, 09/19/23

Effective Date of Last Revision: 01/01/13, 01/01/18, 01/01/24

[Reviewed Date: 09/17/24](#)

2O. Computer Use for GRRL Staff

The use of Great River Regional Library (GRRL) automation systems, including, but not limited to, computers, fax machines, and all forms of Internet/Intranet access, is for library business and for authorized purposes only. Brief and occasional personal use of GRRL devices or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to GRRL. Use of the GRRL operated electronic mail system for personal use should be avoided.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to GRRL's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Using GRRL automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates GRRL's Workplace Conduct policies and is subject to disciplinary action. GRRL's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city,

province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including termination and criminal prosecution. GRRL will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the GRRL's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including termination.

Approved Date: 03/16/10

~~Effective Date: 03/16/10~~

Revised Date: 07/16/19

[Reviewed Date: 09/17/24](#)

2P. Data Privacy and Non-Disclosure for Staff

Great River Regional Library (GRRL) respects the privacy of its employees. The Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, attempts to balance the public's right to information, individual's right to privacy, and government's need to function responsibly. GRRL will make every attempt, except where required by law, to protect the privacy of employees' personnel data.

Personnel Data

Personnel data are information about an individual collected because the person has or had an employment relationship or applied for a position with GRRL. Examples include, but are not limited to, data collected on an employee performance review form (EPR), and application forms. The presumption under the Act regarding personnel data is the opposite of the general presumption of the Act: personnel information is presumed to be private unless otherwise noted as public data under Minn. Stat. Sec. 13.43 Subd 2.-

When GRRL asks an employee to provide private data about himself or herself, that person must be informed of: a) the purpose and intended use of the requested data; b) whether he/she may refuse or is legally required to supply the requested data; c) any known consequences of supplying or refusing to supply private or confidential data; and d) the identity of other persons or entities authorized to receive the data.

Access to Personnel Data in General

Private personnel data can only be accessed by the employee and by GRRL management staff whose duties reasonably require access. There is no formal definition of "work duties that reasonably require access" to private personnel data. This determination depends on the facts of each situation. It is the role of the Associate Director, Human Resources and/or Executive Director to decide if an individual's work duties reasonably require access to such data.

Responding to Requests for Information

Inquiries as to the dates of employment, position, salary and wage information regarding any library employee or response to a court order or subpoena may be acknowledged only by Human Resources staff unless prior authorization is approved. On occasion, staff may ask their supervisor for a letter of recommendation. Generally, letters of recommendation are acceptable but must be reviewed by Human

Resources and/or the Executive Director before being submitted. A copy will be filed in the employee's personnel file.

Employees who improperly use or disclose such information about others may be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Approved Date: 06/15/10

~~Effective Date: 06/15/10~~

Revised Date: 07/19/16

[Reviewed Date: 09/17/24](#)

2Q. Incompatible Activities

An employee shall not engage in any activity or enterprise which is incompatible with his/her duties as a library employee or with the duties, functions, and responsibilities of the department in which he/she is employed. The following are examples of activities that shall be considered incompatible with library employment:

- Any employment, activity or enterprise which involves the use, for private gain, of the library's time, facilities, equipment, or supplies, or prestige, or influence;
- Involves the receipt or acceptance by the employee of any money or other consideration from anyone other than the library for performance of an act which the employee would be required or expected to render in the regular course of library employment or as part of his/her duties as a library employee;
- Involves so much of the employee's time that it impairs the attendance or efficiency in the performance of duties as a library employee.

Approved Date: 07/11/00

Effective Date: 10/31/00

[Reviewed Date: 09/17/24](#)

2R. Solicitation and Distribution

In order to maintain and promote efficient operations and security, the following policy has been adopted by Great River Regional Library. This policy applies to all employees and governs solicitation and distribution of written material. All employees will follow this essential GRRL policy. Failure to obey this policy may result in such disciplinary actions, including termination, as may be appropriate. Any employee who is in doubt concerning the meaning or application of this policy is advised to consult with his or her supervisor.

- No employee shall solicit or promote support for any cause or organization during his or her working time. No employee shall solicit or promote support for any cause to any other employee during that employee's working time.
- No employee shall distribute or circulate any written or printed material during his or her working time or during the work time of the employee or employees at which such activity is directed. No employee shall distribute or circulate any written or printed materials in work areas at any time.
- For purposes of this policy, "working time" does not include mealtime, break time, or personal time.

Approved Date: 07/11/00
 Effective Date: 10/31/00
 Revised Date: 07/10/07
[Reviewed Date: 09/17/24](#)

2S. Acceptance of Personal Gifts

Employees shall not accept personal gifts offered to them because of their employment with the Library. Small gifts of a commercial advertising nature and nominal value are excluded from this policy.

Approved Date: 03/15/11
~~Effective Date: 03/15/11~~
[Reviewed Date: 09/17/24](#)

~~2T. Great River Staff Association~~

~~The Great River Regional Library Board of Trustees (Board) and administration recognize the Great River Staff Association (GRSA) as an organization that exists to promote communication, cooperation and fellowship among library employees. The Board also recognizes that GRSA is an advisory body for budgetary matters as they relate to staff wage and benefits as outlined in their bylaws. The elected GRSA president, or designee, is authorized to speak on behalf of library staff members regarding desired changes to staff wages and benefits. The GRSA president, or designee, will be allotted reasonable time on the agenda at a springtime GRRL Board meeting to make their wishes known regarding the aforementioned matters. To be placed on the agenda, the GRSA president, or designee, needs to inform the Executive Director of his or her intent to present information to the Board for consideration in the budget process.~~

~~**Bargaining unit employees are not represented by the GRSA.**~~

~~Approved Date: 07/11/00
 Effective Date: 10/31/00
 Revised Date: 07/10/07, 03/15/11~~

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.

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[Reviewed Date: 09/17/24](#)

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 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 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.

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Chapter 3. Compensation and Performance Evaluation

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 may take into account the prevailing compensation for comparable positions in the recruiting areas.

Approved Date: 03/17/15

Revised Date: 07/19/16, 05/19/20, 09/15/20

[Reviewed Date: 09/17/24](#)

3B. Wage Payments and Pay Periods

3B.1 ~~Pay Checks~~ [Paychecks](#)

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 [Generalist](#) ~~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.

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Effective Date: 10/31/00

Revised Date: 07/13/04, 07/08/08, 03/17/15, 05/19/20, [09/17/24](#)

3B.2 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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[Reviewed Date: 09/17/24](#)

3B.3 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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[Reviewed Date: 09/17/24](#)

3B.4 Pay Upon Hire

New employees will generally be hired at the minimum of the appropriate pay grade for the position hired. The Executive Director may authorize a starting rate of pay up to the midpoint of the appropriate pay grade. Such authorization shall be made on the basis of prior comparable experience or changing market conditions.

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Revised Date: 03/17/15

[Reviewed Date: 09/17/24](#)

3C. Increase in Pay Due Upon Reclassification

When a class of positions is reclassified upward, an employee shall receive the minimum rate of pay for the higher pay grade. If the minimum pay rate does not equal at least a 2.00% increase in pay, the employee shall receive a 2.00% increase when placed on the pay rate of the higher pay grade.

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Effective Date: 10/31/2000

Revised Date: 11/21/2006, 03/17/15

[Reviewed Date: 09/17/24](#)

3C.1 Employee Request for Reclassification

Definition:

A Request for Reclassification (RRR) is a documented disagreement with the placement of a particular position on the Library's pay range. An RRR is initiated by one or more employees holding the position in question.

Only one RRR may be initiated for any particular position. Positions with the same primary title, but different position descriptions should be submitted as a separate RRR.

Employees have until September 1st to submit an RRR to the Associate Director of Human Resources. The Associate Director of Human Resources will review the RRR with an RRR review panel consisting of the immediate supervisor and appropriate Patron Services Supervisor or Associate Director. This review panel will provide a recommendation for consideration to the Executive Director for approval.

If the employee's RRR is approved for consideration, the RRR will be forwarded to GRRL Personnel Committee for review and recommendation during the November personnel committee meeting. After review, the Personnel Committee may deny the RRR or recommend reclassification as requested by the employee and present that recommendation to the Board of Trustees for final approval.

Approved reclassification and the resulting pay rate increase shall take effect on the first pay period in which January 1 falls.

If the employee's RRR is not approved for consideration, the employee may proceed with filing a grievance with the GRRL Compensation Committee. This committee consists of the Executive Director, Associate Director of Human Resources, and ~~Associate Director – Accounting~~ ~~Human Resources Generalist~~— all whom have been trained in evaluating positions using the Factor Evaluation System (FES).

RRR Grievance 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 grievant is to submit the document to the Associate Director, Human Resources, with a written request for a meeting of the GRRL Compensation Committee within ten (10) calendar days after the receipt of the RRR Step 1 response. This committee shall meet within ten (10) calendar days after the written

request is received by the Associate Director, Human Resources to review the written grievance and hear the grievance.

The Compensation Committee will provide notice of hearing and ground rules to the grievant and opposing party. The Compensation Committee will hear from each party, review any documents that have been produced, and reach a decision. The decision of the Compensation Committee will be made promptly, usually within seven (7) calendar days of the end of the information hearing, and communicated to all parties immediately in writing.

The Compensation Committee has the authority to deem the grievance unsubstantiated and end any further processing or refer the grievance for review by the Personnel Committee. Only the full Board of Trustees has the authority to grant monetary relief including, but not limited to, an increase in wages and/or benefits.

A 2/3 majority of the Compensation Committee must support the decision made to end or refer the grievance for further review. Decisions of the Compensation Committee are final.

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

Step 2 – 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 1. 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 the 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.>

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

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

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

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

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

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3D. Increase in Pay Upon Promotion

An employee promoted to a position in a higher pay grade shall receive the minimum pay rate for the higher pay grade. If the minimum pay rate does not equal at least a 2.00% increase in pay, the employee shall receive a 2.00% increase when placed on the pay range of the higher pay grade.

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3E. Wage Garnishment

Periodically, it may be necessary for Great River Regional Library to garnish wages of an employee to meet legal requirements. GRRL will handle this process with as much confidentiality as possible.

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3F. Minnesota Wage Disclosure Protection Notice

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. This law does not require employees to disclose their wages to another person; however, employees may do so if they choose. GRRL may not retaliate against an employee for asserting their rights or remedies under the Wage Disclosure Protection Law. Remedies under the Wage Disclosure Protection Law are to bring a civil action against the employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

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