



1300 St. Germain Street West
St. Cloud, MN 56301
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**Board of Trustees Personnel Committee Meeting
Tuesday, January 21, 2025, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda**

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|---|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Approval of Minutes – November 19, 2024, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. GRRL Policy Review & Updates (Requested Action – Approve) pg 5 | 5:33 |
| 5. Library Aide Position Descriptions Updates (Requested Action – Approve) pg 27 | 5:40 |
| 6. Next Meeting – To Be Determined | 5:45 |
| 7. Adjournment | 5:50 |

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
November 19, 2024**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jacey Wallace on Tuesday, Nov. 19, 2024, at 5:34 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl , Tina Diedrick, Jayne Dietz, Melissa Fee, Lynn Grewing, Bobby Kasper, Jacey Wallace

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

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

Melissa Fee made a motion to approve the Sept. 17, 2024, Personnel Committee minutes as presented. Seconded by Lynn Grewing, the motion carried unanimously.

POSITION DESCRIPTION UPDATE – FLSA CHANGES

Due to Fair Labor Standards Act (FLSA) changes, the Human Resources Generalist position is being reclassified to non-exempt. This update is also in line with preliminary recommendations from the compensation consultant.

Tina Diedrick made a motion to approve the position description update as presented. Seconded by Melissa Fee, the motion carried unanimously.

EXECUTIVE DIRECTOR ANNUAL EVALUATION – Closed Session

Jacey Wallace stated the meeting would close for the employee performance review of Executive Director Karen Pundsack pursuant to Minnesota Statute 13D.05, Subd. 3(a). Al Amdahl made a motion to close the Personnel Committee meeting at 5:40 p.m. Seconded by Melissa Fee, the motion carried unanimously.

Present for the closed session were the Personnel Committee members, Executive Director Karen Pundsack, and Associate Director – Human Resources Nichol Wojcik.

The open meeting resumed at 6:19 p.m.

NEXT MEETING

The next Personnel Committee meeting is to be determined.

ADJOURNMENT

Bobby Kasper made a motion to adjourn the meeting at 6:21 p.m. Seconded by Melissa Fee, the motion carried unanimously.

Jacey Wallace, Chair



Personnel Policy Review & Updates

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve updates to 200 Personnel Policies Chapters 2E.2, 4A.1-4B, 4D-4D.15.

BACKGROUND INFORMATION

Supporting Documents Attached:

- Personnel Policy Updates Summary
- Policies Chapters 2E.2, 4A.1-4B, 4D-4D.15 markup

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.2	Telecommuting	9/17/24	Removed sentence that requests will be approved in the timekeeping system
4A.1	PTO	11/10/09	Added reviewed date
4A.2	PTO Eligibility and Availability	11/21/23	Added reviewed date
4A.3	Accrual Rates and Maximums	11/21/23	Added reviewed date
4A.4	PTO Credit for Applicable Experience Within Field	03/17/15	Added reviewed date
4A.5	Scheduling	11/21/23	Added reviewed date
4A6.	Medical Certification	05/21/13	Added reviewed date
4A.7	Annual Cash-Out or Conversion Option	11/01/22	Added reviewed date
4B.	Extended Sick Leave Bank	03/15/11	Added reviewed date
4D.	Leaves of Absence	11/21/23	Added reviewed date
4D.1	Earned Sick and Safe Leave	11/21/23	Removed designation of the first 48 hours of PTO as ESST and added bereavement to reasons ESST can be used
4D.2	Minnesota Pregnancy and Parenting Leave	07/19/16	Added reviewed date
4D.3	Minnesota Sick Child Care Leave	05/21/13	Added reviewed date
4D.4	Medical Leave	03/17/15	Added reviewed date
4D.5	Military Ceremony Leave	09/19/06	Added reviewed date
4D.6	Military Injury/Funeral Leave	09/19/06	Added reviewed date
4D.7	Military Leave	05/21/13	Added reviewed date
4D.8	Minnesota School Conference and Activities Leave	03/16/10	Added reviewed date

Summary of Personnel Policy Updates			
Policy #	Policy Title	Latest Revision Date	Recommended Changes
4D.9	Bone Marrow Leave and Organ Donation Leave	05/08/07	Added reviewed date
4D.10	Jury Duty Leave	03/15/11	Added reviewed date
4D.11	Voting Leave	03/18/08	Added reviewed date
4D.12	Educational Leave	03/15/11	Added reviewed date
4D.13	Personal Leave	03/19/19	Added a clause that time may be required to be made up
4D.14	Paid Administrative Leave	03/15/11	Added reviewed date
4D.15	Executive Director Leave of Absence	09/16/14	Added reviewed date

200 Personnel

Chapter 2. Employment

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 the timekeeping system for approval. Upon approval from the supervisor, the requested time will be reflected on the employee's timecard.~~ Employees who have telecommuting as part of their regular schedule must have a telecommuting agreement on file. The days designated as telecommuting must be approved, in advance, by their supervisor. Any changes to the scheduled days must be approved, in advance, by their supervisor.

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 workday or the work week (pay period). Only GRRL equipment may be used to perform work remotely. While working away from the primary traditional work site, the employee may send work to or communicate with the office or ~~customer~~ patron 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, 01/21/25

Chapter 4. Employee Benefits

4A.1 PTO

It is the policy of GRRL to provide paid time away from work to eligible employees. This policy is implemented by means of the Paid Time Off (PTO) Plan contained herein, which covers all paid leave previously available under GRRL's vacation, sick, funeral and emergency leave policies existing prior to January 1, 2009 and combines these prior benefits into a single plan. PTO can be utilized for any purpose, subject only to necessary request and approval procedures consistent with GRRL policies so that customer service and work requirements are not adversely impacted.

Approved Date: 09/16/08

Effective Date: 01/01/09

Revised Date: 11/10/09

[Reviewed Date: 01/21/25](#)

4A.2 PTO Eligibility and Availability

PTO with pay shall be granted to all employees. PTO is earned, in advance, on a pay period by pay period basis. PTO may be taken in full up through the last pay period worked and up through the last full day earned.

PTO beyond the Earned Sick and Safe Time maximum will be scheduled with regard to the library's operating requirements and, insofar as possible, with the requests of the employee.

Approved Date: 09/16/08

Effective Date: 01/01/09, 12/24/23

Revised Date: 11/10/09, 03/17/15, 11/17/15, 03/15/22, 11/21/23

[Reviewed Date: 01/21/25](#)

4A.3 Accrual Rates and Maximums

PTO benefits shall be accrued at the following rate for full-time staff. Part-time employees are awarded PTO at the same rate of accrual as full-time staff, except that their accrual and maximum carry-over is prorated based on hours worked.

Yrs of Service	Annual Accrual Rate Prorated (hours / days)	Accrual Rate Formula (hours earned per hour worked)	Max Carry-Over Prorated (hours / days)
0 - 4	144 / 18	.0693	288 / 36
5 - 9	184 / 23	.0885	368 / 46
10 - 20	224 / 28	.1077	448 / 56
21	232 / 29	.1116	464 / 58
22	240 / 30	.1154	480 / 60

23	248 / 31	.1193	496 / 62
24	256 / 32	.1231	512 / 64
25+	264 / 33	.1270	528 / 66

No Employee shall accrue more than 33 days prorated of PTO annually. PTO will be forfeited when an employee reaches the maximum carry-over.

Proration Formula = Budgeted weekly hours divided by five (5):

PTO is accrued per pay period and may be used subsequent to being earned in increments of 15 minutes.

When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate will be effective as of the date of eligibility.

PTO shall not accrue during a period of unpaid leave of absence.

Approved Date: 09/16/08

Effective Date: 01/01/09

Revised Date: 11/10/09, 11/16/10, 07/17/12, 11/18/14, 11/17/15, 04/19/16, 03/15/22, 11/21/23

Last Revision Effective Date: 08/01/12, 01/01/15, 01/01/16, 04/19/16, 05/15/22, 12/24/23

[Reviewed Date: 01/21/25](#)

4A.4 PTO Credit for Applicable Experience Within Field

Persons newly hired or promoted to positions compensated at pay grade 21 or higher who have been employed on a full-time basis in their respective fields, with less than one (1) year break in employment prior to entering GRRL service, and upon proper verification, may receive added PTO credit for this employment. This credit shall not exceed five (5) years.

Part-time employment below pay grade 10 counts toward PTO credit if an employee is appointed to a full-time position without a break in service.

Approved Date: 09/16/08

Effective Date: 01/01/09

Revised Date: 11/10/09, 03/17/15

[Reviewed Date: 01/21/25](#)

4A.5 Scheduling

Non-emergency use must be requested in advance. PTO requests should be submitted to the supervisor as far in advance as practical. While every effort will be made to give employees the time off of their preference, time off will be scheduled so as not to cause an interruption in the normal operation of the department/branch and in service to the public. Should a conflict in scheduling occur, it will be resolved on the basis of first request.

Time without pay requests will not be granted until an employee's PTO is exhausted. Time without pay absences generally fall under the 4D. Leaves of Absence policy. Upon prior approval by the Patron Services Supervisor or Associate Director, if an eligible employee works less than their regular scheduled

hours in any given week, the employee may arrange to work those hours within the fiscal year based on the needs of the public and the library.

For approved leaves of absence, employees are required to use PTO until no more than ten (10) days remain before time without pay requests will be considered.

Inappropriate use of the PTO plan may subject the employee to disciplinary action.

Approved Date: 09/16/08

Effective Date: 01/01/09, 12/24/23

Revised Date: 11/10/09, 11/21/23

[Reviewed Date: 01/21/25](#)

4A.6 Medical Certification

Family Medical Leave Act (FMLA) may apply to PTO requests for medical reasons. Absences for medical reasons of more than three (3) consecutive calendar days may require a physician's statement stating the cause of absence. This will be used to determine if a leave of absence should be initiated and if FMLA applies.

A statement attesting to the employee's ability to return to work and perform the essential functions of that employee's position may also be required before the employee returns to work.

Approved Date: 09/16/08

Effective Date: 01/01/09

Revised Date: 11/10/09, 05/21/13

[Reviewed Date: 01/21/25](#)

4A.7 Annual Cash-Out or Conversion Option

After three (3) years of service, eligible employees may elect to receive a cash payout or conversion to GRRL's deferred compensation program, of up to ten (10) days of their PTO balance each year. Limits are subject to maximum deferral regulations of the IRS. Conversion is contingent upon full-time staff having used a minimum of 50% of their annual PTO accrual, and part-time staff having used a minimum of 25% of their annual PTO accrual during the Election Year.

During annual open enrollment, eligible employees can choose to elect before December 31 (the "Election Year") to receive a cash payment or deferred compensation conversion following the end of the next year (the "Accrual Year"). To be valid, elections for all or a portion of the PTO an employee will earn during the Accrual Year must be made before December 31 of the Election Year. Elections are valid for PTO earned during the Accrual Year only, and do not apply to PTO earned during prior or subsequent years. Elections are irrevocable. Eligible employees who do not make an election of cash payout or conversion before December 31 of the Election Year opt continued accrual of PTO and will not receive a cash payment or deferred compensation conversion before separation from service for PTO earned during the Accrual Year.

Election Year cash payouts and deferred compensation conversions are disbursed in the month of January of the year following the Accrual Year. Cash payouts and deferred compensation conversions are paid at the employee's regular rate of pay on the last day of the last pay cycle of the Accrual Year. For the purpose of this policy, regular rate of pay is defined as the employee's straight time rate, not including any overtime or other additions made to the regular rate of pay.

Approved Date: 09/16/08
Effective Date: 01/01/09
Revised Date: 11/10/09, 11/16/10, 07/19/16, 11/01/22
~~Effective Date of Last Revision: 11/01/22~~
[Reviewed Date: 01/21/25](#)

4B. Extended Sick Leave Bank (ESLB)

Employees hired before December 31, 2008 may have hours converted to the Extended Sick Leave Bank (ESLB) according to the conversion policies of GRRL's Paid Time Off Plan approved by the GRRL Board of Trustees on September 16, 2008. Hours converted to the ESLB may be used for illness or disability for the employee or to care for an immediate family member under the policies in effect on December 31, 2008 (4B.3 Sick Definitions) for the use of sick leave. Absence due to illness, disability or injury may be taken from the ESLB after all PTO has been exhausted down to ten (10) days prorated. The supervisor and/or Human Resources may require acceptable medical verification that the absence qualified under the sick leave requirements before approving use of ESLB time.

Employees eligible to participate in the ESLB will be allowed to access their ESLB, without depleting any PTO, for treatment of one pending serious health condition, as defined by FMLA, through 2009. Requests for time off must be submitted and approved before December 31, 2008. Effective January 1, 2010 absences due to illness, disability or injury may be taken from the ESLB after all PTO has been exhausted down to ten (10) days prorated.

GRRL will pay to all employees, at the time of their separation if they qualify under PERA retirement eligibility, 25% of unused ESLB time at the employees' then current level of compensation. See Policy titled "Retirement".

Approved Date: 09/16/08
Effective Date: 01/01/09
Revised Date: 03/15/11
[Reviewed Date: 01/21/25](#)

Chapter 4D. Leaves of Absence

Leaves of Absence (LOA) are authorized absences from work with or without pay intended to assist employees through unusual or difficult times in their lives. LOAs must be requested in writing two (2) weeks in advance to the employee's supervisor. The Executive Director may grant exceptions to the two (2) week notice.

Absences for medical reasons (of employee or family member) resulting in more than three (3) consecutive calendar days requires the completion of a Leave of Absence Request Form. The Human Resources department will use this form to determine whether a leave of absence should be initiated and if Family and Medical Leave Act (FMLA) applies.

LOAs may be granted upon written request stating the reason for such leave and the expected length and must have written authorization of his/her supervisor and the Executive Director. Leaves may be granted for a period of up to 12 weeks. The Executive Director may grant extensions up to one (1) year in 12-week increments. Extending an absence without prior approval will be considered an unauthorized absence and will be treated as a resignation.

Except as required by law, GRRL cannot guarantee to hold a position open for an employee on leave. GRRL will try to reinstate staff into a comparable position with similar pay rate, hours and duties. This may not include exact work schedule.

Employees granted leaves with pay shall continue to accrue Paid Time Off (PTO). PTO does not accrue during any unpaid portion of an LOA. An employee's anniversary date will be adjusted for any leave extending 6 months. Employees are responsible for ALL insurance premiums during an unpaid LOA. Premium payments must be made in advance for your insurance coverage. Arrangements for such payments must be made through Human Resources.

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the GRRL's leave programs, must be taken consecutively, with no intervening unpaid leave. GRRL will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Approved Date: 07/11/00

Effective Date: 10/31/00, 12/24/23

Revised Date: 05/14/02, 06/12/07, 01/01/09, 11/10/09, 03/15/11, 03/17/15, 11/21/23

[Reviewed Date: 01/21/25](#)

4D.1 Earned Sick and Safe Leave

Earned Sick and Safe Leave (ESSL) is paid time off earned at one hour of Earned Sick and Safe Time for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with GRRL. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for GRRL.

~~Beginning on January 1, 2024, an employee's first 48 hours of Paid Time Off usage may be used for all of the reasons outlined in Section 4D.1 Earned Sick and Safe Time until 48 hours of leave has been exhausted. The first 48 hours of Paid Time Off usage will be designated as ESST PTO. Once 48 hours of ESST are exhausted, any remaining PTO usage is governed by existing PTO policy and provisions.~~

(a) Earned Sick and Safe Time use

The leave may be used as it is accrued per pay period and may be used subsequent to being earned in increments of 15 minutes for the following circumstances:

An employee's own:

- Mental or physical illness, injury or other health condition
- Need for medical diagnosis, care or treatment, of a mental or physical illness injury or health condition
- Need for preventative care
- Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telecommute because the employee is prohibited from working by GRRL due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a

diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the GRRL has requested a test or diagnosis.

- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
 - With mental or physical illness, injury or other health condition
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease

- [Bereavement](#)

- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

(b) For Earned Sick and Safe Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child

- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

(c) Advance notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the GRRL requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, GRRL may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Leave for a qualifying purpose. GRRL will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, GRRL will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

[The documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by Earned Sick and Safe Time.](#)

(d) Carryover of Earned Sick and Safe Leave

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

(e) Retaliation prohibited

GRRL shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system GRRL may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

(f) Benefits and return to work protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive GRRL's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their GRRL employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the GRRL and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be

reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Approved Date: 11/21/23

Effective Date: 12/24/23

[Revised Date: 01/21/25](#)

4D.2 Minnesota Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take up to twelve (12) weeks of unpaid leave under the Pregnancy and Parenting Leave Act of Minnesota. Leave can be used for female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, as well as for a biological or adoptive parent in conjunction with the birth or adoption of a child.

The leave must begin within twelve (12) months of the birth or adoption of the child, except in the case where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital. The employee may continue all group insurance during the leave while paying appropriate co-pays. The employee will be permitted to return to his/her former position or a comparable position at the same rate of pay and benefits. The employee is required to use PTO until no more than ten (10) days remain before time without pay will be allowed. If the employee has any FMLA eligibility remaining at the time the leave commences, the leave will also count as FMLA leave. The two leaves will run concurrently.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 01/20/09, 03/17/15, 07/19/16

[Reviewed Date: 01/21/25](#)

4D.3 Minnesota Sick Child Care Leave (Minn. Stat. 181.9413)

Employees are permitted to use PTO benefits for absences due to illness of a child. The amount of paid leave is limited to the employee's available PTO benefits. Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under the Family Medical Leave Act (FMLA). For more information regarding FMLA and eligibility, see section 4C.5 Medical Leave.

As with employees, GRRL may require a physician's medical statement as evidence that the employee's child was ill. This statement may be required whenever GRRL deems it necessary or reasonable. The employee will be returned to his/her former position.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 11/13/07, 01/20/09, 05/21/13

[Reviewed Date: 01/21/25](#)

4D.4 Medical Leave (also includes pregnancy, adoption, care of spouse or minor child)

Medical Leave, including Family Medical Leave Act (FMLA), may apply to PTO requests for medical reasons. Absences for medical reasons of more than three (3) consecutive calendar days may require a

physician's statement stating the cause of the absence. This will be used to determine if the leave of absence should be initiated and if FMLA applies.

A statement attesting to the employee's ability to return to work and perform the essential functions of that employee's position may also be required before the employee returns to work.

Non-FMLA Medical Leave

Employees may be granted a medical leave of absence WITH OR WITHOUT pay in the event the employee is unable to work due to medical reasons or if their presence is required to provide care to immediate family members. Employees will provide a doctor's statement verifying need for the leave, keep their supervisor informed of progress and, in the case of personal medical leaves, provide a doctor's signed release to work. Employees are required to use PTO until no more than 10 days remain before time without pay will be allowed.

Overview of FMLA

Employees who have worked at least 1250 hours (estimated average of 24 hours per week) in the 12-month period directly preceding the leave and have been employed for at least 12 months may be granted a leave under the Family Medical Leave Act of 1993 (FMLA) for their own serious health condition, the serious health condition of a spouse, parent or minor child, birth/adoption/foster care of a child, for reasons related to or affected by a family member called to active military duty or already on active duty, or to care for a family member injured or recovering from an injury suffered while on active military duty. An employee is entitled to up to 12 weeks of leave during a 12-month period (extended up to 26 weeks for Injured Servicemember Leave). Part-time employees may request a prorated 12 weeks of leave or a reduced schedule as stated by law, or if medically necessary. The 12-month period is measured backward from the date an employee used any leave under the FMLA. A written request at least 30 days in advance, whenever possible, is required. Employees may be required to use PTO and/or ESLB before requesting a leave without pay.

If eligible for FMLA benefits, GRRRL will continue the employee's benefit offerings for the duration of the leave at current rates unless the employee elects not to continue coverage. If the employee terminates employment with GRRRL while on leave and the termination is not due to a serious health condition or circumstances beyond the employee's control, GRRRL may recover the cost of its share of insurance premiums paid on the employee's behalf. At the conclusion of the FMLA, GRRRL will reinstate the employee into the prior position or to a position with equivalent benefits, pay and other conditions of employment.

FMLA Medical Leave Due to Birth of a Child

Employees will be required to use PTO, or take leave without pay, depending upon the type of leave requested. Both mothers and fathers may take this leave. A husband and wife who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of leave during any 12 month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the birth. As this leave may run concurrently with Minnesota Parental Leave, for six (6) weeks of this leave, mothers may choose to use available PTO or ESLB, or take time off without pay and fathers may choose to use available PTO or take time off without pay. For the remaining six (6) weeks, the mother will be required to use PTO until no more than 10 days remain before time without pay will be allowed. The father will be required to use PTO until no more than 10 days remain before time off without pay is allowed.

FMLA Medical Leave Due to Adoption or Foster Care of a Child

Employees will be required to use either PTO or take leave without pay, depending upon the type of leave requested. Both mothers and fathers may take this leave. A husband and wife who are eligible for FMLA leave and are employed by the same employer will be limited to a combined total of 12 weeks of

leave during any 12 month period if the leave is taken for the birth, adoption, or foster care of a child. The leave must be taken within one year of the adoption or foster care placement. As this leave may run concurrently with *Minnesota Parental Leave*, for 6 weeks of this leave, employees may choose to use available PTO or take time off without pay. For the remaining 6 weeks, employees will be required to use PTO until no more than 10 days remain before time off without pay will be allowed.

FMLA Medical Leave Due to Serious Health Condition of Self, Spouse, Parent, or Minor Child

Employees will be required to use PTO until no more than 10 days remain (if the leave is to be for more than one week) or until it is completely exhausted (if the leave is for less than one week). Based on eligibility, PTO absence for more than three (3) consecutive calendar days will be tracked as protected time under FMLA.

GRRL may require a physician's medical statement as evidence that there is a serious health condition. This statement may be required whenever GRRL deems it necessary or reasonable.

When requesting time off from work for a FMLA, the employee must submit a completed Leave Request form available from Human Resources.

Definition of Serious Health Condition (applicable to FMLA only)

The most common serious health conditions that qualify for FMLA leave are:

- Conditions requiring an overnight stay in a hospital or other medical care facility;
- Conditions that incapacitate you or your family member for more than three (3) consecutive calendar days and have ongoing medical treatment;
- Chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year; and
- Pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest).

Employees will be required to use PTO until no more than 10 days remain before ESLB time or time off without pay will be allowed.

FMLA Military Exigency Leave (Active Duty)

Eligible employees whose spouse, son, daughter or parent is on covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

For a member of the Reserve components of the Armed Forces, members of the National Guard or Reserves, *covered active duty or call to covered active duty status* means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

The leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

FMLA Military Caregiver Leave

This leave may extend to up to 26 weeks in a 12-month period for an eligible employee to care for a covered servicemember whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, and who is of any age. “Parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“Next-of-kin” of a covered servicemember is defined as the covered servicemember’s nearest blood relative, other than the covered servicemember’s spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under FMLA, in which case the designated individual shall be deemed the covered servicemember’s next of kin. The regulations provide that all family members sharing the closest level of familial relationship to the covered servicemember shall be considered the covered servicemember’s next of kin, unless the covered servicemember has specifically designated an individual as his or her next of kin for military caregiver leave purposes. In the absence of a designation, where a covered servicemember has three siblings, for example, all three siblings will be considered the covered servicemember’s next of kin.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave.

This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 06/12/07, 03/18/08, 01/01/09, 03/20/12, 05/21/13, 03/17/15

[Reviewed Date: 01/21/25](#)

4D.5 Military Ceremony Leave (Minn. Stat. § 181.948)

An employee may be granted unpaid leave to attend the sendoff or homecoming ceremony of an immediate family member who has been ordered into active military service in support of a war or other national emergency. This does not include active duty for training or general missions.

Time requested is granted upon the Executive Director's discretion and may be limited to the actual time necessary to attend the ceremony. The Executive Director may limit Military Ceremony Leave for an employee to no more than one day, which is defined as an eight (8) work hours, in any calendar year.

1. For this policy only, “employee” does not include independent contractors.

2. "Immediate family member" is defined as a person's grandparent, parent, legal guardian, sibling, child, grandchild, spouse or fiance/fiancee.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 09/19/06

[Reviewed Date: 01/21/25](#)

4D.6 Military Injury/Funeral Leave (Minn. Stat. § 181.947)

An employee whose immediate family member is injured or killed while serving on active military service, may be granted up to 10 days of unpaid leave by the Executive Director.

"Active service" includes both federal and state active military service for any purpose, including training.

For this policy only, "employee" includes independent contractors.

"Immediate family member" is defined as the deceased or injured service member's parent, child, grandparent, sibling or spouse.

Approved Date: 09/19/06

~~Effective Date: 09/19/06~~

[Reviewed Date: 01/21/25](#)

4D.7 Military Leave (Code of Federal Regulations 38 U.S.C. 4304 (d))

Members of the National Guard or other reserve units who are required to take part in military duty can arrange to take vacation time if eligible or obtain a leave of absence without pay. An employee who is called into active service with the armed forces under any Federal or State statute will be re-employed in accordance with the provisions of the applicable statutes, provided that the employee is able and qualified to perform the duties of the job available.

See also FMLA Military Exigency Leave above.

Approved Date: 09/19/06

~~Effective Date: 09/19/06~~

Revised Date: 03/20/12, 05/21/13

[Reviewed Date: 01/21/25](#)

4D.8 Minnesota School Conference and Activities Leave (Minn. Stat. 181.9412)

Employees who give proper notice will be granted up to 16 hours during a 12-month period for the purpose of attending school conferences and school-related activities of the employee's child, provided that such conferences and activities cannot be scheduled during non-work hours. Where an employee's child receives childcare services or attends a pre-kindergarten regular or special education program, the employee may use this leave time to attend a conference or activity of the employee's child, or to observe or monitor the services or program, provided that the conference, activity, or observation cannot be scheduled during non-work hours. Employees are asked to give reasonable notice of the need for this leave. Employees may choose to use PTO to pay for this leave. The employee will be returned to his/her former position.

Approved Date: 07/11/00
Effective Date: 10/31/00
Revised Date: 05/14/02, 01/01/09, 3/16/10
[Reviewed Date: 01/21/25](#)

4D.9 Bone Marrow Leave and Organ Donation Leave

Bone Marrow Leave: (MN Stat 181.945)

In accordance with Minnesota law, employees may be granted a paid leave for undergoing medical procedures to donate bone marrow. Employees must work an average of 20 hours or more per week to qualify for the paid leave. The total length of leave for this purpose will normally not exceed 40 hours unless an extension is approved by the Executive Director. Verification by a physician of the purpose and length of the leave is required. At the conclusion of a bone marrow leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Organ Donation Leave: (MN Stat 181.946)

Regular employees who work an average of 20 or more hours per week, who seek to undergo a medical procedure to donate an organ or partial organ, shall be granted paid leave of absence. The combined length of leaves shall be determined by the employee, but may not exceed forty (40) hours during any twelve (12) month period, unless agreed to by the employer.

GRRL may require verification by a physician for the purpose and length of each leave requested by the employee to facilitate the organ donation. If there is a medical determination that the employee does not qualify as an organ donor, the paid leave of absence granted to the employee prior to such medical determination is not forfeited. At the conclusion of the leave, GRRL will reinstate the employee into a comparable position of hours, pay rate and duties.

Approved Date: 07/11/00
Effective Date: 10/31/00
Revised Date: 05/14/02, 09/19/06, 03/20/07, 05/08/07
[Reviewed Date: 01/21/25](#)

4D.10 Jury Duty Leave

Any employee shall be granted a leave of absence with pay for service upon a jury, appearance before a court, legislative committee, or other body as a witness in a proceeding involving the federal government, the State of Minnesota, or a political subdivision thereof in response to a subpoena or other direction by proper authority; or attendance in court in connection with his/her official duties. In the case of jury duty during regularly scheduled hours, the employee will be paid their regular wage, but will be asked to forfeit the court fee, exclusive of reimbursement for expenses, to the library.

Approved Date: 07/11/00
Effective Date: 10/31/00
Revised Date: 05/14/02, 03/15/11
[Reviewed Date: 01/21/25](#)

4D.11 Voting Leave

GRRL believes that employees should be afforded the opportunity of voting in elections. In accordance with this philosophy, GRRL will grant its employees approved time off to vote.

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers are authorized to grant a reasonable period of time, up to three hours, during the workday to vote. Employees will be paid regular pay for this time. Employees are required to work with their supervisors to schedule time off for voting to accommodate work schedule demands.

This policy is not applicable to non-voting activities.

Approved Date: 03/18/08

~~Effective Date: 03/18/08~~

[Reviewed Date: 01/21/25](#)

4D.12 Educational Leave

Leaves of absence without pay for educational purposes may be granted by the Executive Director. Educational leaves may be granted for a period of up to 12 weeks. The Executive Director may grant extensions up to one (1) year in 12 week increments. An educational leave will only be granted for time spent at an accredited academic institution. Time off without pay will be granted after accrued PTO has been expended. If the educational leave is specifically required by Great River Regional Library and the employee has received approval from the department coordinator, director and Board of Trustees, leave with pay may be granted.

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 01/01/09, 03/15/11

[Reviewed Date: 01/21/25](#)

4D.13 Personal Leave

Leaves may be granted by the Executive Director to employees for personal reasons not included in the leaves listed. A personal leave without pay will be granted after accrued PTO has been exhausted, under special circumstances, or for new employees who are not yet eligible to use PTO. Consideration will be given to the importance or necessity of the request, the workload and staffing of the department prior to approving the request, and the employee's length of employment and attendance record. [Depending on the circumstances, an employee may be required to make up some or all of the time they have missed for any unpaid personal leave.](#)

Approved Date: 07/11/00

Effective Date: 10/31/00

Revised Date: 05/14/02, 05/13/08, 03/16/10, 03/20/12, 03/19/19, [01/21/25](#)

[Reviewed Date: 01/21/25](#)

4D.14 Paid Administrative Leave

At the Executive Director's discretion, an employee may be placed on paid administrative leave pending the outcome of an investigation of a critical incident an employee has been involved in or when his/her continued presence in the workplace poses a risk to the employee or the organization. In the event the incident or matter involves the Executive Director, the Board or a Board appointed designee shall have the authority to place the Executive Director on such a paid administrative leave.

Administrative leave is not charged against an employee's PTO or ESLB balances.

The Executive Director or Board appointed designee shall notify the employee in writing that they are being placed on a non-disciplinary, paid administrative leave pending the outcome of an investigation and provide the name of a GRRL contact person.

If the paid administrative leave extends past thirty (30) days, the employee shall be notified of the reasons for the continuance of the leave. It is GRRL's intent to return an employee to work as soon as it is practical and prudent under the circumstances.

Approved Date: 03/15/11

~~Effective Date: 03/15/11~~

[Reviewed Date: 01/21/25](#)

4D.15 Executive Director Leave of Absence

The Executive Director position is critical to the success of the Great River Regional Library (GRRL). This policy is primarily designed to ensure that the organization has leadership and effective management in the event the director is unable to fulfill his or her duties due to a short or long-term absence. Failure to comply with this policy may result in disciplinary action up to, and including, termination.

Definitions

- Short-Term Absence – up to 12 weeks consistent with FMLA qualified absences or up to 26 weeks under the Military Servicemember Family Leave.
- Long Term Absence – greater than 12 weeks. Long-term absences will be evaluated on a case-by-case basis.
- Planned Absence – an absence that is known in advance. Planned absence may include scheduled Paid Time Off (PTO) or pre-approved Leaves of Absence.
- Unplanned Absence – an absence that arises unexpectedly.

Basics of the Policy

The GRRL Board of Trustees (hereinafter “Board”) authorizes the Personnel Committee to implement the terms of this leave of absence policy.

- Planned Absence

It is the responsibility of the Executive Director to inform the GRRL Board Chair and the Personnel Committee Chair of a planned absence, and to make appropriate plans for duty coverage. Planned short-term absences do not trigger the implementation of this policy under ordinary circumstances.

Planned long-term absences may trigger the implementation of this policy. This will be decided by the Board on a case-by-case basis.

- Unplanned Absence

In the event of an unplanned absence, a special meeting of the Personnel Committee will be called within one (1) week of notification of the unplanned absence. The length of the unplanned absence will be considered when implementing the terms of this leave of absence policy.

It is the responsibility of the Associate Director, Human Resources to immediately inform the Board of an unplanned absence of the Executive Director. It is the responsibility of the Executive Director, or a personal representative of the Executive Director, to regularly communicate with the Associate Director, Human Resources, GRRL Board Chair, and Personnel Committee Chair regarding the anticipated return to work date. Communication will occur weekly and will be shared with the full Board.

As soon as feasible following notification of an unplanned absence, the Associate Director, Human Resources, GRRL Board Chair, and Personnel Committee Chair shall implement the procedures in this policy. If procedures need to be modified prior to implementation, the GRRL Board Chair shall convene an Executive Committee meeting.

Short-Term Absence of Executive Director

- Appointing an Acting Executive Director

Based on the anticipated duration of the absence and accessibility of the current Executive Director, an Acting Executive Director will automatically be appointed by the Board from existing Associate Director or Patron Services Supervisor level staff. Eligibility for this appointment will be dependent on an MLS degree, which is required by Minnesota Rules. If more than one employee holds an MLS degree, the appointment will be based on:

- level of position, with preference given to the Associate Director level,
- years of service in an administrative role.

Authority, Restrictions and Compensation of the Acting Executive Director

The Acting Executive Director reports to the GRRL Board Chair.

The Acting Executive Director shall have full authority for the same day-to-day decision making and independent action as the regular Executive Director.

Any staff termination decisions shall be made in consultation with the Personnel Committee, which may require a special meeting of the committee.

As soon as possible, the GRRL Board Chair and Acting Executive Director shall announce the organization's temporary leadership structure to staff, the Board of Trustees, and the public including key supporters.

The Acting Executive Director will be offered no additional compensation.

- Return After Absence

The Executive Director will return from a leave of absence upon release to work from the medical provider or by Board approval through a special session.

Long-Term Absence of Executive Director

If the Executive Director is not released from the medical provider to return to work after the 12-week FMLA qualified period or is unable to return to work for any other reason, s/he must request an additional leave of absence. The new request will be evaluated by the GRRL Board of Trustees for approval.

The intent to request an additional leave of absence must be submitted in writing to the Associate Director, Human Resources, GRRL Board Chair, and Personnel Committee Chair as soon as practicable

under the facts and circumstances of the particular case, but in no event later than the expiration of the initial 12-week period.

The request must set forth the reason for the leave and the anticipated duration of the leave. If the leave is for medical reasons, the request should include information from a medical provider that may be considered in reaching a decision regarding a long-term medical leave of absence. This information includes:

1. Diagnosis of the condition.
2. On what basis the diagnosis is made.
3. Based on the job description for the Executive Director position:
 - a. Is the individual currently able to perform the essential duties of the enclosed job description, with or without reasonable accommodation?
 - b. If the answer to question 3a above is no, how soon will s/he be able to perform the essential duties of the enclosed job description, with or without accommodations.
4. Type of accommodations the individual will need in order to perform the essential functions of the job.
5. Expected duration of the medical condition. Is the condition expected to change over the course of its duration? Please explain.
6. Is there any other information that would assist GRRL in evaluating the individual's employment situation?

Permanent Change in Executive Director

It is considered a voluntary resignation if the Executive Director does not return to work from a leave of absence, either after the initial 12-week period or within the board designated return to work date without making an additional leave request as soon as practicable under the facts and circumstances of the particular case, but in no event later than the end of the approved leave.

The GRRL Board of Trustees will hold a special meeting and appoint an Interim Executive Director within 10 business days.

Transition and Search Committee

The GRRL Board will consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search.

The GRRL Board may assign individuals to the Transition and Search Committee. The Transition and Search Committee will plan for the recruitment and selection of a permanent Executive Director. Final recommendation will be presented to the GRRL Board for approval.

Approved Date: 03/16/10

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

Revised Date: 08/19/14, 09/16/2014

[Reviewed Date: 01/21/25](#)



Position Descriptions Updates

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve the revised position descriptions listed below.

BACKGROUND INFORMATION

- Supporting Documents Attached
- Markup position descriptions for:
 - Senior Library Aide
 - Summer Library Aide
 - Library Aide
 - Markup and clean position description for:
 - St. Cloud Library Aide
 - Circulation Aide – replaced
 - Distribution Aide – replaced

The Library Aide position descriptions need to be updated to reflect the new pay grade after the board approved moving aides from Pay Grade 6 to Pay Grade 8 and Senior Library Aides from Pay Grade 6 to Pay Grade 9.

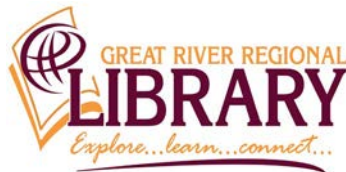
We are also merging the Distribution and Circulation Aide positions into a St. Cloud Library Aide who will help in both circulation and distribution as needed.

FINANCIAL IMPLICATIONS

Estimated Cost: \$0
 Funding Source: NA
 Budgeted: Yes No N/A

ACTION

- Passed
 Failed
 Tabled



SENIOR LIBRARY AIDE

JOB SUMMARY

The Senior Library Aide provides back-up support for the public service desk and prepares materials for patron access.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Checks in library materials.
2. Empties book drop.
3. Packs and unpacks library materials for delivery.
4. Searches for and retrieves materials on shelves.
5. Shelves library materials in proper alphabetical or numerical order. Check that library materials are in good condition.
6. Finds library materials from shelves for patron requests.
7. Completes routine opening and closing tasks.
8. Provides assistance during programming.
9. Provides back-up support for the public service desk including basic circulation routines.
10. Provides basic directional assistance to patrons.
11. Takes payments for fines and fees.
12. Assists with computer reservations and printing.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace

- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience:

Previous library experience

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to file material in alpha and numerical order and use the Dewey Decimal Classification System
- Ability to determine and abide by the public service limitations of this position

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct Supervision

Scope of Relationships (internal): Contact with GRRL staff for informational purposes

Scope of Relationships (external): Minimal external contacts. This is a limited public service position. May provide basic patron service, but refers patrons in need of professional assistance to patron services staff.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Frequently operates office and library equipment
- Occasionally positions self to shelve materials from ground level to over 6 feet high
- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Frequently moves library books and materials up to 50 pounds
- Frequently moves carts loaded with library materials
- May be required to work alone in the library

Department: Patron Services

Pay Grade: ~~6~~9

Reports To: Library Services Coordinator
Senior Library Assistant

FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 11/17/2015

Date of Last Revision: 03/21/2017, 09/19/2017, 05/21/2024, [01/21/2025](#)

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

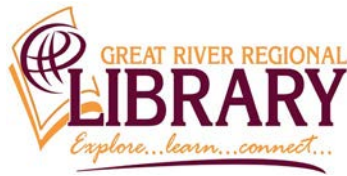
GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____

Date _____

Printed Name _____



SUMMER LIBRARY AIDE

JOB SUMMARY

The Summer Library Aide handles incoming library materials, makes them available for patrons and assists with summer programs.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Assists children and families with summer programs.
2. Checks in library materials using computer.
3. Empties book drop.
4. Packs and unpack library materials for delivery.
5. Shelves library materials in proper order.
6. Checks that library materials are in good condition.
7. Finds library materials from shelves for patron requests.
8. Refers questions from library patrons to public service staff.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience: None required.

Knowledge, Skills and Abilities:

- At least 14 years of age.

- Ability to clearly communicate with patrons to refer them to appropriate public service staff.
- Ability to arrange and retrieve library materials according to alphabetical and numerical filing systems.
- Ability to determine and abide by the public service limitations of this position.

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with GRRL staff to share information

Scope of Relationships (external): May respond to general inquiries regarding summer programs from patrons, but refers patrons who need professional assistance to patron services staff.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Frequently operates office and library equipment
- Occasionally positions self to shelve materials from ground level to over 6 feet high
- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Occasionally moves library books and materials up to 50 pounds
- Occasionally moves carts loaded with library materials

Department: Patron Services, [Branch Libraries](#)

Pay Grade: 48

Reports To: ~~Library Assistant~~
Patron Services Librarian
[Senior Library Assistant](#)
[Library Services Coordinator](#)

FLSA Status: Non-Exempt

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015, 5/21/2024, [01/21/2025](#)

ACKNOWLEDGEMENT

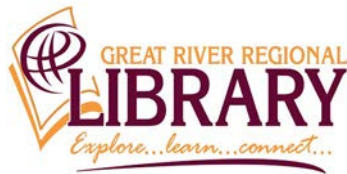
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____



LIBRARY AIDE

JOB SUMMARY

The Library Aide handles incoming library materials and makes them available to patrons.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Checks in library materials using computer.
2. Empties book drop.
3. Packs and unpack library materials for delivery.
4. Shelves library materials in proper order.
5. Checks that library materials are in good condition.
6. Finds library materials from shelves for patron requests.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience: None required

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to file material in alphabetical and numerical order
- Must be age 16 or older

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with GRRL staff to share information

Scope of Relationships (external): Minimal external contacts. This is a non-public service position. May respond to general inquiries from patrons, but refers patrons who need professional assistance to patron services staff.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Occasionally operates office and library equipment
- Frequently positions self to shelve materials from ground level to over 6 feet high
- Frequently moves around the library building
- Frequently moves library books and materials up to 10 pounds
- Occasionally moves bags of library materials up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Branch Libraries

Pay Grade: ~~6~~8

Reports To: Library Services Coordinator
[Senior Library Assistant](#)

FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 01/19/2010

Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015, 11/15/2016, 09/19/2017, 05/17/2022, [01/21/2025](#)

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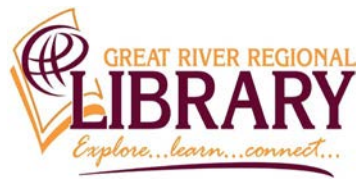
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____

Date _____

Printed Name _____



ST. CLOUD LIBRARY AIDE ~~CIRCULATION AIDE~~

JOB SUMMARY

The St. Cloud Library ~~Circulation~~ Aide packs and unpacks ~~handles incoming~~ library materials to be distributed to GRRL sites and handles incoming St. Cloud materials to make ~~and makes~~ them available to patrons.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Gathers library materials from book drops, delivery bags, and delivery vehicles.
- ~~1.~~ 2. Checks in library materials using computer, and operate machinery that checks in and sorts materials.
- ~~2.~~ ~~Empties book drop.~~
3. Packs and unpack library materials for delivery and distribution, including into delivery vehicles.
4. Sort sand shelves ~~Shelves~~ library materials in proper order.
5. Checks that library materials are in good condition; sorts and assists with processing damaged items.
6. Finds library materials from shelves for patron requests.
7. Provides support for library programs and events.
8. Refers questions from library patrons to public services staff.
- ~~7.~~ ~~Runs machine that automatically checks in and sorts library materials.~~

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic.
- Enjoy working with people from diverse backgrounds.
- Organizational, interpersonal, and time management skills.
- Ability to self-direct and work as a team member.
- Ability to meet deadlines and follow instructions.

- Ability to foster positive working relationships and an inclusive workplace.
- A desire to learn and develop skills and abilities.
- Ability to be flexible and adapt to changes.

Education and Experience: None required

Required Knowledge, Skills and Abilities:

- Strong attention to detail.
- Basic computer skills.
- Ability to file material in alphabetical and numerical order.
- [Ability to pack and unpack materials at an efficient pace.](#)
- Must be age 16 or older.

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with GRRL staff to share information

Scope of Relationships (external): Minimal external contacts. This is a non-public service position. May respond to general inquiries from patrons, but refers patrons who need professional assistance to patron services staff.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- [Work is performed in multiple environments: public spaces, staff work areas, and loading dock.](#)
- ~~Work is typically done in an office environment~~
- Occasionally operates office and library equipment.
- Frequently positions self to shelve materials from ground level to over 6 feet high.
- Frequently moves around the library building [and loading dock.](#)
- [Occasionally moves in and out of a vehicle to load and unload it.](#)
- ~~Often~~ Frequently moves library books and materials up to 20 pounds.
- Occasionally moves bags of library materials up to 50 pounds.
- Frequently moves carts loaded with library materials.

Department: Circulation [and Distribution](#) Services / SCPL **Pay Grade:** ~~85~~ [86](#)

Reports To: Senior Circulation Assistant **FLSA Status:** Non-Exempt

~~Union:~~ [Senior Distribution Assistant](#) ~~Non-~~

~~Union~~

~~Date:~~ ~~05/01/2001~~

Approved:

Union: [Non-Union](#)

Date Approved: [01/21/2025](#)

Date of Last Revision: ~~_11/19/2013, 01/20/2015, 08/17/2015, 03/21/2017, 09/19/2017, 05/17/2022~~

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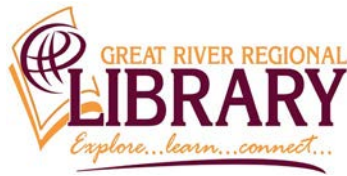
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____

Date _____

Printed Name _____



ST. CLOUD LIBRARY AIDE

JOB SUMMARY

The St. Cloud Library Aide packs and unpacks library materials to be distributed to GRRL sites and handles incoming St. Cloud materials to make them available to patrons.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Gathers library materials from book drops, delivery bags, and delivery vehicles.
2. Checks in library materials using computer, and operate machinery that checks in and sorts materials.
3. Packs library materials for delivery and distribution, including into delivery vehicles.
4. Sort and shelves library materials in proper order.
5. Checks that library materials are in good condition; sorts and assists with processing damaged items.
6. Finds library materials from shelves for patron requests.
7. Provides support for library programs and events.
8. Refers questions from library patrons to public services staff.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic.
- Enjoy working with people from diverse backgrounds.
- Organizational, interpersonal, and time management skills.
- Ability to self-direct and work as a team member.
- Ability to meet deadlines and follow instructions.
- Ability to foster positive working relationships and an inclusive workplace.
- A desire to learn and develop skills and abilities.
- Ability to be flexible and adapt to changes.

Education and Experience: None required

Required Knowledge, Skills and Abilities:

- Strong attention to detail.

- Basic computer skills.
- Ability to file material in alphabetical and numerical order.
- Ability to pack and unpack materials at an efficient pace.
- Must be age 16 or older.

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with GRRL staff to share information

Scope of Relationships (external): Minimal external contacts. This is a non-public service position. May respond to general inquiries from patrons, but refers patrons who need professional assistance to patron services staff.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is performed in multiple environments: public spaces, staff work areas, and loading dock.
- Occasionally operates office and library equipment.
- Frequently positions self to shelve materials from ground level to over 6 feet high.
- Frequently moves around the library building and loading dock.
- Occasionally moves in and out of a vehicle to load and unload it.
- Often moves library books and materials up to 20 pounds.
- Occasionally moves bags of library materials up to 50 pounds.
- Frequently moves carts loaded with library materials.

Department: Circulation and Distribution Services / SCPL **Pay Grade:** 8
Reports To: Senior Circulation Assistant, Senior Distribution Assistant **FLSA Status:** Non-Exempt
Union: Non-Union
Date Approved: 01/21/2025
Date of Last Revision:

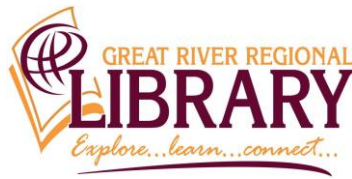
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Employee _____ Date _____

Printed Name _____



CIRCULATION AIDE

JOB SUMMARY

The Circulation Aide handles incoming library materials and makes them available to patrons.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Checks in library materials using computer.
2. Empties book drop.
3. Packs and unpack library materials for delivery.
4. Shelves library materials in proper order.
5. Checks that library materials are in good condition.
6. Finds library materials from shelves for patron requests.
7. Runs machine that automatically checks in and sorts library materials.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience: None required

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills

- Ability to file material in alphabetical and numerical order
- Must be age 16 or older

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with GRRL staff to share information

Scope of Relationships (external): Minimal external contacts. This is a non-public service position. May respond to general inquiries from patrons, but refers patrons who need professional assistance to patron services staff.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Occasionally operates office and library equipment
- Frequently positions self to shelve materials from ground level to over 6 feet high
- Frequently moves around the library building
- Frequently moves library books and materials up to 20 pounds
- Occasionally moves bags of library materials up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Circulation Services/SCPL

Pay Grade: 6

Reports To: Senior Circulation Assistant

FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015, 03/21/2017, 09/19/2017, 05/17/2022

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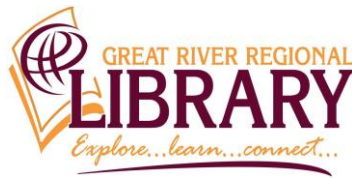
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Date _____

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DISTRIBUTION AIDE

JOB SUMMARY

The Distribution Aide packs and unpacks library materials to be distributed to other libraries.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be considered exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Helps delivery drivers load and unload vehicles.
2. Puts library materials in delivery bags for distribution.
3. Checks in library materials using the computer.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience: None required

Required Knowledge, Skills and Abilities:

- Attention to detail
- Basic computer skills
- Ability to pack and unpack materials at an efficient pace

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Minimal contact with staff working in the area

Scope of Relationships (external): Minimal external contacts

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is performed primarily in the distribution work area and loading dock
- Occasionally operates office and library equipment
- Frequently moves around the department including loading dock
- Continually moves to place library materials into delivery bags
- Occasionally moves in and out of the vehicle to load and unload it
- Frequently moves library books and materials up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Distribution Services/SCPL

Pay Grade: 6

Reports To: Senior Distribution Assistant

FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 11/15/2016, 07/18/2017, 05/17/2022

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