



1300 St. Germain Street West
St. Cloud, MN 56301
320-650-2500 griver.org

Board of Trustees Personnel Committee Meeting
Tuesday, May 20, 2025, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|--|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Elect Personnel Committee Chairperson (verbal) | 5:32 |
| 4. GRRL Policy Review & Revisions (Requested Action – Approve) | 5:37 |
| 5. Next Meeting – To Be Determined | 5:45 |
| 6. Adjournment | 5:45 |



Personnel Policy Review & Revisions

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Approve/Accept

RECOMMENDATION

Approve revisions to 200 Personnel Policy Chapters 2L and 4E – 4J.

BACKGROUND INFORMATION

☒ Supporting Documents Attached:

- Policy Chapter 2L markup and clean versions
- Policy Chapters 4E – 4J markup

Based on GRRL Board discussion in 2023, all policies are being placed on a three-year review cycle.

FINANCIAL IMPLICATIONS

Estimated Cost: N/A

Funding Source: N/A

Budgeted: ☐ Yes ☐ No ☒ N/A

ACTION

☐ Passed ☐ Failed ☐ Tabled

200 Personnel

Chapter 2L. Drug, Alcohol, and Cannabis Testing

Great River Regional Library (GRRL) has a commitment to provide a safe workplace for its employees and patrons. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential, GRRL is committed to assuring a drug and alcohol free working environment for all of its employees.

For the purposes of this policy, any reference to “cannabis” includes both adult use cannabis products and lower potency hemp edibles as defined by Minnesota Statutes Section 342.01.

GRRL prohibits the use, possession, transfer, and sale of alcohol, cannabis, and/or illegal drugs or related paraphernalia, while working, while on all premises owned or operated by GRRL, and while operating any company vehicles, machinery, or equipment. GRRL also prohibits the abuse of prescription drugs. GRRL prohibits reporting for work, and working anywhere on behalf of GRRL under the influence of alcohol, cannabis, and/or illegal drugs. Work related substance abuse will not be tolerated.

Violation of the policy may result in corrective action, up to and including termination.

Employees Covered by the Policy:

This policy applies to all GRRL personnel, no matter what position or employment status without exception.

Definitions

Work-related substance abuse: the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, cannabis, or the use of prescription drugs adversely affecting work performance. Abusing prescription drugs includes exceeding the recommended prescribed dosage and/or using another person's prescribed medications.

Adversely affects work performance and under the influence: these shall be determined to be present if the employee is perceptively impaired; has impaired alertness, coordination, reactions, responses, or effort; if the employee's conditions or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of GRRL as an employer as determined by the employee's supervisor and a designated member of management.

Controlled Substances: those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

Mood-altering or alter: changed behavior which may limit an employee's ability to safely and effectively perform their job duties, or pose a threat to the safety of the employee or others.

Work Rules

- No employee shall report to work under the influence of alcohol, cannabis, controlled substances or other mood altering drugs which adversely affect their work performance, including their alertness, coordination, reaction, response, judgment, decision making or safety or the safety of others.
- No employee shall operate, use or drive any equipment, machinery or vehicle of GRRL while under the influence of alcohol, cannabis, controlled substances or other mood altering drugs. Every employee is under an affirmative duty to immediately notify their supervisor that they are not in an appropriate mental or physical condition to operate, use or drive GRRL equipment if under the influence of alcohol, cannabis, or drugs.
- During work hours, no employee shall use, sell, possess, or transfer any illegal drug, alcohol, cannabis, or any prescription drug (except as medically prescribed and directed). Employees shall not participate in these activities during their rest breaks or during overtime work hours. Such action will be reported to appropriate law enforcement officials.
- Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow an employee to use, possess, or be impaired by that drug while at work for GRRL. The federal government still classifies cannabis as an illegal drug, even though Minnesota has legalized its possession and use. Employees are still subject to being tested under the GRRL drug, alcohol, and cannabis testing policy, and employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

The following exceptions do apply:

- Possession of alcohol or cannabis while in an employee's personal vehicle on the premises in compliance with applicable statutory requirements is not a violation of this policy.
- When the prohibited act is a part of a medical treatment required by a physician, the physician has advised the employee that he/she is capable of performing his/her job, and the employee has informed the supervisor of the otherwise prohibited use.
- When an employee is taking medically authorized drugs or other substances, which may alter job performance, the employee is under affirmative duty to notify the appropriate supervisor of their temporary inability to perform the job duties of their position.

Drug, Alcohol, and Cannabis Testing

- **Reasonable suspicion testing:** An employee may be subject to drug, alcohol, or cannabis testing under any of the following circumstances:
 - GRRL has a reasonable suspicion that an employee:
 - is under the influence of drugs, alcohol, or cannabis;
 - the employee has violated GRRL's written work rules concerning drugs, alcohol, or cannabis use;
 - the employee has sustained a work-related personal injury or caused another person to sustain a work-related injury which required medical attention; or
 - the employee has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident

- or a near miss accident that resulted in lost time or a personal injury that required medical attention or was the subject of a written disciplinary notice.
 - Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, cannabis, or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employee to believe that a violation of GRRL's policies concerning drugs, alcohol, or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.
- **Treatment program testing:** Any employee participating in a chemical dependency treatment program under an employee benefit program, or who has been referred by GRRL for chemical abuse treatment or evaluation, may be required to submit to drug, alcohol, and cannabis testing at any time, without prior notice, during the period of participation and for an additional twenty-four (24) months following completion. **Any employee failing to complete a treatment or rehabilitation program, or refusing to submit to testing, is subject to corrective action, up to and including termination.**

General Responsibilities and Testing Procedures

- Substance abuse prevention is everyone's responsibility.
- GRRL expects all of its employees to recognize and accept this responsibility, and to do their part in assuring that, working together, a drug, alcohol, and cannabis-free working environment can be achieved and maintained for all employees.
- All managers and supervisors will be offered training including drug, alcohol, and cannabis problem identification and internal procedures to be followed to enforce this policy.

The testing procedures are as follows:

Work-related accident or injury: Employees who are required to submit to drug, alcohol, and cannabis testing due to work-related accidents or injury will be notified by ~~their supervisor~~ [Human Resources](#), given a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy, requested to complete the Notification of Testing Form and escorted to the local testing site by two other employees. The test specimen will be sent to an approved laboratory. While waiting for the test result, the employee is expected to return to work to complete their shift if not impaired. If the employee fails to return to work as required, the employee may be suspended with [or without](#) pay. The determination regarding a suspension with [or without](#) pay will be made by the Executive Director, and Associate Director ~~-~~ [Human Resources](#), as circumstances warrant.

Reasonable suspicion: Employees who are in a condition which impairs their ability to perform their job will not be allowed to continue working or remain in the workplace. The impaired condition determination will be made by ~~the employee's supervisor or a member of management~~ [two members of management based on the reasonable suspicion checklist](#). The impaired employee will be given a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy and requested to complete the Notification of Testing Form. The impaired employee will be taken to the local testing site for the collection of a test specimen. When transporting an employee, at least two (2) other employees must be along: one of them should be of the same sex as the impaired employee. When the test is complete, the escorts will take the employee home. The test specimen will be sent to an [approved SAMSHA-certified testing](#) laboratory. While waiting for the test result, the employee is expected to return to work on their

next scheduled workday. If the employee fails to report to work as scheduled after a test, which was conducted upon reasonable suspicion, they may be suspended without pay. The determination regarding a suspension without pay will be made by the Executive Director or appropriate Associate Director as circumstances warrant.

- Urine drug, breath alcohol, and cannabis testing will be done except in circumstances where a blood sample may be necessary.

- ~~Testing kits will be maintained at each branch library. These kits will be taken with the employee and given to the clinic where the test is to be conducted. The kits will include:~~

- ~~1. a collection kit;~~
- ~~2. a chain of custody form;~~
- ~~3. an air bill;~~
- ~~4. an air lab pack.~~

Responsibilities of the Medical Review Officer (MRO)

- ~~All drug, alcohol, and cannabis test results from a SAMSHA certified testing laboratory will be faxed directly to GRRL's contracted Medical Review Officer (MRO) to specifically review the test results. The MRO will review the test results, check the chain of custody for accuracy and report accordingly.~~
- **Negative Results:** The ~~MRO testing laboratory~~ will notify the Associate Director, Human Resources in writing ~~within three working days of receiving of~~ negative results. The ~~MRO testing laboratory~~ will give a verbal report over the phone to the Associate Director, Human Resources (properly identified and authorized by GRRL) upon request. GRRL's Associate Director, Human Resources will also notify the employee in writing within three working days of receiving negative results ~~by the MRO from the testing laboratory.~~
- **Positive Results:** Upon receiving positive results from a test, the ~~MRO testing laboratory~~ will contact the employee directly, identifying the person by date of birth and social security number. If the MRO cannot reach the employee by phone, the MRO will call GRRL's Associate Director, Human Resources. GRRL's Associate Director, Human Resources will then contact the employee with instructions to call the MRO immediately. The MRO will report the positive results to the employee and ask if there is any reasonable explanation ~~for same~~ (i.e. if the employee is on any prescription or over-the-counter medications for any surgical or dental procedures). If the employee presents a plausible, verifiable reason, they must produce the verification (i.e. prescription, bottle of medicine, name and phone number of physician performing procedure or writing prescription). If the employee is on a prescription prescribed for another person, employee must provide written authorization from the prescribing physician. The MRO will then contact that individual for verification. If all information is verified and it is deemed reasonable per the judgment of the MRO, the MRO will report the results to GRRL as negative. If there is no verification or reasonable explanation of the positive results, the MRO will report it as positive. A verbal report will be made to the Associate Director, Human Resources (properly identified and authorized by GRRL). A letter verifying a positive result will also be sent to GRRL. GRRL's Associate Director, Human Resources will send a copy of the results to the employee.
- **Alcohol Test Result Thresholds:**

- ~~1. With a test result of 0.020-0.039 GM/DL, documentation will be maintained in the employee's medical file. This will not be viewed as a positive result for purposes of further action under the policy unless the employee has another incident of testing 0.020-0.039 GM/DL in one year. At this point, a mandatory referral to EAP will occur.~~
- ~~2. With a test result of 0.040 GM/DL or above, mandatory referral to EAP will occur.~~

Administration of Test Results

All drug, alcohol, and cannabis test results will be received by GRRL's Associate Director ~~7~~ Human Resources who will administer the test results as follows:

Drug, Alcohol, and Cannabis Testing

- ~~Negative Results: GRRL's Associate Director 7 Human Resources will notify the immediate supervisor the employee of the negative test results and maintain the documentation in an employee medical file. The immediate supervisor will notify the employee of the negative results.~~
- Positive Results: GRRL's Associate Director ~~7~~ Human Resources ~~will notify the immediate supervisor of the positive test results. The MRO will already have discussed the results with the employee. The Associate Director, Human Resources and supervisor will review the positive test options with the employee and place the employee on a non-paid leave until they have a negative return to work test and have entered into an agreed up on course of action supervised by GRRL's Employee Assistance Program. are released back to work by the MRO.~~
- Employee accepts treatment: The employee will contact GRRL's Employee Assistance Program to complete an initial assessment plan. The Associate Director ~~7~~ Human Resources will assist in the initial contact with EAP. ~~After the initial assessment, the EAP will coordinate their findings with the MRO regarding a specific treatment plan for the employee. The MRO will manage the return to work process and the random drug, alcohol, or cannabis testing program for the twenty-four month period immediately following their return to work.~~ If the employee tests positive again on a post-treatment test, their employment will be terminated.
- Employee refuses treatment: If the employee refuses treatment, counseling, rehabilitation, retesting or quits treatment at any time before being released by a counselor ~~and/or the MRO~~, their employment will be terminated.

Record Retention

GRRL shall retain a copy of all test results ~~from the MRO. Positive test results are kept for five-six years after termination date.; negative test results are kept for one year.~~ GRRL will keep written notification of random drug, alcohol, or cannabis screens along with any letters from employees requesting a retest.

Employee Assistance Program

GRRL urges individuals with substance abuse problems to seek help. GRRL is committed to providing assistance in this regard. GRRL considers addiction and alcoholism to be treatable diseases. The goal of GRRL's ~~policy on~~ Employee Drug, Alcohol, and Cannabis Testing ~~P~~ policy is not only deterrence, it also is detection and treatment.

GRRL makes available to all employees a confidential Employee Assistance Program whose ultimate goal is rehabilitation. This program is available at no cost to employees and their dependents and includes initial assessment, referral and counseling. The EAP includes family support, counseling, and re-enforcement, all of which can be critical to the successful rehabilitation of substance abuse.

Any subsequent treatment after referral from the EAP to an outside treatment provider may be covered under the employee's medical plan. The costs of continuing or long-term rehabilitation services, whether covered by the employee's medical plan or not, are the ultimate responsibility of the employee.

Employee Rights

- Employees have rights under GRRL's Drug, Alcohol, and Cannabis Testing Policy and State law.
- An employee may refuse to submit to drug, alcohol, and cannabis testing. However, any employee refusing to submit to testing is subject to corrective action, [up to and including](#) termination.
- Prior to drug, alcohol, and cannabis testing, the employee will be provided with a form on which to acknowledge that they have received a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy.
- GRRL will notify the employee in writing of negative or positive test results within three working days after receiving notice from the [MRO testing laboratory](#).
- An employee may submit a written explanation of a confirmed positive test result within three working days of receiving notice of the positive test result.
- The employee may, at their own expense, have a confirmatory retest of the original sample performed by a licensed testing laboratory. They must notify GRRL in writing within five working days of receiving the initial test results of their intention to obtain a confirmatory test.
- An employee may appeal any disciplinary action taken against them by submitting a written statement indicating the basis for the appeal. The written statement may include an explanation for the confirmed positive test result. GRRL will determine whether a meeting with the employee is necessary to discuss the appeal based on the written statement, any additional explanation provided by the employee and the test results including the confirmatory retest paid for by the employee. Appeals of disciplinary action based on a confirmed positive test result must be made within fifteen working days of the date the employee was provided written notice of the disciplinary action. GRRL's grievance policy will not be followed due to statutory requirements.
- An employee may request a copy of their test result report from any test.
- An employee may review any information regarding confirmed positive test results and any action based on those results.
- Test result reports and other information acquired through GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy are private and confidential information. This information will not be communicated by GRRL to individuals inside or outside of the company without the employee's consent except to those who need to know this information to perform their job functions, and as permitted or required by law or regulation.
- Positive test results may not be used as evidence in a criminal prosecution against the employee.
- An employee who is suspended without pay will be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

Corrective Action

Any violation of this policy constitutes employee misconduct. Any employee who violates this policy or receives a confirmed positive test result is subject to corrective action. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved. An employee who refuses testing or to participate in a rehabilitation or counseling program recommended by GRRL will be terminated. An employee receiving a subsequent confirmed positive test result during the course of treatment or following treatment will be terminated.

Other Misconduct

Nothing in this policy limits the right of GRRL to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other GRRL personnel policies.

Non-Discrimination

GRRL's policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Ch.363, disability does not include conditions resulting from alcohol, drug, or cannabis abuse, which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of individuals.

Approved Date: 07/11/00

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

Revised Date: 05/13/03, 07/10/07, 03/17/15, 09/19/23, 05/20/25

Reviewed Date: 05/20/25

200 Personnel

Chapter 2L. Drug, Alcohol, and Cannabis Testing

Great River Regional Library (GRRL) has a commitment to provide a safe workplace for its employees and patrons. Recognizing that drug and alcohol abuse pose a direct and significant threat to this goal, and to the goal of a productive and efficient working environment in which all employees have an opportunity to reach their full potential, GRRL is committed to assuring a drug and alcohol free working environment for all of its employees.

For the purposes of this policy, any reference to “cannabis” includes both adult use cannabis products and lower potency hemp edibles as defined by Minnesota Statutes Section 342.01.

GRRL prohibits the use, possession, transfer, and sale of alcohol, cannabis, and/or illegal drugs or related paraphernalia, while working, while on all premises owned or operated by GRRL, and while operating any company vehicles, machinery, or equipment. GRRL also prohibits the abuse of prescription drugs. GRRL prohibits reporting for work, and working anywhere on behalf of GRRL under the influence of alcohol, cannabis, and/or illegal drugs. Work related substance abuse will not be tolerated.

Violation of the policy may result in corrective action, up to and including termination.

Employees Covered by the Policy:

This policy applies to all GRRL personnel, no matter what position or employment status without exception.

Definitions

Work-related substance abuse: the use of mood-altering drugs, including all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, cannabis, or the use of prescription drugs adversely affecting work performance. Abusing prescription drugs includes exceeding the recommended prescribed dosage and/or using another person's prescribed medications.

Adversely affects work performance and under the influence: these shall be determined to be present if the employee is perceptively impaired; has impaired alertness, coordination, reactions, responses, or effort; if the employee's conditions or behavior presents the appearance of unprofessional or irresponsible conduct detrimental to the public's perception of GRRL as an employer as determined by the employee's supervisor and a designated member of management.

Controlled Substances: those substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

Mood altering or alter: changed behavior, which may limit an employee's ability to safely and effectively perform their job duties, or pose a threat to the safety of the employee or others.

Work Rules

- No employee shall report to work under the influence of alcohol, cannabis, controlled substances or other mood altering drugs, which adversely affect their work performance, including their alertness, coordination, reaction, response, judgment, decision making or safety or the safety of others.

- No employee shall operate, use or drive any equipment, machinery or vehicle of GRRL while under the influence of alcohol, cannabis, controlled substances or other mood altering drugs. Every employee is under an affirmative duty to immediately notify their supervisor that they are not in an appropriate mental or physical condition to operate, use or drive GRRL equipment if under the influence of alcohol, cannabis, or drugs.
- During work hours, no employee shall use, sell, possess, or transfer any illegal drug, alcohol, cannabis, or any prescription drug (except as medically prescribed and directed). Employees shall not participate in these activities during their rest breaks or during overtime work hours. Such action will be reported to appropriate law enforcement officials.
- Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow an employee to use, possess, or be impaired by that drug while at work for GRRL. The federal government still classifies cannabis as an illegal drug, even though Minnesota has legalized its possession and use. Employees are still subject to being tested under the GRRL drug, alcohol, and cannabis testing policy, and employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

The following exceptions do apply:

- Possession of alcohol or cannabis while in an employee's personal vehicle on the premises in compliance with applicable statutory requirements is not a violation of this policy.
- When the prohibited act is a part of a medical treatment required by a physician, the physician has advised the employee that he/she is capable of performing his/her job, and the employee has informed the supervisor of the otherwise prohibited use.
- When an employee is taking medically authorized drugs or other substances, which may alter job performance, the employee is under affirmative duty to notify the appropriate supervisor of their temporary inability to perform the job duties of their position.

Drug, Alcohol, and Cannabis Testing

- **Reasonable suspicion testing:** An employee may be subject to drug, alcohol, or cannabis testing under any of the following circumstances:
 - GRRL has a reasonable suspicion that an employee:
 - is under the influence of drugs, alcohol, or cannabis;
 - the employee has violated GRRL's written work rules concerning drugs, alcohol, or cannabis use;
 - the employee has sustained a work-related personal injury or caused another person to sustain a work-related injury which required medical attention; or
 - the employee has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident or a near miss accident that resulted in lost time or a personal injury that required medical attention or was the subject of a written disciplinary notice.
 - Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, cannabis, or a controlled substance or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employee to believe that a violation of GRRL's policies concerning drugs, alcohol, or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

- **Treatment program testing:** Any employee participating in a chemical dependency treatment program under an employee benefit program, or who has been referred by GRRL for chemical abuse treatment or evaluation, may be required to submit to drug, alcohol, and cannabis testing at any time, without prior notice, during the period of participation and for an additional twenty-four (24) months following completion. **Any employee failing to complete a treatment or rehabilitation program, or refusing to submit to testing, is subject to corrective action, up to and including termination.**

General Responsibilities and Testing Procedures

- Substance abuse prevention is everyone's responsibility.
- GRRL expects all of its employees to recognize and accept this responsibility, and to do their part in assuring that, working together, a drug, alcohol, and cannabis-free working environment can be achieved and maintained for all employees.
- All managers and supervisors will be offered training including drug, alcohol, and cannabis problem identification and internal procedures to be followed to enforce this policy.

The testing procedures are as follows:

Work-related accident or injury: Employees who are required to submit to drug, alcohol, and cannabis testing due to work-related accidents or injury will be notified by Human Resources, given a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy, requested to complete the Notification of Testing Form and escorted to the local testing site by two other employees. The test specimen will be sent to an approved laboratory. While waiting for the test result, the employee is expected to return to work to complete their shift if not impaired. If the employee fails to return to work as required, the employee may be suspended with or without pay. The determination regarding a suspension with or without pay will be made by the Executive Director and Associate Director – Human Resources, as circumstances warrant.

Reasonable suspicion: Employees who are in a condition, which impairs their ability to perform their job, will not be allowed to continue working or remain in the workplace. The impaired condition determination will be made by two members of management based on the reasonable suspicion checklist. The impaired employee will be given a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy and requested to complete the Notification of Testing Form. The impaired employee will be taken to the local testing site for the collection of a test specimen. When transporting an employee, at least two (2) other employees must be along: one of them should be of the same sex as the impaired employee. When the test is complete, the escorts will take the employee home. The test specimen will be sent to an approved laboratory. While waiting for the test result, the employee is expected to return to work on their next scheduled workday. If the employee fails to report to work as scheduled after a test, which was conducted upon reasonable suspicion, they may be suspended without pay. The determination regarding a suspension without pay will be made by the Executive Director or appropriate Associate Director as circumstances warrant. Urine drug, breath alcohol, and cannabis testing will be done except in circumstances where a blood sample may be necessary.

Responsibilities of the Medical Review Officer (MRO)

- **Negative Results:** The testing laboratory will notify the Associate Director – Human Resources in writing of negative results. The testing laboratory will give a verbal report over the phone to the Associate Director – Human Resources (properly identified and authorized by GRRL) upon request. GRRL's Associate Director – Human Resources will also notify the employee in writing within three working days of receiving negative results from the testing laboratory.

- **Positive Results:** Upon receiving positive results from a test, the testing laboratory will contact the employee directly, identifying the person by date of birth and social security number. If the MRO cannot reach the employee by phone, the MRO will call GRRL's Associate Director – Human Resources. GRRL's Associate Director – Human Resources will then contact the employee with instructions to call the MRO immediately. The MRO will report the positive results to the employee and ask if there is any reasonable explanation (i.e. if the employee is on any prescription or over-the-counter medications for any surgical or dental procedures). If the employee presents a plausible, verifiable reason, they must produce the verification (i.e. prescription, bottle of medicine, name and phone number of physician performing procedure or writing prescription). If the employee is on a prescription prescribed for another person, employee must provide written authorization from the prescribing physician. The MRO will then contact that individual for verification. If all information is verified and it is deemed reasonable per the judgment of the MRO, the MRO will report the results to GRRL as negative. If there is no verification or reasonable explanation of the positive results, the MRO will report it as positive. A verbal report will be made to the Associate Director – Human Resources (properly identified and authorized by GRRL). A letter verifying a positive result will also be sent to GRRL. GRRL's Associate Director – Human Resources will send a copy of the results to the employee.

Administration of Test Results

All drug, alcohol, and cannabis test results will be received by GRRL's Associate Director – Human Resources who will administer the test results as follows:

Drug, Alcohol, and Cannabis Testing

- **Negative Results:** GRRL's Associate Director – Human Resources will notify the employee of the negative test results and maintain the documentation in an employee medical file.
- **Positive Results:** GRRL's Associate Director – Human Resources will review the positive test options with the employee and place the employee on a non-paid leave until they have a negative return to work test and have entered into an agreed upon course of action supervised by GRRL's Employee Assistance Program. .
- **Employee accepts treatment:** The employee will contact GRRL's Employee Assistance Program to complete an initial assessment plan. The Associate Director – Human Resources will assist in the initial contact with EAP. If the employee tests positive again on a post-treatment test, their employment will be terminated.
- **Employee refuses treatment:** If the employee refuses treatment, counseling, rehabilitation, retesting or quits treatment at any time before being released by a counselor, their employment will be terminated.

Record Retention

GRRL shall retain a copy of all test results for six years after termination date. GRRL will keep written notification of random drug, alcohol, or cannabis screens along with any letters from employees requesting a retest.

Employee Assistance Program

GRRL urges individuals with substance abuse problems to seek help. GRRL is committed to providing assistance in this regard. GRRL considers addiction and alcoholism to be treatable diseases. The goal of GRRL's Employee Drug, Alcohol, and Cannabis Testing policy is not only deterrence, it also is detection and treatment.

GRRL makes available to all employees a confidential Employee Assistance Program whose ultimate goal is rehabilitation. This program is available at no cost to employees and their dependents and includes initial assessment, referral and counseling. The EAP includes family support, counseling, and re-enforcement, all of which can be critical to the successful rehabilitation of substance abuse.

Any subsequent treatment after referral from the EAP to an outside treatment provider may be covered under the employee's medical plan. The costs of continuing or long-term rehabilitation services, whether covered by the employee's medical plan or not, are the ultimate responsibility of the employee.

Employee Rights

- Employees have rights under GRRL's Drug, Alcohol, and Cannabis Testing Policy and State law.
- An employee may refuse to submit to drug, alcohol, and cannabis testing. However, any employee refusing to submit to testing is subject to corrective action, up to and including termination.
- Prior to drug, alcohol, and cannabis testing, the employee will be provided with a form on which to acknowledge that they have received a copy of GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy.
- GRRL will notify the employee in writing of negative or positive test results within three working days after receiving notice from the testing laboratory.
- An employee may submit a written explanation of a confirmed positive test result within three working days of receiving notice of the positive test result.
- The employee may, at their own expense, have a confirmatory retest of the original sample performed by a licensed testing laboratory. They must notify GRRL in writing within five working days of receiving the initial test results of their intention to obtain a confirmatory test.
- An employee may appeal any disciplinary action taken against them by submitting a written statement indicating the basis for the appeal. The written statement may include an explanation for the confirmed positive test result. GRRL will determine whether a meeting with the employee is necessary to discuss the appeal based on the written statement, any additional explanation provided by the employee and the test results including the confirmatory retest paid for by the employee. Appeals of disciplinary action based on a confirmed positive test result must be made within fifteen working days of the date the employee was provided written notice of the disciplinary action. GRRL's grievance policy will not be followed due to statutory requirements.
- An employee may request a copy of their test result report from any test.
- An employee may review any information regarding confirmed positive test results and any action based on those results.
- Test result reports and other information acquired through GRRL's Employee Drug, Alcohol, and Cannabis Testing Policy are private and confidential information. This information will not be communicated by GRRL to individuals inside or outside of the company without the employee's consent except to those who need to know this information to perform their job functions, and as permitted or required by law or regulation.
- Positive test results may not be used as evidence in a criminal prosecution against the employee.
- An employee who is suspended without pay will be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

Corrective Action

Any violation of this policy constitutes employee misconduct. Any employee who violates this policy or receives a confirmed positive test result is subject to corrective action. Each situation will be evaluated on a case-by-case basis depending upon the severity and circumstances involved. An employee who refuses testing or to participate in a rehabilitation or counseling program recommended by GRRL will be terminated. An employee receiving a subsequent confirmed positive test result during the course of treatment or following treatment will be terminated.

Other Misconduct

Nothing in this policy limits the right of GRRL to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other GRRL personnel policies.

Non-Discrimination

GRRL's policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Ch.363, disability does not include conditions resulting from alcohol, drug, or cannabis abuse, which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of individuals.

Approved Date: 07/11/00

Revised Date: 05/13/03, 07/10/07, 03/17/15, 09/19/23, 05/20/25

Reviewed Date: 05/20/25

200 Personnel

4E. Holidays

The following days shall be paid holidays in accordance to policy 4E.1 Holiday Pay:

- New Year's Day – January 1
- Martin Luther King Day – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – Last Monday in May
- Juneteenth – June 19
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Veteran's Day – November 11
- Thanksgiving Day – 4th Thursday in November
- Christmas Eve Day – December 24
- Christmas Day – December 25

When New Year's Day, Juneteenth, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following day will be a holiday. When Christmas Eve falls on a Sunday, the preceding Saturday will be a holiday. When Veteran's Day or Juneteenth* falls on a Saturday, the preceding Friday will be a holiday in conjunction with other governmental offices.

Religious accommodations for holidays not recognized in GRRL's holiday schedule can be made through the use of paid time off (PTO), personal holiday, time without pay or schedule changes. As usual, time off must be requested in advance and approved by the requesting employee's supervisor.

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4E.1 Holiday Pay

Exempt Full-time and Part-time Employees

If a holiday is observed during any exempt full-time or part-time employee's scheduled day off, he/she shall be granted an additional day off for the unworked holiday to be taken during the same pay period. This additional day off must be taken during the same pay period of the observed holiday.

Non-exempt Full-time Employees

If a holiday is observed during any non-exempt full-time employee's scheduled day off, he/she shall be granted an additional day off for the unworked holiday to be taken during the same pay period. This additional day off must be taken during the same pay period of the observed holiday.

Non-exempt Part-time Employees

All non-exempt part-time employees will receive prorated pay for holidays based on scheduled hours as budgeted. However, if this results in a loss of hours during a particular week, part-time employees may

elect to take PTO for those hours instead of a schedule change, take time off without pay, or, upon prior approval by the supervisor, work those hours lost within the same budget year at a later date.

In order to receive pay for the holiday, employees must work their scheduled day before and after the holiday or be using approved PTO.

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~~Effective Date of Last Revision: 01/01/13, 01/01/14, 01/01/16, 03/19/19, 01/01/20~~

Reviewed: 05/20/25

4E.2 Personal Holiday

Two (2) personal holidays per year shall be taken by an employee upon approval of the employee's supervisor. One personal holiday must be used on or before the last day of the pay period including June 30, and one must be used on or before the last day of the last pay period in the calendar year. The personal holiday may be taken in conjunction with another holiday or with PTO. Should an employee be separated from employment, the employee shall not be reimbursed for the personal holiday not taken. The personal holiday is granted for the period of each fiscal year and must be taken during that same period.

A personal holiday must be taken as one day; it cannot be split up into hours. Part-time employees will receive a prorated personal holiday based on the proration formula as defined in Policy 4A.3. Personal holidays do not accumulate or carryover.

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Reviewed: 05/20/25

4E.3 Early Holiday Closings

In addition to the provisions of Policy titled, "Holidays," the following shall be observed:

Headquarters and all branches observing open hours shall close at

- 5:00 p.m. on December 31
- 5:00 p.m. on the evening before July 4 if July 3 falls on Monday, Tuesday, Wednesday, Thursday, or Friday
- 5:00 p.m. on the evening before Thanksgiving.

The closings outlined in this policy are not holiday time. Non-exempt staff scheduled to work hours beyond 5:00 p.m. shall be scheduled for earlier hours on the same day or if that is not possible, other hours during that pay period. Non-exempt employees may elect to take PTO for those hours instead of a

schedule change, take time without pay, or, upon prior approval by the supervisor, work those hours lost within the same budget year at a later date.

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Reviewed: 05/20/25

4F. Insurance Benefits

GRRL provides single coverage health insurance, long term disability insurance and life insurance to employees regularly scheduled to work 30 or more hours per week.

Participation in the Section 125 cafeteria plan is determined by whether an employee is eligible to enroll in GRRL's group health insurance. Eligible employees without existing, qualifying coverage are required to participate in the health plan. Proof of coverage is required. Eligible employees may elect family health coverage.

Additional benefit options are available for employees to participate in on a voluntary basis to those meeting eligibility qualifications.

- Dental Insurance
- Basic Life Insurance
- Vision
- Health Savings Account (HSA)
- Flexible Spending Account (Dependent Care and Limited Scope Health Care)
- Long Term Disability
- Short Term Disability
- Taxable earnings (as determined by the Board)
- Additional voluntary health and accident benefits as determined by the Board

Retirees are provided the opportunity to continue their coverage as provided by and in accordance with Section 471.61 of the Minnesota Statutes. Premiums for such coverage are the exclusive responsibility of the retired employee.

Current GRRL benefit plan summaries and premium information are available from Human Resources. Coverage elected within 30 days of hire is effective on the first of the month following hire.

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~~Effective Date: 06/10/08~~

Revised Date: 01/01/09, 11/10/09, 6/15/10, 11/16/10, 03/17/15, 11/15/16, 09/19/17, 11/16/21, 11/01/22

~~Effective Date of Last Revision: 01/01/11, 01/01/15, 01/01/17, 01/01/18, 01/01/2022, 01/01/23~~

Reviewed: 05/20/25

4F.1 Benefit Programs

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

Benefit	Eligibility
Health Insurance	Regularly scheduled 30 or more hours per week
Health Savings Account	Regularly scheduled 30 or more hours per week
Basic Life Insurance and Accidental Death & Dismemberment (AD&D)	Regularly scheduled 30 or more hours per week
Supplemental Life Insurance	Regularly scheduled 30 or more hours per week
Dental Insurance	Regularly scheduled 20 or more hours per week
Long Term Disability Benefits	Regularly scheduled 20 or more hours per week
Short Term Disability Benefits	Regularly scheduled 20 or more hours per week
Dependent Care Flexible Spending Account	Regularly scheduled 8 or more hours per week
Limited Scope Flexible Spending Account	Regularly scheduled 8 or more hours per week
Vision Insurance	Regularly scheduled 8 or more hours per week

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

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

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

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

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~~Effective Date of Last Revision: 01/01/23~~

[Reviewed: 05/20/25](#)

4G. Employee Assistance Program (EAP)

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

Approved Date: 07/11/00

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[Reviewed: 05/20/25](#)

4H. Benefit Continuation/Benefit Payout

If an employee leaves employment at GRRL (for reasons other than gross misconduct), or is laid off as a result of reduction in staff, the following benefits will be made available to them.

4H.1 Resignation or Termination

Upon resignation or termination, employees are expected to work the last day of their notification period.

Paid Time Off

The employee will be paid for any earned PTO to the day of termination, provided the employee has completed 6 months of employment.

ESLB

Accrued ESLB benefits are not payable to employees upon termination.

Personal Holiday

Accrued personal holidays are not payable to employees upon termination.

Group Health, Dental, Vision, Life Insurance and Medical Reimbursement Flexible Spending Account

Employees regularly scheduled to work 30 or more hours per week can elect to continue Group Health, Dental, Vision and Life Insurance through COBRA and Minnesota Extension for up to 18 months at their

own expense (under certain circumstances, up to 36 months may apply). Monthly payments are due the 15th of each month proceeding the month of coverage. Premium information and election forms are sent to each employee at the time of termination.

Employees participating in the Medical Reimbursement Flexible Spending Account may apply for COBRA during the remainder of the plan year.

Minnesota Deferred Compensation

All employees who have elected to participate in the Minnesota Deferred Compensation Plan, are responsible for contacting their plan representative to make arrangements for withdrawal or rollover of funds under the plan.

Social Security

Employees must contact the Social Security Administration for withdrawal of these funds.

Flexible Spending Account

Employees may continue to apply for reimbursement of funds for expenses incurred prior to termination.

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[Reviewed: 05/20/25](#)

4H.2 Retirement

Upon notice of retirement, employees are expected to work the last day of their notification period.

ESLB

GRRL will pay to all employees, at the time of their retirement, (any approved retirement as stated in Policies titled, "Retirement" or 'Early Retirement') 25% of accrued, unused ESLB time up to a maximum of thirty (30) days at that employee's then current level of compensation.

PERA

All employees who have contributed to PERA, should notify PERA 90 days prior to retirement of their intent to retire.

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[Reviewed: 05/20/25](#)

4I. Employee Lockers

Lockers may be available for employees to store personal articles. GRRL does not accept any liability for loss or theft of personal property on our premises. Lockers are library property and GRRL reserves the right to inspect with or without employee permission. Employees accepting the use of GRRL lockers will

sign an agreement at the time of locker assignment, which will be maintained in the employee's personnel file.

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4J. Staff Recognition

The Great River Regional Library Board recognizes that the library staff is our most important resource. The Board wants to thank employees for their dedication and wants to encourage employees to continue their employment at GRRRL. The library's staff recognition program will celebrate the service milestone years of 1, 3, 5, 10, 15, 20, and every five thereafter for all full-time and part-time employees. Full-time and part-time employees will also be honored at the time of retirement. Gift funds will be used to support the staff recognition program.

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