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Board of Trustees Personnel Committee Meeting
Tuesday, July 15, 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.	Approval of Minutes – May 20, 2025, Meeting (Requested Action – Approve) pg 3	5:32
4.	GRRL Policy Addition, Review & Updates (Requested Action – Approve) pg 5	5:33
5.	Next Meeting – To Be Determined	5:44
6.	Adjournment	5:45

GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
May 20, 2025

Chairperson Jacey Wallace called the Great River Regional Library (GRRL) Personnel Committee to order on Tuesday, May 20, 2025, 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, Jacey Wallace

Members Excused: Teresa Dahl

GRRL Staff Present: Karen Pundsack, Patricia Waletzko

ADOPTION OF AGENDA
Lynn Grewing made a motion to adopt the agenda as presented. Seconded by Melissa Fee, the motion carried unanimously.

APPROVAL OF MINUTES
The Jan. 21, 2025, Personnel Committee minutes were approved at the Mar. 18, 2025, Board meeting.

ELECT PERSONNEL COMMITTEE CHAIRPERSON
Melissa Fee nominated Jacey Wallace for Chairperson. Lynn Grewing seconded the nomination. There being no further nominations, Jacey Wallace closed nominations. All voted to elect Jacey Wallace as Chairperson.

GRRL POLICY REVIEW & REVISIONS
The Personnel Chapter 2L. policy revisions were reviewed by legal counsel. Minor changes were made to Chapters 4E. through 4J. as part of the three-year policy review cycle. Staff plan to remove old effective dates from all policies to eliminate confusion.

Tina Diedrick made a motion to approve the policy revisions as presented. Seconded by Jayne Dietz, the motion carried unanimously.

NEXT MEETING
The next Personnel Committee meeting is to be determined.

ADJOURNMENT
Al Amdahl made a motion to adjourn the meeting at 5:39 p.m. Seconded by Jayne Dietz, the motion carried unanimously.

_____
Jacey Wallace, Chair

Personnel Policy Addition, Review & Updates

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Approve/Accept

RECOMMENDATION

Approve 200 Personnel Policy Chapters:

2M – Travel new
2N-2U – Update; renumber due to new Travel policy
7B-7C – Review

BACKGROUND INFORMATION

☒ Supporting Documents Attached:

- Policy Chapter 2M. Travel new
- Policy Chapters 2N-2U & 7B-7C 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

Summary of Personnel Policy Updates			
Policy #	**Policy Title**	**Latest Revision Date**	**Recommended Changes**
2M.	Travel	N/A	Adopt new policy
2N.	Automobile Usage	9/19/23	Re-numbered
2N.1	Reimbursement for Use of Personal Vehicle	9/19/23	Re-numbered
2N.2	Compensation for Travel Time to Temporary Work Locations	9/19/23	Re-numbered
2O.	Social Media Use	11/19/13	Updated list of social media sites, changed AD of Public Relations to Com Dev Coordinator
2O.1	Personal Use of Social Media	11/19/13	Re-numbered
2O.2	Employer-Sponsored Social Media	11/19/13	Added ComDev is also responsible for social media pages
2P.	Computer Use for GRRL Staff	3/16/10	Re-numbered and corrected a typo
2Q.	Data Privacy and Non-Disclosure for Staff	7/19/16	Re-numbered
2R.	Incompatible Activities	9/17/24	Re-numbered
2S.	Solicitation and Distribution	9/17/24	Re-numbered
2T.	Acceptance of Personal Gifts	9/17/24	Re-numbered
2U.	Dress Code	05/19/20	Re-numbered
7B.	Accidents and Security Incidents	3/19/19	Reviewed – no change
7B.1	Employee Right to Know Act	10/31/00	Reviewed – no change
7B.2	Worker's Compensation	5/14/02	Changed name for Midwest Occupational Medicine
7C.	Workplace Violence	5/14/02	Reviewed – no change

200 Personnel

2M. Travel

It may be necessary for GRRL staff to travel to conduct library business. Staff travel may include in-state or out-of-state travel. Staff will follow GRRL policies and procedures, labor agreements, and compensation plans when traveling for library business. GRRL will not reimburse employees for non-compliant or unauthorized expenses.

Employees must obtain approval from their supervisor before traveling for library business. For out-of-state travel, normal travel time is to arrive the day before the event and depart after the event.

2M.1 Travel Reimbursements

The availability of travel expense reimbursements is dependent on the budget of the specific event. Employees should obtain event reimbursement guidelines from Human Resources prior to incurring any expenses. Public employees cannot redeem or receive any personal travel rewards or memberships in connection to business travel. Employees cannot incur or claim travel expenses for other employees or individuals.

GRRL requires final requests for reimbursement be submitted within 30 days of the last day of travel. Final requests for reimbursement for the fiscal year must be submitted by the deadlines established on the GRRL Bill Payment Schedule, which can be obtained from Accounting.

Internal Revenue Service (IRS) regulations and tax reporting guidelines require employee business expenses be submitted for reimbursement within 60 days after the last day of travel. If not submitted within 60 days, the reimbursement may become taxable income subject to withholdings.

Original receipts must be used for travel reimbursements. Cancelled checks, credit card bills, and photocopies cannot be substituted for original receipts. Acceptable receipts will include the date of the transaction, the name and location of the merchant, and an itemization of costs.

GRRL will reimburse actual expenses. However, reimbursement beyond the U.S. General Services Administration per diem rates are considered taxable income.

2M.2 Non-reimbursable Expenses

Alcoholic drinks, tips, overnight stays that are not pre-approved, and expenses that do not meet specific event requirements will not be reimbursed. Expenses where personal travel rewards or memberships were redeemed or received will not be reimbursed. Examples of these benefits are free lodging, discounts or coupons, and frequent flyer mileage. Employees cannot be reimbursed for stays at lodging facilities that violate Administration Policy Chapter 6. Conflict of Interest, such as staying with a friend, family member, or at lodging facilities where a direct or indirect private interest may exist. Incidental expenses are the responsibility of the employee.

2M.3 Meals

For travel within the GRRL service area, meals and parking are not reimbursed. For travel outside the GRRL service area with or without an overnight stay, meals and parking are reimbursed using the current U.S. General Service Administration per diem rates. Under IRS regulations, reimbursement of

meal expenses on trips not including an overnight stay are considered taxable income. If the travel event registration includes meals, corresponding meal reimbursement requests will not be accepted.

2M.4 Transportation Expenses

Transportation expenses shall be reimbursed based up on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Transportation tickets, such as airfare, should be purchased in advance in order to obtain the best price. Whenever possible, staff should make arrangements to use a fleet vehicle for travel.

For more information on mileage reimbursement, see personnel policy 2N.1 Mileage Reimbursement for Use of Personal Vehicle.

Approved Date: 07/15/25

200 Personnel

2~~M~~N. Automobile Usage

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

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

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

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

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

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

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

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

When there is an accident, GRRL's automobile insurance covers library employees driving or riding in a GRRL vehicle. The library's insurance policy does not cover any damage or liability when personal

vehicles are used for library business. Any insurance claim required on a personal vehicle will be made to the owner's insurance policy. State regulations require that vehicle owners must maintain insurance coverage for their vehicles. Therefore, all personal vehicles used for library business must have proper insurance coverage.

Approved Date: 05/14/02
Revised Date: ~~05/13/03, 11/19/13, 3/16/21,~~ 09/19/23
Reviewed Date: 09/17/24, 07/15/25

2~~M~~N.1 Mileage Reimbursement for Use of Personal Vehicle

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

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

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

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

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

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

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

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

Definitions:

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

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

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

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

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

Approved Date: 07/11/00
Revised Date: ~~05/14/02, 05/13/03, 09/08/09, 01/18/11, 11/20/12, 12/19/17,~~ 09/19/23
Reviewed Date: 09/17/24, 07/15/25

2O~~N~~. Social Media Use

It is the policy of Great River Regional Library (GRRL) to have standards of practice in order to safeguard the sharing or transfer of any proprietary, intellectual and/or private or confidential information as it relates to GRRL's interests, on any social media outlet.

The purpose of this policy is not to restrict the flow of useful and appropriate information, but to minimize the risk to GRRL and its employees. GRRL recognizes the growing importance of online social media networks as a communication tool and respects the right of employees to use these mediums during their personal time. Personal use of these mediums during work time or on GRRL equipment, however, is restricted to breaks and unpaid lunch time.

Definition

"Social media" are digital technologies and practices that enable people to use, create, and share content, opinions, insights, experiences, and perspectives. Social media can take many forms, including text, images, audio, video, and other multimedia communications. Popular examples include, but are not limited to, personal blogs, other types of self-published online journals, and collaborative discussion forums and/or websites such as Facebook, ~~Twitter~~Instagram, LinkedIn~~, MySpace~~, You-Tube, ~~or~~ among others.

GRRL Position

GRRL takes no position on an employee's decision to participate in the use of social media networks. Employees who participate in social media may include information about their work at GRRL as part of their personal profile so long as such information and postings comply with the provisions of the GRRL Social Media Use policy. This may include:

- Work information such as company name, job title, and job duties.
- Status updates regarding an employee's own job promotion.
- Personal participation in GRRL sponsored events, including volunteer activities.

In general, employees who participate in social media are free to publish their own personal information without restriction by GRRL. Employees, however, must avoid posting information that could place GRRL at legal compliance risk. It is important for employees to remember that the personal communications of employees may reflect on the library, especially if employees are commenting on library business.

General Rules and Guidelines

The following rules and guidelines apply to the use of social media, whether such use is for GRRL on library time or for personal use during non-work time. These rules and guidelines apply to all GRRL employees and volunteers.

1. Employees are prohibited from discussing non-public, private, or confidential work-related matters through the use of social media. Employees also have a duty to protect employees' non-public personal information and the confidentiality of GRRL or vendor proprietary information and non-public library information.
2. Employees are prohibited from acting as a spokesperson for GRRL or posting comments as a representative of the organization unless listed as an essential duty on their job description or directed by someone whose essential duties reflect such authority.
3. Employees engaging in social media activity must conduct themselves in accordance with GRRL anti-harassment and Equal Employment Opportunities Commission (EEOC) policies that apply to use of social media.
4. This policy is not intended, nor shall it be applied, to restrict employees from discussing their wages, hours and working conditions.
5. Federal law requires that any employee who endorses GRRL online must disclose his or her employment in the endorsement.

Misinformation Correction

GRRL appreciates that employees may be tempted to correct misinformation about the organization which appears online. If such a situation occurs, the employee should relay the information to ~~the~~ the Communications & Development Coordinator~~Associate Director – Public Relations~~, who will determine the best response, if any.

Employer Monitoring

GRRL reserves the right to monitor employees' public use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums. Employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media. GRRL reserves the right to monitor, review, block and/or require removal of content that violates GRRL's policies, procedures or any related rules/guidelines.

Violation of Policy

Violations of this policy may lead to disciplinary action, up to and including termination from employment.

2O~~N~~.1 Personal Use of Social Media

The following rules and guidelines, in addition to the rules and guidelines set forth in the General Rules and Guidelines above, apply to employee use of social media on the employee's personal time whether using the employer's equipment on the work site or using non-employer owned equipment on or off the

work site. Violation of the rules and guidelines under this section may lead to disciplinary action, up to and including termination from employment.

1. Employees must abide by GRRL's policies and procedures concerning personal use of GRRL's computer and related equipment.
2. Employees who utilize social media and choose to identify themselves as employees of GRRL are strongly encouraged to state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of GRRL or of any person or organization affiliated or doing business with the GRRL.
3. Employees cannot use GRRL's logo or trademarks or the name, logo, or trademarks of any business partner, supplier, vendor, affiliate, or subsidiary on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned or approved by the owning entity.
4. Employees cannot post GRRL's copyrighted or confidential information or library-issued documents bearing GRRL's name, trademark, or logo.
5. Employees cannot post photographs of library events, other employees or representatives engaged in GRRL business or library products/services, unless employees have received GRRL's written permission.
6. Employees are prohibited from discussing non-public, private or confidential, work-related matters through the use of social media. Employees also have a duty to protect employees' non-public personal information and the confidentiality of GRRL or vendor proprietary and non-public library information.
7. Employees are not permitted to discuss or display online information, statements, comments, or images that violate GRRL's Discrimination and Offensive Behavior policy or general personnel policies.

2~~N~~O.2 Employer-Sponsored Social Media

GRRL maintains a presence on social media sites that are deemed appropriate for marketing the organization. These pages are maintained by the GRRL Patron Services and Communications & Development departments. Employees are encouraged to participate on these pages while representing themselves personally, following the guidelines above.

GRRL sponsored social media is used to: convey information about library products and services; advise patrons about library updates; obtain patron feedback; exchange ideas or trade insights about library trends; reach out to potential new markets; provide use and marketing support to raise awareness of GRRL's brand; issue or respond to breaking news, or respond to publicity; brainstorm with employees and patrons; and discuss library and department specific activities and events.

All such GRRL-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

1. Only employees designated and authorized by GRRL can prepare content for or delete, edit, or otherwise modify content on employer-sponsored social media.
2. Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.
3. Designated employees are responsible for ensuring that the employer-sponsored social media conform to all applicable library rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content

such as pornography, obscenities, profanity, and/or material that violates employer's EEOC and/or anti-harassment policies.

4. Library employees who want to post comments in response to content must identify themselves as employees and be consistent with applicable GRRL policies and procedures and related rules/guidelines.

Approved Date: 11/19/13
Revised Date: 07/15/25

2~~O~~P. Computer Use for GRRL Staff

~~The use of Great River Regional Library (GRRL) automation systems, including, but not limited to, computers, fax machines, and all forms of Internet/Intranet access, is for library business and for~~

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

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

Using GRRL automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates GRRL's Workplace Conduct policies and is subject to disciplinary action. GRRL's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including termination and criminal prosecution. GRRL will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

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

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

Approved Date: 03/16/10
Revised Date: 07/15/25
Reviewed Date: 09/17/24

2~~P~~Q. Data Privacy and Non-Disclosure for Staff

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

Personnel Data

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

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

Access to Personnel Data in General

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

Responding to Requests for Information

Inquiries as to the dates of employment, position, salary and wage information regarding any library employee or response to a court order or subpoena may be acknowledged only by Human Resources staff unless prior authorization is approved. On occasion, staff may ask their supervisor for a letter of recommendation. Generally, letters of recommendation are acceptable but must be reviewed by Human Resources and/or the Executive Director before being submitted. A copy will be filed in the employee's personnel file.

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

Approved Date: 06/15/10
Revised Date: 07/19/16
Reviewed Date: 09/17/24, 07/15/25

2RQ. Incompatible Activities

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

Any employment, activity or enterprise which involves the use, for private gain, of the library's time, facilities, equipment, or supplies, or prestige, or influence;

Involves the receipt or acceptance by the employee of any money or other consideration from anyone other than the library for performance of an act which the employee would be required or expected to render in the regular course of library employment or as part of his/her duties as a library employee;

Involves so much of the employee's time that it impairs the attendance or efficiency in the performance of duties as a library employee.

Approved Date: 07/11/00
Reviewed Date: 09/17/24, 07/15/25

2SR. Solicitation and Distribution

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

No employee shall solicit or promote support for any cause or organization during his or her working time. No employee shall solicit or promote support for any cause to any other employee during that employee's working time.

No employee shall distribute or circulate any written or printed material during his or her working time or during the work time of the employee or employees at which such activity is directed. No employee shall distribute or circulate any written or printed materials in work areas at any time.

For purposes of this policy, "working time" does not include mealtime, break time, or personal time.

Approved Date: 07/11/00
Revised Date: 07/10/07
Reviewed Date: 09/17/24, 07/15/25

2TS. Acceptance of Personal Gifts

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

Approved Date: 03/15/11
Reviewed Date: 09/17/24, 07/15/25

2U~~T~~. Dress Code

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

Approved Date: 07/11/00
Revised Date: ~~05/14/02, 03/17/15,~~ 05/19/20
Reviewed Date: 09/17/24, 07/15/25

200 Personnel

7B. Accidents and Security Incidents

All accidents involving the public or security incidents in any facility of GRRL, should be immediately reported to Human Resources and the Patron Services Supervisor. All accidents involving staff should be immediately documented and reported to Human Resources.

Approved Date: 07/11/00
~~Effective Date: 10/31/00~~
~~Revised Date: 07/10/07, 11/10/09, 04/19/16, 03/19/19~~
Reviewed Date: 07/15/25

7B.1 Employee Right to Know Act

Special training is provided for employees who deal with hazardous substances. This training is presented upon employment and annually thereafter in compliance with the Occupational Safety and Health Act (OSHA), Employee Right to Know Act.

Approved Date: 07/11/00
~~Effective Date: 10/31/00~~
~~Revised Date:~~
Reviewed Date: 07/15/25

7B.2 Worker's Compensation

All employees are covered by Worker's Compensation under the provision of the State Worker's Compensation Act for injuries received while performing their job duties at GRRL.

For an employee who becomes injured on the library premises, first aid may be given. For incidents of a more serious nature, the employee will be referred to ~~Midwest Occupational Medicine/~~CentraCare Occupational Health in St. Cloud, the doctor of their choice, or the nearest emergency room.

Approved Date: 07/11/00
~~Effective Date: 10/31/00~~
Revised Date: 05/14/02, 07/15/25

7C. Workplace Violence

Great River Regional Library will have zero tolerance for workplace violence and threats of violence. Such acts are prohibited and may result in immediate corrective action, up to and including termination, depending upon the circumstance. Appropriate authorities may also be notified.

Approved Date: 05/14/02
~~Effective Date: 05/14/02~~
~~Revised Date:~~
Reviewed Date: 7/15/25