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Board of Trustees Personnel Committee Meeting
Tuesday, May 19, 2026, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|--|------|
| 1. Call to Order | 5:30 |
| 2. Adopt/Amend Agenda | 5:31 |
| 3. Approve Minutes – March 17, 2026, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. GRRL Personnel Policy Updates (Requested Action – Approve) pg 5 | 5:33 |
| 5. Next Meeting – To Be Determined | 5:44 |
| 6. Adjourn | 5:45 |

May 19, 2026

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
March 17, 2026**

Board President Ed Popp called the Great River Regional Library (GRRL) Personnel Committee to order on Tuesday, Mar. 17, 2026, at 5:44 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Teresa Dahl, Holly Lammers, Ed Popp

Members Excused: Tina Diedrick, Lynn Grewing, Jacey Wallace

GRRL Staff Present: Brandi Canter, Jami Trenam, Patricia Waletzko, Nichol Wojcik

ADOPT/AMEND AGENDA

Teresa Dahl made a motion to adopt the agenda as presented. Seconded by Al Amdahl, the motion carried unanimously.

APPROVAL OF MINUTES

The November 18, 2025, Personnel Committee minutes were approved at January 20, 2026, Board meeting.

ELECT PERSONNEL COMMITTEE CHAIRPERSON

Holly Lammers nominated Lynn Grewing for Chairperson. Teresa Dahl seconded the nomination. There being no further nominations, Ed Popp closed nominations. All voted to elect Lynn Grewing as Chairperson for 2026.

GRRL POLICY UPDATES & NEW POLICY

Chapter 2H. Staff Development

Policy updates were made for clarification and a chapter was added about conference attendance, registration, and funding. In response to a question, Associate Director – Human Resources Nichol Wojcik described the process for staff conference registration. After brief discussion, Holly Lammers made a motion to approve Chapter 2H. Staff Development including new Chapter 2H.2 Conference Attendance, Registration, and External Funding as presented. Seconded by Teresa Dahl, the motion carried unanimously.

Chapter 4A.4 PTO Credit for Applicable Experience within Field

Policy language was updated to make it easier to understand eligibility for PTO credit if requested by someone newly hired or promoted. Teresa Dahl made a motion to approve Chapter 4A.4 PTO Credit for Applicable Experience within Field as presented. Seconded by Al Amdahl, the motion carried unanimously.

NEW COLLECTION & TECHNICAL SERVICES CLERK POSITION DESCRIPTION

The combined Collection Development Clerk and Technical Services Clerk positions will allow easier cross training within departments. Associate Director – Collection Development Jami Trenam supervises both departments and explained department needs. Going forward, staff will have more flexibility to work where there is a need. This does not change any staff members' primary job duties or position at this time; pay grades and hours remain the same.

Al Amdahl made a motion to approve the new Collection & Technical Services Clerk position description as presented. Seconded by Teresa Dahl, the motion carried unanimously.

POSITION DESCRIPTIONS PAY GRADE UPDATES

All GRRL position descriptions need to have the pay grades updated due to implementation of the compensation study. The pay grades were approved in December 2025 and have been implemented. There will be no other changes.

Holly Lammers made a motion to approve the Position Descriptions Pay Grade updates as presented. Seconded by Al Amdahl, the motion carried unanimously.

NEXT MEETING

The next Personnel Committee meeting is to be determined.

ADJOURN

Ed Popp adjourned the meeting at 5:55 p.m.

Lynn Grewing, Chair



Personnel Policy Updates

Submitted by Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve updates to the following 200 Personnel Policy Chapters:

- 2B.2 Interim Appointment
- 2B.8 Executive Director Transition Plan
- 3C. Increase in Pay Due Upon Reclassification
- 3D. Increase in Pay Upon Promotion
- 4A.3 Accrual Rates and Maximums
- 4A.5 Scheduling
- 4B. Extended Sick Leave Bank (ESLB)
- 4C. Paid Time Off (PTO) Donation
- 4E. Holidays
- 4E.1 Holiday Pay
- 4E.3 Early Holiday Closings
- 6A. Lay-Off

BACKGROUND INFORMATION

Supporting Documents Attached:

- Policy chapters listed above in markup & clean versions

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
2B.2	Interim Appointment	3/16/21	Removed reference to a 2% increase in pay.
2B.8	Executive Director Transition Plan	5/17/16	Revised to more closely mirror what we did with the most recent transition. Removed references to staff meet & greet.
3C.	Increase in Pay Upon Reclassification	3/17/15	Removed reference to a 2% increase in pay.
3D.	Increase in Pay Upon Promotion	3/17/15	Removed reference to a 2% increase in pay.
4A.3	Accrual Rates and Maximums	11/21/23	Updated the years of service on accrual spreadsheet to match new union contract.
4A.5	Scheduling (PTO)	11/21/23	Updated that missed hours must be made up in a pay period. Changed reference from time without pay to forfeit time and specified ALL available PTO must be used before time without pay would be considered.
4B.	Extended Sick Leave Bank (ESLB)	3/15/11	Removed reference to being able to keep 10 days of PTO. All PTO must be exhausted.
4C.	Paid Time Off (PTO) Donation	3/19/19	Updated the maximum allowable donation, how much an employee is able to receive, that employees on STD may not receive PTO donation, and that on Minnesota Paid Leave employee can only receive up to the supplemental amount.
4E.	Holidays	5/20/25	Updated to match union contract language. If a holiday falls on a Saturday, we will observe the holiday based on MN Statute, but will also be closed on the date of the actual holiday. Hours can be made up in the pay period or forfeited.
4E.1	Holiday Pay	7/16/19	Changed time without pay to forfeit the hours, must make up the time within the same pay period. Clarified holiday pay for staff on Minnesota Paid Leave.
4E.3	Early Holiday Closing	3/17/15	Changed time without pay to forfeit the hours and that time had to be made up in the same pay period.
6A.	Lay-Off	3/16/10	Updated to match union contract language – changed notice from 28 to 14 days.

200 Personnel

Chapter 2B.2 Interim Appointment

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

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

During an interim appointment, the appointed employee shall receive compensation within the pay grade established for the interim position. At minimum, the employee shall receive the minimum of the pay grade. Additional compensation within the range may be determined based on relevant factors such as internal equity, experience, and organizational compensation practices, not to exceed the maximum of the interim position's pay grade.

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

Appointment to an interim position will not change an employee's anniversary date. An employee appointed to an interim position remains eligible for pay increases associated with their original position, in accordance with applicable compensation policies. Compensation during the interim appointment shall remain within the pay grade established for the interim position. Any adjustments to compensation within that range may be made based on internal equity, applicable pay practices, and job-related factors, not to exceed the maximum of the interim position's pay grade.

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

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

Interim appointments must be approved by the Executive Director.

Approved Date: 07/11/00

Revised Date: ~~03/17/15~~, 03/16/21, 05/20/26

Reviewed Date: 07/16/24

2B.8 Executive Director Transition Plan

Purpose

The Executive Director Transition Plan has been developed in the event of a permanent vacancy of the Executive Director position at Great River Regional Library in order to ensure continuity of leadership and operations.

Notice of Intent to Resign or Retire

1. Under normal conditions, the Executive Director is expected to give a minimum of two months’ notice of his/her intent to resign or retire. The notice shall be given in writing to the Chair of the Board of Trustees.
2. The Chair of the Board of Trustees, or their designee, shall announce the departure to GRRL staff, Board members and stakeholders.

Timeline of Responsibilities

The following table outlines the general timeline of responsibilities for GRRL staff, ~~and~~ the Board of Trustees, and its committees in the recruitment and hiring process. The timeline may be changed based on the specific circumstances of the opening.

TIMELINE	RESPONSIBILITY
Give a two (2) month written notice of intent to resign or retire to the Chair of the Board of Trustees	Departing Executive Director
Announce departure of Executive Director	Chair of Board of Trustees <u>or designee</u>
Appoint a Transition and Search Committee	Board of Trustees
Determine whether an outside consultant shall be utilized, select the consultant from research provided by the Associate Director – Human Resources; make a recommendation to the Board of Trustees for approval	Transition & Search Committee and Associate Director – Human Resources
<u>If the resignation is immediate, h</u> Hold a special meeting of the Personnel Committee within ten (10) days of becoming aware of the vacancy	Personnel Committee
<u>If the resignation is immediate or if it appears the position will not be filled prior to the departing Executive Director’s final day, p</u> Prepare a list of management issues for the transition and assign responsibilities, including updating financial designations	Personnel Committee, <u>Associate Director-Human Resources</u> , and departing Executive Director, <u>if available</u>
<u>If the resignation is immediate or if it appears the position will not be filled prior to the departing Executive Director’s final day, r</u> Review existing staff and outside resources available to fill the position in the interim; make a recommendation including compensation considerations to the Board of Trustees for approval	Personnel Committee <u>and Associate Director – Human Resources</u>
Develop an overall interview and selection process including establishing a timeline and budget for the process; make a recommendation to the Board of Trustees for approval	Transition & Search Committee <u>Associate Director – Human Resources</u>

Establish a marketing plan to advertise for the position	Transition & Search Committee with Associate Director – Human Resources or Consultant
Screen applicant materials (redacted as necessary) and select candidates to interview	Transition & Search Committee and Associate Director – Human Resources or Consultant
Develop a format for the interviews including interview questions and ranking of criteria	Transition & Search Committee and Associate Director – Human Resources or Consultant
Coordinate scheduling of interviews, preparation of information packets for candidates, and reimbursement of candidate expenses	Associate Director – Human Resources
Conduct interviews initial interviews and recommend up to three (3) or four (4) finalists for the full Board of Trustees to interview or approve	Transition & Search Committee
Interview final candidates	Transition & Search Committee or Board of Trustees
Coordinate opportunity for staff to meet the final candidates	Board of Trustees
Make recommendation of final candidate for the full Board to interview or approve	Transition & Search Committee
Conduct background and reference checks	Associate Director – Human Resources (or consultant)
Communicate by letter to candidates not selected	Associate Director – Human Resources (or consultant)
Prepare communication plan to announce the appointment of the new Executive Director	Associate Director – Human Resources and Chair, Board of Trustees
Develop an orientation for the new Executive Director	Associate Director – Human Resources and Chair, Board of Trustees

Board of Trustees Responsibilities

1. The Board shall appoint a Transition and Search Committee to facilitate the process of filling the Executive Director position. The Transition and Search Committee may consist of Board members, [the Associate Director – Human Resources and an additional Leadership Support Team member](#) ~~and staff members~~.
2. If an Interim Executive Director is selected, the Board shall determine if the Interim Executive Director will be compensated with a temporary salary increase, a bonus, or no additional compensation.
3. The Board may approve recommendations made by the Transition and Search Committee, including the final job description, the selection of a consultant, reimbursement for expenses of out-of-town candidates, etc.
4. ~~The Board shall provide an opportunity for staff to meet the final candidates (meet and greet) and provide feedback as the Board deems appropriate.~~

- ~~5. The Board may interview the finalists in an open meeting or delegate this responsibility to the Transition and Search Committee.~~
- ~~6.4.~~ The Board ~~may select the new~~ will approve the recommendation of the Transition and Search Committee. ~~If a suitable candidate is not selected, the Board shall~~ or direct the Transition and Search Committee to conduct more interviews from available candidates or begin a new search.
- ~~7.5.~~ The Board shall review and approve Personnel Committee recommendations for the new Executive Director's compensation.
- ~~8.6.~~ The Board shall develop a communication plan to announce the appointment of a new Executive Director, including staff and key stakeholders. A press release may be prepared and submitted to the media as needed.
- ~~9.7.~~ The Board Chair, in consultation with the Associate Director – Human Resources, shall be responsible for developing an orientation for the new Executive Director to GRRL, the Board and stakeholders.

Transition and Search Committee Responsibilities

The Board shall appoint a Transition and Search Committee to coordinate the recruitment and selection process. The makeup of the committee shall determine if the committee is subject to open meeting requirements.

1. The Transition and Search Committee shall develop an overall interview and selection process, including establishing a timeline and budget for the process.
2. The Transition and Search Committee shall review the existing job description and qualifications. The committee shall outline what knowledge, skills, abilities and experience they are seeking in the next Executive Director. ~~The committee shall submit recommendations to the Board for approval.~~
3. The Transition and Search Committee shall create a marketing plan for advertising the position, including whether the use of an outside consultant is appropriate. Advertising may include listings on industry websites, networking, ads placed on key websites, key national organizations, etc.
- ~~4. The Transition and Search Committee may set up an electronic mailbox to receive resumes and applications.~~
- ~~5.4.~~ If it is determined that an outside consultant will be utilized, the Transition and Search Committee shall select the consultant based on research from the Associate Director – Human Resources and make a recommendation to the Board.
- ~~6.5.~~ The Transition and Search Committee shall review applicant materials (redacted as needed by the Associate Director – Human Resources) and select candidates to interview.
- ~~7.6.~~ The Transition and Search Committee shall develop a format for the interviews, including interview questions and ranking of criteria.
- ~~8.7.~~ The Transition and Search Committee shall interview selected candidates and recommend ~~up to three (3) or four (4) finalists for~~ a finalist for the full Board to ~~interview or~~ approve.
- ~~9.8.~~ The Transition and Search Committee shall keep the Board informed on the progress, ~~candidates~~ and the interview process.

Personnel Committee Responsibilities

1. The Personnel Committee shall call a special meeting within ten (10) days when it becomes aware of a permanent vacancy of the Executive Director position.
2. ~~If necessary, t~~ The Personnel Committee shall have responsibility for coordinating the transition, including the transfer of responsibilities and interim administrative matters. The departing

Executive Director and the Personnel Committee shall agree on a list of management issues for the transition and assign responsibilities, including updating financial designations.

3. Interim Executive Director: The Personnel Committee shall review existing staff that would be qualified to fill that role as well identifying possible coverage options from outside of GRRL. The Personnel Committee shall make a recommendation to the Board.
 - The Board and Personnel Chair may contact outside resources, such as the council of Regional Public Library System Administrators (CRPLSA) or State Library Services for assistance in filling an interim position.
4. The Personnel Committee shall review salary and benefits and make recommendations to the full Board.

Associate Director – Human Resources Responsibilities

1. The Associate Director – Human Resources shall provide support to the Transition and Search Committee as needed.
2. The Associate Director – Human Resources shall research consultants and present to the Transition and Search Committee if requested.
3. The Associate Director – Human Resources shall work with the Transition and Search Committee and/or consultant to ensure Minnesota data practice requirements are followed for all applicant information and materials.
4. The Associate Director – Human Resources shall coordinate the scheduling of interviews throughout the process. Interviewing methods may include ~~Skype~~ virtual interviews, telephone interviews, in person interviews, etc. The Associate Director ~~of~~ – Human Resources shall coordinate the reimbursement of travel and mileage for in-person interviews if needed and allocated by the full Board.
5. The Associate Director – Human Resources shall coordinate the mailing of information to interested applicants and prepare information packets for interview candidates.
6. The Associate Director – Human Resources (or consultant) shall conduct reference checks and a background check of selected, external candidates.
7. The Associate Director – Human Resources (or consultant) shall communicate the hiring decision by letter or email to all candidates.
8. The Associate Director – Human Resources shall assist the Board Chair in developing an orientation for the new Executive Director to GRRL, the Board and stakeholders.

Consultant Responsibilities (if applicable)

1. The Consultant shall have an initial consultation with the Board.
2. The Consultant shall meet with the Leadership Team ~~and staff representatives~~ to develop information for the posting.
3. The Consultant shall create the search process timeline.
4. The Consultant shall create and implement a marketing plan for the position.
- ~~5. The Consultant shall design, develop and host a website specifically designed for the GRRL Executive Director search.~~
- ~~6.~~5. The Consultant shall conduct preliminary screenings and interviews of applicants and provide analysis to the Transition and Search Committee. All applicant information shall be shared with the Associate Director – Human Resources.
- ~~7.~~6. The Consultant shall assist with the identification of finalists and shall facilitate the interview process.
- ~~8.~~7. The Consultant or Associate Director – Human Resources shall check references on the final candidate.

~~9.8.~~ The Consultant or Associate Director – Human Resources shall conduct a pre-employment background investigation on the final candidate.

Approved Date: 05/17/16
Revised Date: [05/20/26](#)
Reviewed Date: 07/16/24

Chapter 3C. Increase in Pay ~~Due~~ Upon Reclassification

Reclassification Pay Increase

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

When a class of positions is reclassified to a higher pay grade, affected employees shall be placed within the pay range established for the higher pay grade, at no less than the minimum of that range. Compensation within the range may be determined based on internal equity, applicable compensation policies, and job-related factors, and shall not exceed the maximum of the higher pay grade.

Approved Date: 07/11/2000
Revised Date: ~~11/21/2006~~, 03/17/15, [05/20/26](#)
Reviewed Date: 09/17/24

Chapter 3D. Increase in Pay Upon Promotion

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

An employee promoted to a position in a higher pay grade shall be placed within the pay range established for that position, at no less than the minimum of the pay grade. Compensation within the range may be determined based on internal equity, applicable compensation policies, and job-related factors, and shall not exceed the maximum of the pay grade.

Approved Date: 07/11/00
Revised Date: ~~11/21/06~~, 03/17/15, [05/20/26](#)
Reviewed Date: 09/17/24

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 <u>14</u>	224 / 28	.1077	448 / 56
21 <u>15</u> – <u>20</u>	232 / 29	.1116	464 / 58
<u>21</u> – <u>22</u>	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

Revised Date: ~~03/15/22~~, 11/21/23, 05/19/26

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~~ pay period based on the needs of the public and the library.

For approved leaves of absence, employees are required to use [all available PTO](#) [and personal days](#) ~~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

Revised Date: ~~11/10/09~~, 11/21/23, [05/20/26](#)

Reviewed Date: 01/21/25

Chapter 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

Revised Date: 03/15/11, [05/19/26](#)

Reviewed Date: 01/21/25

Chapter 4C. Paid Time Off (PTO) Donation

GRRL recognizes that employees may have a family medical emergency or be affected by a major disaster resulting in a need for additional time off in excess of their available PTO. To address this need, all eligible employees will be allowed to donate accrued PTO hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with GRRL for a minimum of one year to be eligible to donate and/or receive donated PTO.

Guidelines

Employees who would like to make a request to receive donated PTO time from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of PTO

- The donation of PTO is strictly voluntary.
- Donated PTO will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of PTO is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of PTO hours that an eligible employee may donate is 4 hours per calendar year; the maximum is ~~40~~20 hours or not more than 50 percent of the employee's current balance.
- Employees cannot borrow against future PTO to donate.
- Employees will be given the opportunity to donate PTO annually during benefits open enrollment. The donated PTO will be transferred from the donor to the leave pool on December 31st.
- Employees who are currently on an approved leave of absence cannot donate PTO.
- Donation of leave to the bank is irrevocable; however, if an employee who has donated time to the bank meets the guidelines for receipt of donated PTO, the employee may receive such time from the bank based on the criteria set forth in this policy.

Requesting Donated PTO

Employees who would like to request donated PTO are required to complete a Request for Donated PTO Solicitation form and submit it to Human Resources.

Requests for donations of PTO must be approved by [Associate Director](#) – Human Resources and the Executive Director ~~of GRRL~~.

If the recipient employee has available PTO or ESLB in his or her balance, this time will be used prior to any donated PTO. Donated PTO may only be used for time off related to the approved request.

Employees who receive donated PTO may receive no more than ~~480~~40 hours (~~12 weeks~~) within a rolling 12-month period.

An employee who is receiving worker's compensation [or short-term disability](#) benefits for an absence is not entitled to available PTO from the bank.

~~If an employee is receiving short term disability payments, the employee may only receive enough donated time so that the short term disability payments plus the paid leave do not exceed normal pay.~~
[If an employee is receiving Minnesota Paid Leave payments, the employee may only receive enough donated time so that the Minnesota Paid Leave payments plus the donated PTO does not exceed normal pay. Donated PTO cannot be used while a paid leave request is pending with Minnesota Paid Leave.](#)

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Approved Date: 09/16/08

Revised Date: 03/19/19, [05/19/26](#)

Chapter 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 a holiday falls on a Saturday, GRRL will observe the holiday on Friday in accordance with MN Statute. The library will also be closed on Saturday, the actual date of the holiday. Employees will receive holiday pay for the observed holiday.](#)

[If an employee loses hours due to a Saturday closure on the actual date of the holiday, the employee may elect to take PTO, forfeit the hours, or make up the hours during the same pay period.](#)

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 [New Year's Day, Independence Day, Christmas](#) ~~Veteran's Day, 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.

Approved Date: 07/11/00

Revised Date: ~~07/18/23~~, 05/20/25, 05/20/26

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~~ forfeit the hours, or, upon prior approval by the supervisor, work those hours lost within the same pay period ~~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. If an employee is on Minnesota Paid Leave and they elect to supplement their paid leave payments with PTO, they will receive supplemental holiday pay.

Approved Date: 07/11/00

Revised Date: ~~03/19/19~~, ~~07/16/19~~, 05/20/26

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~~ forfeit the hours, or, upon prior approval by the supervisor, work those hours lost within the ~~same budget year at a later date~~ pay period.

Approved Date: 07/11/00

Revised Date: ~~03/15/11~~, 03/17/15, [05/20/26](#)

Reviewed: 05/20/25

Chapter 6A. Lay-Off

The Executive Director may approve the lay off any employee or a group of positions when public interest, budget and/or staffing levels dictate. Management can use the staffing guidelines and criteria approved by the Board of Trustees to reorganize all staff, a department or department(s), a group of positions or any combination of staff using the appropriate staffing tools available. See also policy 2C.4 Reorganization.

Written notice shall be given to the affected employee, unless otherwise specified by law. When financial conditions warrant, the employee(s) may be re-employed at their previous range, step and benefit accrual. A lay-off will be used when there is a short-term financial condition and a genuine possibility that employees will be recalled within a year.

The employer will give ~~twenty eight (28)~~ [fourteen \(14\)](#) days' notice to employees who are to be laid off except in an emergency. Temporary employees within classification will be laid off prior to part-time and full-time employees. If possible, part-time employees will be laid-off prior to full-time employees, unless the financial conditions are extreme.

The library will attempt to accomplish a lay-off by attrition.

Approved Date: 07/11/00

Revised Date: ~~01/01/09~~, 03/16/10, [05/19/26](#)

Definitions

Attrition: Attrition shall be defined as the loss of employees through the normal course of events, as by resignation, retirement, etc.

Layoff: Layoff shall be defined as the reduction of employees from the active work force.

Recall: Recall shall be defined as to call back an employee to return to work.

Temporary employee: A temporary employee shall be defined as generally an employee who is hired for a specified, limited period.

200 Personnel

Chapter 2B.2 Interim Appointment

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

During an interim appointment, the appointed employee shall receive compensation within the pay grade established for the interim position. At minimum, the employee shall receive the minimum of the pay grade. Additional compensation within the range may be determined based on relevant factors such as internal equity, experience, and organizational compensation practices, not to exceed the maximum of the interim position's pay grade.

Appointment to an interim position will not change an employee's anniversary date. An employee appointed to an interim position remains eligible for pay increases associated with their original position, in accordance with applicable compensation policies. Compensation during the interim appointment shall remain within the pay grade established for the interim position. Any adjustments to compensation within that range may be made based on internal equity, applicable pay practices, and job-related factors, not to exceed the maximum of the interim position's pay grade.

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

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

Interim appointments must be approved by the Executive Director.

Approved Date: 07/11/00

Revised Date: 03/16/21, 05/20/26

Reviewed Date: 07/16/24

2B.8 Executive Director Transition Plan

Purpose

The Executive Director Transition Plan has been developed in the event of a permanent vacancy of the Executive Director position at Great River Regional Library in order to ensure continuity of leadership and operations.

Notice of Intent to Resign or Retire

1. Under normal conditions, the Executive Director is expected to give a minimum of two months' notice of his/her intent to resign or retire. The notice shall be given in writing to the Chair of the Board of Trustees.

2. The Chair of the Board of Trustees, or their designee, shall announce the departure to GRRL staff, Board members and stakeholders.

Timeline of Responsibilities

The following table outlines the general timeline of responsibilities for GRRL staff, the Board of Trustees, and its committees in the recruitment and hiring process. The timeline may be changed based on the specific circumstances of the opening.

TIMELINE	RESPONSIBILITY
Give a two (2) month written notice of intent to resign or retire to the Chair of the Board of Trustees	Departing Executive Director
Announce departure of Executive Director	Chair of Board of Trustees or designee
Appoint a Transition and Search Committee	Board of Trustees
Determine whether an outside consultant shall be utilized, select the consultant from research provided by the Associate Director – Human Resources; make a recommendation to the Board of Trustees for approval	Transition & Search Committee and Associate Director – Human Resources
If the resignation is immediate, hold a special meeting of the Personnel Committee within ten (10) days of becoming aware of the vacancy	Personnel Committee
If the resignation is immediate or if it appears the position will not be filled prior to the departing Executive Director’s final day, prepare a list of management issues for the transition and assign responsibilities, including updating financial designations	Personnel Committee, Associate Director-Human Resources, and departing Executive Director, if available
If the resignation is immediate or if it appears the position will not be filled prior to the departing Executive Director’s final day, review existing staff and outside resources available to fill the position in the interim; make a recommendation including compensation considerations to the Board of Trustees for approval	Personnel Committee and Associate Director – Human Resources
Develop an overall interview and selection process including establishing a timeline and budget for the process; make a recommendation to the Board of Trustees for approval	Associate Director – Human Resources
Establish a marketing plan to advertise for the position	Transition & Search Committee with Associate Director – Human Resources or Consultant
Screen applicant materials (redacted as necessary) and select candidates to interview	Transition & Search Committee and Associate Director – Human Resources or Consultant
Develop a format for the interviews including interview questions and ranking of criteria	Transition & Search Committee and Associate Director – Human Resources or Consultant
Coordinate scheduling of interviews, preparation of information packets for candidates, and reimbursement of candidate expenses	Associate Director – Human Resources
Conduct interviews	Transition & Search Committee

Make recommendation of final candidate for the full Board to approve	Transition & Search Committee
Conduct background and reference checks	Associate Director – Human Resources (or consultant)
Communicate by letter to candidates not selected	Associate Director – Human Resources (or consultant)
Prepare communication plan to announce the appointment of the new Executive Director	Associate Director – Human Resources and Chair, Board of Trustees
Develop an orientation for the new Executive Director	Associate Director – Human Resources and Chair, Board of Trustees

Board of Trustees Responsibilities

1. The Board shall appoint a Transition and Search Committee to facilitate the process of filling the Executive Director position. The Transition and Search Committee may consist of Board members, the Associate Director – Human Resources and an additional Leadership Support Team member.
2. If an Interim Executive Director is selected, the Board shall determine if the Interim Executive Director will be compensated with a temporary salary increase, a bonus, or no additional compensation.
3. The Board may approve recommendations made by the Transition and Search Committee, including the final job description, the selection of a consultant, reimbursement for expenses of out-of-town candidates, etc.
4. The Board will approve the recommendation of the Transition and Search Committee or direct the Transition and Search Committee to conduct more interviews from available candidates or begin a new search.
5. The Board shall review and approve Personnel Committee recommendations for the new Executive Director’s compensation.
6. The Board shall develop a communication plan to announce the appointment of a new Executive Director, including staff and key stakeholders. A press release may be prepared and submitted to the media as needed.
7. The Board Chair, in consultation with the Associate Director – Human Resources, shall be responsible for developing an orientation for the new Executive Director to GRRL, the Board and stakeholders.

Transition and Search Committee Responsibilities

The Board shall appoint a Transition and Search Committee to coordinate the recruitment and selection process. The makeup of the committee shall determine if the committee is subject to open meeting requirements.

1. The Transition and Search Committee shall develop an overall interview and selection process, including establishing a timeline and budget for the process.
2. The Transition and Search Committee shall review the existing job description and qualifications. The committee shall outline what knowledge, skills, abilities and experience they are seeking in the next Executive Director.
3. The Transition and Search Committee shall create a marketing plan for advertising the position, including whether the use of an outside consultant is appropriate. Advertising may include

listings on industry websites, networking, ads placed on key websites, key national organizations, etc.

4. If it is determined that an outside consultant will be utilized, the Transition and Search Committee shall select the consultant based on research from the Associate Director – Human Resources and make a recommendation to the Board.
5. The Transition and Search Committee shall review applicant materials (redacted as needed by the Associate Director – Human Resources) and select candidates to interview.
6. The Transition and Search Committee shall develop a format for the interviews, including interview questions and ranking of criteria.
7. The Transition and Search Committee shall interview selected candidates and recommend a finalist for the full Board to approve.
8. The Transition and Search Committee shall keep the Board informed on the progress, and the interview process.

Personnel Committee Responsibilities

1. The Personnel Committee shall call a special meeting within ten (10) days when it becomes aware of a permanent vacancy of the Executive Director position.
2. If necessary, the Personnel Committee shall have responsibility for coordinating the transition, including the transfer of responsibilities and interim administrative matters. The departing Executive Director and the Personnel Committee shall agree on a list of management issues for the transition and assign responsibilities, including updating financial designations.
3. Interim Executive Director: The Personnel Committee shall review existing staff that would be qualified to fill that role as well identifying possible coverage options from outside of GRRL. The Personnel Committee shall make a recommendation to the Board.
 - The Board and Personnel Chair may contact outside resources, such as the council of Regional Public Library System Administrators (CRPLSA) or State Library Services for assistance in filling an interim position.
4. The Personnel Committee shall review salary and benefits and make recommendations to the full Board.

Associate Director – Human Resources Responsibilities

1. The Associate Director – Human Resources shall provide support to the Transition and Search Committee as needed.
2. The Associate Director – Human Resources shall research consultants and present to the Transition and Search Committee if requested.
3. The Associate Director – Human Resources shall work with the Transition and Search Committee and/or consultant to ensure Minnesota data practice requirements are followed for all applicant information and materials.
4. The Associate Director – Human Resources shall coordinate the scheduling of interviews throughout the process. Interviewing methods may include virtual interviews, telephone interviews, in person interviews, etc. The Associate Director – Human Resources shall coordinate the reimbursement of travel and mileage for in-person interviews if needed and allocated by the full Board.
5. The Associate Director – Human Resources shall coordinate the mailing of information to interested applicants and prepare information packets for interview candidates.
6. The Associate Director – Human Resources (or consultant) shall conduct reference checks and a background check of selected, external candidates.
7. The Associate Director – Human Resources (or consultant) shall communicate the hiring decision by letter or email to all candidates.

8. The Associate Director – Human Resources shall assist the Board Chair in developing an orientation for the new Executive Director to GRRL, the Board and stakeholders.

Consultant Responsibilities (if applicable)

1. The Consultant shall have an initial consultation with the Board.
2. The Consultant shall meet with the Leadership Team to develop information for the posting.
3. The Consultant shall create the search process timeline.
4. The Consultant shall create and implement a marketing plan for the position.
5. The Consultant shall conduct preliminary screenings and interviews of applicants and provide analysis to the Transition and Search Committee. All applicant information shall be shared with the Associate Director – Human Resources.
6. The Consultant shall assist with the identification of finalists and shall facilitate the interview process.
7. The Consultant or Associate Director – Human Resources shall check references on the final candidate.
8. The Consultant or Associate Director – Human Resources shall conduct a pre-employment background investigation on the final candidate.

Approved Date: 05/17/16

Revised Date: 05/20/26

Reviewed Date: 07/16/24

Chapter 3C. Increase in Pay Upon Reclassification

Reclassification Pay Increase

When a class of positions is reclassified to a higher pay grade, affected employees shall be placed within the pay range established for the higher pay grade, at no less than the minimum of that range.

Compensation within the range may be determined based on internal equity, applicable compensation policies, and job-related factors, and shall not exceed the maximum of the higher pay grade.

Approved Date: 07/11/2000

Revised Date: 03/17/15, 05/20/26

Reviewed Date: 09/17/24

Chapter 3D. Increase in Pay Upon Promotion

An employee promoted to a position in a higher pay grade shall be placed within the pay range established for that position, at no less than the minimum of the pay grade. Compensation within the range may be determined based on internal equity, applicable compensation policies, and job-related factors, and shall not exceed the maximum of the pay grade.

Approved Date: 07/11/00

Revised Date: 03/17/15, 05/20/26

Reviewed Date: 09/17/24

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 – 14	224 / 28	.1077	448 / 56
15 – 20	232 / 29	.1116	464 / 58
21 – 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

Revised Date: 11/21/23, 05/19/26

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 pay period based on the needs of the public and the library.

For approved leaves of absence, employees are required to use all available PTO and personal days 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

Revised Date: 11/21/23, 05/20/26

Reviewed Date: 01/21/25

Chapter 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. 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.

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

Revised Date: 03/15/11, 05/19/26

Reviewed Date: 01/21/25

Chapter 4C. Paid Time Off (PTO) Donation

GRRL recognizes that employees may have a family medical emergency or be affected by a major disaster resulting in a need for additional time off in excess of their available PTO. To address this need, all eligible employees will be allowed to donate accrued PTO hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with GRRL for a minimum of one year to be eligible to donate and/or receive donated PTO.

Guidelines

Employees who would like to make a request to receive donated PTO time from their co-workers must have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of PTO

- The donation of PTO is strictly voluntary.
- Donated PTO will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of PTO is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of PTO hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 20 hours or not more than 50 percent of the employee's current balance.
- Employees cannot borrow against future PTO to donate.
- Employees will be given the opportunity to donate PTO annually during benefits open enrollment. The donated PTO will be transferred from the donor to the leave pool on December 31.
- Employees who are currently on an approved leave of absence cannot donate PTO.
- Donation of leave to the bank is irrevocable; however, if an employee who has donated time to the bank meets the guidelines for receipt of donated PTO, the employee may receive such time from the bank based on the criteria set forth in this policy.

Requesting Donated PTO

Employees who would like to request donated PTO are required to complete a Request for Donated PTO Solicitation form and submit it to Human Resources.

Requests for donations of PTO must be approved by Associate Director – Human Resources and the Executive Director.

If the recipient employee has available PTO or ESLB in his or her balance, this time will be used prior to any donated PTO. Donated PTO may only be used for time off related to the approved request.

Employees who receive donated PTO may receive no more than 40 hours within a rolling 12-month period.

An employee who is receiving worker's compensation or short-term disability benefits for an absence is not entitled to available PTO from the bank.

If an employee is receiving Minnesota Paid Leave payments, the employee may only receive enough donated time so that the Minnesota Paid Leave payments plus the donated PTO does not exceed normal pay. Donated PTO cannot be used while a paid leave request is pending with Minnesota Paid Leave.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Approved Date: 09/16/08

Revised Date: 03/19/19, 05/19/26

Chapter 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 a holiday falls on a Saturday, GRRL will observe the holiday on Friday in accordance with MN Statute. The library will also be closed on Saturday, the actual date of the holiday. Employees will receive holiday pay for the observed holiday.

If an employee loses hours due to a Saturday closure on the actual date of the holiday, the employee may elect to take PTO, forfeit the hours, or make up the hours during the same pay period.

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 New Year's Day, Independence Day, Christmas Day, 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, or schedule changes. As usual, time off must be requested in advance and approved by the requesting employee's supervisor.

Approved Date: 07/11/00

Revised Date: 05/20/25, 05/20/26

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, forfeit the hours, or, upon prior approval by the supervisor, work those hours lost within the same pay period.

In order to receive pay for the holiday, employees must work their scheduled day before and after the holiday or be using approved PTO. If an employee is on Minnesota Paid Leave and they elect to supplement their paid leave payments with PTO, they will receive supplemental holiday pay.

Approved Date: 07/11/00

Revised Date: 07/16/19, 05/20/26

Reviewed: 05/20/25

4E.3 Early Holiday Closings

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

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- 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, forfeit the hours, or, upon prior approval by the supervisor, work those hours lost within the pay period.

Approved Date: 07/11/00

Revised Date: 03/17/15, 05/20/26

Reviewed: 05/20/25

Chapter 6A. Lay-Off

The Executive Director may approve the lay off any employee or a group of positions when public interest, budget and/or staffing levels dictate. Management can use the staffing guidelines and criteria approved by the Board of Trustees to reorganize all staff, a department or department(s), a group of positions or any combination of staff using the appropriate staffing tools available. See also policy 2C.4 Reorganization.

Written notice shall be given to the affected employee, unless otherwise specified by law. When financial conditions warrant, the employee(s) may be re-employed at their previous range, step and benefit accrual. A lay-off will be used when there is a short-term financial condition and a genuine possibility that employees will be recalled within a year.

The employer will give fourteen (14) days' notice to employees who are to be laid off except in an emergency. Temporary employees within classification will be laid off prior to part-time and full-time employees. If possible, part-time employees will be laid-off prior to full-time employees, unless the financial conditions are extreme.

The library will attempt to accomplish a lay-off by attrition.

Approved Date: 07/11/00

Revised Date: 03/16/10, 05/19/26

Definitions

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