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Board of Trustees Personnel Committee Meeting
Tuesday, November 17, 2026, 5:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

1.	Call to Order	5:00
2.	Adopt/Amend Agenda	5:01
3.	GRRL Personnel Policy Updates 3.1 Substitutes (Requested Action – Approve) 3.2 Insurance Benefits (Requested Action – Approve)	5:02
4.	Executive Director Annual Evaluation – Closed Session *Closed meeting for employee performance review pursuant to Minn. Statute 13D.05, Subd. 3(a) – Executive Director Brandi Canter*	5:04
5.	Next Meeting – To Be Determined	5:28
6.	Adjourn	5:29

Personnel Policy Updates

Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

☐ Information ☐ Discussion ☒ Approve/Accept

RECOMMENDATION

Approve the updated Personnel policy Chapters 2B.4 Substitutes, 4F. Insurance Benefits, and 4F.1 Benefit Programs.

BACKGROUND INFORMATION

☒ Supporting Documents Attached

- Policy Chapter 2B.4 Substitutes – markup & clean
- Policy Chapters 4F. Insurance Benefits and 4F.1 Benefit Programs – markup

We would like to increase the required annual work hours for employees classified as substitutes from 80 to 150 and set a consequence for those who do not meet the minimum requirement.

We are adding two new employee-paid benefits for 2027 – hospital indemnity insurance and pet insurance.

FINANCIAL IMPLICATIONS

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

ACTION

☐ Passed ☐ Failed ☐ Tabled

200 Personnel
Chapter 2. Employment

2B.4 Substitutes – markup

Substitute employees are hired to work on an intermittent or on-call basis to fill in when regular staff are absent.

Substitute employees do not have regularly scheduled hours. Substitutes are expected to work ~~a minimum of two shifts per month on average~~ approximately 12.5 hours per month and at least ~~80~~150 hours annually. Failure to meet minimum annual work hours will result in being removed from GRRL payroll. Hours requirements will be prorated for new substitutes and substitutes on approved leave of absence. ~~Exceptions to this requirement will be evaluated on a case-by-case basis.~~

Substitute employees:

- ~~w~~Will receive the minimum rate of pay of the pay grade for the position hired.
- ~~Substitute employees a~~Are not eligible for movement within range pay increases.
- ~~Substitute employees a~~Accrue PTO at the minimum annual accrual rate.
- ~~Substitute employees m~~Must meet the educational requirements for the position they will be filling.

GRRL employees will receive their usual rate of pay when covering the hours of another GRRL employee.

Approved Date: 07/11/00
Revised Date: ~~03/16/21,~~ 11/21/23, 11/17/26
Effective Date: 01/01/27
Reviewed Date: 07/16/24

2B.4 Substitutes – clean

Substitute employees are hired to work on an intermittent or on-call basis to fill in when regular staff are absent.

Substitute employees do not have regularly scheduled hours. Substitutes are expected to work approximately 12.5 hours per month and at least 150 hours annually. Failure to meet minimum annual work hours will result in being removed from GRRL payroll. Hours requirements will be prorated for new substitutes and substitutes on approved leave of absence. Substitute employees:

- Will receive the minimum rate of pay of the pay grade for the position hired.
- Are not eligible for movement within range pay increases.
- Accrue PTO at the minimum annual accrual rate.
- Must meet the educational requirements for the position they will be filling.

GRRL employees will receive their usual rate of pay when covering the hours of another GRRL employee.

Approved Date: 07/11/00
Revised Date: 11/21/23, 11/17/26
Effective Date: 01/01/27
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200 Personnel
Chapter 4. Employee Benefits

4F. Insurance Benefits

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

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

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

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

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

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

Approved Date: 06/10/08
Revised Date: ~~11/16/21,~~ 11/01/22, 11/17/26
Reviewed: 05/20/25

4F.1 Benefit Programs

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

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

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

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

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

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

Approved Date: 07/11/00
Revised Date: ~~05/19/20,~~ 11/01/22, 11/17/26
Reviewed: 05/20/25