

# PIONEERLAND LIBRARY SYSTEM PERSONNEL POLICY

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# PIONEERLAND LIBRARY SYSTEM

## PERSONNEL POLICY

This personnel policy is presented as a matter of information only and is not to be construed as a promise or contract between the Pioneerland Library System and employees.

### **100. Introduction.**

Pioneerland Library System presents its personnel policies as a matter of information only. Personnel policies, as presented, are not to be construed as a promise or contract between Pioneerland Library System and its employee(s).

5/18/2006

### **101. Employment.**

Pioneerland Library System will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to: recruiting, hiring, promotion, transfer and compensation.

5/18/2006

### **102. Employment Relationship.**

This policy presents information only and does not serve as a promise or contract between Pioneerland Library System and its employees. It provides a short description of the working conditions of Pioneerland Library System.

For PLS employees who are also members of AFSCME Local No. 1826, the agreement between Pioneerland Library System and AFSCME Local No. 1826 takes precedence over this policy.

5/18/2006

### **103. Updating Policy.**

Policies contained in the PLS Personnel Policy Manual are current at the time of adoption by the Pioneerland Library System Board. Changes in law or policy may result in modifications of the PLS Personnel Policy Manual. Contact the Pioneerland Library System headquarters office for the most current information. All policies will be reviewed periodically and may be amended at any regular meeting of the Pioneerland Library System Board.

#### **Procedures:**

1. Changes (additions, amendments, deletions) to PLS personnel policies will be discussed and reviewed by the Personnel Committee.
2. The Personnel Committee will present its recommendations to the full board at any regular meeting of the Pioneerland Library System Board.
3. The PLS Board will vote to approve, modify, or disapprove any recommended changes to personnel policies.
4. Upon approval by the PLS Board, changes to personnel policies will become effective and the approved policy will be placed in the PLS Personnel Policy Manual.
5. PLS will communicate all changes to the PLS Personnel Policy Manual to member library staff in a timely manner.

#### **104. Library Board.**

The Pioneerland Library System Board follows the bylaws regarding its organization, mission, and duties. The following standing committees assist the PLS Board: Executive Committee, Finance Committee, Labor Management Committee, Negotiation Committee, Nominating Committee, Personnel Committee, Policy Committee, SAMMIE Governing Board, and the Technology Committee. Special or ad hoc committees, appointed by the chair at the direction of the full board, serve until the completion of the task for which they were appointed.

##### **Procedures:**

Procedures governing board and committee membership are found in the Pioneerland Library System Board bylaws.

5/18/2006

#### **105. Administrative Structure.**

Pioneerland Library System is administered by the Director, who is responsible to the board. In the absence of the Director, designated staff may act for the Director. At the next level of administration are staff who are responsible to the Director, including the following positions:

- Service Center Coordinator, who supervises processing, cataloging, interlibrary loan and service center staff;
- Technology Coordinator, who supervises technicians and/or technical staff;
- Office Manager, who supervises office staff;
- Administrative Specialist; and
- Head Librarians, who supervise local library staff. Local library boards serve in an advisory and support capacity to head librarians but lie outside the PLS administrative structure. Similarly, local library groups (e.g., Friends groups) advise, support, and assist local library staff but are also exist outside the PLS administrative structure.

5/18/2006

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#### **106. Job Description.**

Each Pioneerland Library System position has a job description, including:

- Job title
- Administrative information (name of immediate supervisor, positions for which accountable, division and department, FLSA status and pay grade assignment, and job classification history)
- General description
- Duties and responsibilities
- Knowledge, skills & abilities
- Minimum qualifications
- Certification and/or licensing requirements
- Physical and/or other requirements

Job descriptions are kept on file at Pioneerland Library System offices and a copy will be given to each new employee.

8/17/2006

**107. Code of Ethics.**

Pioneerland Library System will follow the American Library Association's Code of Ethics as a guide to principles of employee conduct.

5/18/2006

**108. Acknowledgement.**

New employees will receive a copy of the PLS Personnel Policy and will be required to sign an acknowledgment of having read and understood the policy and any future updates.

**Procedures:** Each new employee will sign a form that they have read and understand the PLS Personnel Policy. Supervisors and Head Librarians will distribute revisions and updates and get each employee's signature stating they have received the revision.

8/17/2006

## **200. Compensation**

### **201. Salary Schedule.**

Pioneerland Library System Board approves salary schedule annually as part of budget development process. Wages for all employees are determined by the position held and their placement on the schedule.

4/17/1997

### **202. Placement on Salary Schedule.**

Initial placement on the salary schedule is determined by PLS and supervisor at time of appointment. Placement is based on job description, relevant experience, education, training, specialized expertise, difficulty in filling position, unavailability of qualified candidates at the beginning rate of pay, and labor market considerations.

11/15/2001

### **202A. Non-Union Step Increases.**

Unless there is an existing condition from the time of their hiring, new non-union employees (those employed for less than a year) who qualify for a step increase will become eligible for the new wage increase on the first anniversary of their hiring.

11/16/2006

### **203. Criteria for Salary/Wage Increases.**

***Non-Represented Employees:*** The Pioneerland Library System Board approves all salary/benefit increases for all non-represented employees annually. Salary/benefit increases will be made at the discretion of the PLS Board, and will be based upon, but not limited to, the following:

1. Financial/budgetary constraints
2. Poor performance review
3. Disciplinary action
4. Current placement/step on the set pay schedule
5. Other considerations which fall within the discretion of the PLS Board

***Employees Not on Pay Schedule:*** The Pioneerland Library System Board does not grant annual wage increases of any kind to these employees. Employees whose hourly wage rate exceeds the top step on the salary grade they are assigned are not eligible for any wage increase, or portion thereof, that results in their hourly rate exceeding the top step of their pay grade. This limit on wage increases includes COLA, MN Voluntary Certification Program, step increases or any other increase.

#### **Procedures:**

##### ***Non-Represented Employees:***

1. Employees who receive a satisfactory or better performance review will be eligible for step salary/benefit increases.
2. Annually, the Finance Committee will determine what dollar amounts are available for salary/benefit increases, based upon financial and budgetary constraints.
3. The Finance Committee will make its recommendation to the full board which will consider the recommendation and vote to approve or disapprove.

4. The decision of the board will be communicated to affected staff by the Pioneerland Library System Director.

**Employees Not on Pay Schedule:**

1. Employees who are ineligible for a wage increase because they are at the top of the pay schedule may receive an increase if the pay schedule is changed in such a way that would entitle the employee to part or all of the increase.

11/17/2005

**204. Continuing Education**

Employees who complete an American Library Association (ALA) accredited Master's Degree in Library Science will advance one (1) step on the salary schedule beginning the first pay period following receipt of formal notification to PLS Administration of their completion of the program.

Employees who complete the ALA Library Support Staff Certification (LSSC) Program will advance one (1) step on the salary schedule beginning the first pay period following receipt of formal notification to PLS Administration of their completion of the program.

Employees who complete the LSSC program and choose to continue their education to receive an ALA accredited Master's Degree in Library Science will advance an additional step on the salary schedule upon completion of the degree. Employees in possession of a Master's Degree in Library Science are not eligible for a step increase for completion of Library Support Staff Certification.

4/17/2014

**205. Different Wage Rates.**

Employees may have more than one job description and more than one pay rate if they are filling different positions. The employee's placement on the salary schedule will reflect their job description.

11/15/2001

**206. Recording of Hours Worked.**

All employees will accurately record hours worked for each pay period.

4/17/1997

**206A. Non-Represented Employee Hours.**

Non-represented employee hours will be set for the purposes of determining holiday pay, health insurance eligibility, and maximum accrued vacation and sick leave. Employee hours will be set at the time of hire but may be changed at the request of the employee with the approval of the Pioneerland Library System Director. Employee hours may also be changed by the Director due to circumstances including, but not limited to, permanent transfer of employee to another member library, demotion (voluntary or other), economic reasons, state and federal laws, permanent changes in hours worked, and other significant reasons.

**Procedures:**

Employee hours for determining holiday pay, health insurance benefits, and maximum accrued vacation and sick leave may differ from employee's budgeted, scheduled and actual hours. Budgeted hours are generally estimated annual hours used in developing

the library's budget. Scheduled hours are planned work hours for a specific period of time such as a week, month or longer. Actual hours are the total hours worked during a specific period of time such as a week, month, year, etc.

At the time of hire, the Pioneerland Library System Director will set the employee's hours. These hours will be noted on a form and kept as part of the employee's personnel file. Determination of employee's hours will be based on criteria such as union agreements, previous employee's hours (if applicable), local input, needs of the library, the employee's duties, the library's budget, and other pertinent considerations.

9/20/2006

### **207. Payroll.**

Employee payroll checks will be delivered by Direct Deposit on pay date. All Pioneerland Library System employees will be paid every two weeks. Net pay per pay period is determined after deductions taken from gross pay. Authorized deductions include federal withholding, social security, Medicare, PERA, state withholding, and court-ordered judgments of garnishments. Other deductions must be authorized in writing by the employee and may include health and life insurance, tax-deferred annuity, charitable contributions, or other programs authorized by Pioneerland Library System.

1/20/2011

### **210. Exempt/Nonexempt Employees.**

Following positions are exempt from overtime pay: Director, Assistant Director, Information Technology manager, Technical Services Coordinator.

1/01/2004 Union Agreement

### **211. Overtime.**

Overtime will be paid within the pay period in which it occurs to nonexempt employees working over 40 hours per week. It will be paid at a rate 1 1/2 times the regular rate of pay for each hour exceeding 40 hours in one work week (F.L.S.A. 29 U.S.C.). All overtime will be authorized in advance by the Director or the Director's designee.

1/1/2004 Union Agreement

### **212. Pay Equity.**

Pay Equity Compliance Reports will be updated and filed as required by the State of Minnesota.

10/22/2009

### **213. Head Librarian Hours.**

Head Librarian hours will be set for the purposes of determining holiday pay, health insurance eligibility, union dues and maximum accrued vacation and sick leave. Head Librarian hours will be set at the time of hire but may be changed at the request of the Head Librarian with the approval of the Pioneerland Library System Director. Librarian hours may also be changed by the Director due to circumstances including, but not limited to, permanent transfer of the head librarian to another member library, demotion (voluntary or other), economic reasons, requirements of the union agreement, state and federal laws, permanent changes in hours worked, and other significant reasons.

### **Procedures:**



1. Librarian hours used to determine holiday pay, health insurance benefits, union dues and maximum accrued vacation and sick leave may differ from librarians budgeted, scheduled, and actual hours.
2. At the time of hire, the Pioneerland Library System Director will determine the Head Librarian hours. These hours will be documented and kept as part of the employee's personnel file.
3. Determination of Head Librarian hours will be based on criteria such as, but not limited to: union agreements, previous head librarian's hours, local input, needs of the library, the librarian's duties, the library's budget and other pertinent considerations.

11/17/2005

### **300. Recruitment and Appointments**

#### **301. Employment of Minors.**

Pioneerland Library System will not employ individuals under age 14.

*Minors under age 16 may not work:*

- During school hours on school days
- Before 7:00 a.m. or after 9:00 p.m.
- More than 40 hours/week or more than 8 hours in a 24-hour period

*Minors under age 18 may not work:*

- After 11:00 p.m. before a school day or before 5:00 a.m. on a school day

Home-schooled students are exempt.

Proof of age is required for all employees under age 18.

#### **Procedures:**

Proof of age may be copy of birth certificate, driver's license, or age certificate issued by school district.

(MN Statutes 181.A).

9/15/2005

#### **302. Veterans Preference.**

The provisions of Sections 197.455 and 197.46 of Minnesota Statutes shall apply in hiring and dismissal of veterans.

#### **Procedures:**

##### **Interviewing/Hiring:**

1. When interviewing and hiring new employees, veterans who apply shall be shown preference when considering two candidates of equal qualifications.
2. If an eligible veteran isn't selected for a positioned interviewed for, he/she shall be notified in writing within 7 days with the reasons stated for not being selected.

#### **Discipline and Discharge**

1. Any veteran, who has been separated from military service under honorable conditions, shall not be removed from their position except for misconduct, or incompetence following a hearing and a recommendation by the Personnel Committee to the Pioneerland Library System Board of Directors and their subsequent approval.
2. The veteran shall be notified in writing of the Board's decision to discharge him/her from employment and inform the veteran of the right to request a hearing within 60 days of the notice of intent to terminate their employment. The notice shall also explain that failure to request a hearing within 60 days will automatically waive their right to a hearing and waive all other legal remedies for reinstatement. The veteran's request for a hearing must be made in writing and submitted to the Pioneerland Executive Director. The hearing will be conducted by the Personnel Committee within 30 days of the receipt of the written request and their recommendation will be made to the full Board and acted on at the Board's next

regularly scheduled meeting. The veteran will receive a written response from the Board indicating their decision within 7 days of the meeting.

### **Non-Disciplinary Layoff or Demotion**

1. The veteran may be laid off or demoted if they are the least senior person and their position is being abolished. The layoff notice should state that the employee has 60 days to petition the district court for a writ of mandamus if they believe the layoff is being done to avoid their rights under the Veteran's Preference Act.  
(MN Statutes 197.455 and 197.46)

6/16/2005

### **303. Interviewing and Hiring Head Librarians.**

For a designated time period, Pioneerland Library System will provide an opportunity for its current employees to apply for newly vacated or created positions before advertising positions to the public. Within this time period, Pioneerland employees will be given first consideration, based on qualifications and seniority.

Interviewing and selection of personnel to fill the position will be done by a team made up of the Pioneerland Administrator and one or more representatives from the community in which the library position is located.

**Procedure:** Pioneerland Library System will follow procedures for posting and filling a newly created or vacated position from within, as described in the current Union Contract Agreement. If, after the designated time period, the position has not been filled from within PLS, job descriptions will be posted elsewhere in an effort to recruit suitable candidates.

After a suitable number of candidates for a Head Librarian position vacancy has been found, the Regional Library System Director, or his/her designate, will contact the city office of the community for which the vacancy is being filled. The interview team will consist of the Regional Library Director, Assistant Director or an alternate appointed by the Director, a member of the local library board if available, and an individual appointed by the city in which the library is located.

After conducting the interviews, team members will recommend to the Director their choice to fill the vacancy or if new candidates should be sought. The Director will then make a decision based on the team's recommendations. Pioneerland's Board has final approval on the hiring of all employees.

9/15/2005

### **303A. Reimbursement of Interview and/or Moving Expenses.**

Candidates for positions on Pioneerland Library System's salary schedule of grade 7 or higher are eligible for consideration for reimbursement of their interviewing and/or moving expenses.

#### **Procedures:**

1. Approval of eligible interviewing/moving expenses for non-headquarters staff may be given as outlined below. Proposed amounts higher than the caps will move to the appropriate levels below for approval:

- Head Librarians – reimbursement amount up to \$300 per candidate
  - PLS Assistant Director – up to \$500 per candidate
  - PLS Director – up to \$1,000 per candidate
  - Executive Finance Committee – over \$1,000 per candidate
2. If approved, interviewing or moving expenses cannot exceed the actual costs incurred for travel, meals, lodging and/or moving expenses. A statement of expenses, along with receipts, shall be submitted to Pioneerland Library System within seven working days of the interview or move to be considered for reimbursement. This information will be given to the candidate at the time the interview is scheduled or employment offer is made.
  3. Payment for moving expenses will be made to the employee with their first compensation for employment.
  4. PLS Director is responsible for approving moving and interviewing expenses for all eligible head librarian and headquarters positions.
  5. Moving expenses for headquarters and head librarian positions in excess of \$1,000 require approval of the Executive/Finance Committee. Payment for moving expenses will be made to the employee with their first compensation for employment.
  6. Executive/Finance Committee is responsible for approving interviewing and moving expenses for candidates for the Director's position.

4/20/2011

### **303B. Criteria for Combining Head Librarian Positions**

At the time a head librarian position becomes vacant for any reason, PLS Director will try to fill that vacancy by combining it with another head librarian position. In combining library positions, PLS director may follow any or all of the following procedures or options:

#### **Procedures:**

1. When head librarian position becomes vacant, PLS Director will seek a currently employed qualified PLS head librarian to fill the vacancy along with their current position.

If qualified candidate is not available and the position is not filled, the position may stay open indefinitely until a qualified candidate is hired.

2. If a qualified applicant is not hired, PLS Director may appoint any qualified head librarian that didn't apply to fill the vacant position along with their current position.
3. If PLS Director doesn't fill the position under Options #1 or #2, PLS Director may leave the head librarian position vacant until the position can be filled at a later time again following either of those two options.

4. PLS Administrative Office will send announcement by mail or email of all head librarian vacancies to the local city and county where that vacancy occurs. The date of the email or postage date (whichever is earlier) of that notification will be considered the announcement date.

5. Within 30 days of the announced vacancy, a representative of the city or county may give written notice via mail or email to PLS administrative office their intent to submit a formal request to Pioneerland Library System for reconsideration in combining its local head librarian position.

6. A formal request for reconsideration must be received by PLS administrative office within 60 days of the announcement date and the request should address the criteria listed under #7 below.

7. In considering requests for reconsiderations, PLS Executive/Finance Committee's criteria may include but is not limited to:

A) Local library can demonstrate that it has minimum working capital (3 months) and resources to maintain at least that minimum level of working capital for 5 or more years.

B) Local library has sufficient funding for head librarian and other staff wages, benefits and future compensation increases for at least 5 years.

C) For the next 5 years, local library commits to be in the top 25% of their library size in the funding of their library material budgets (books, periodicals and videos)

D) That local library has sufficient funding to pay the ongoing PLS administrative and automation costs for the next 5 years.

E) Local library can demonstrate that retention of the head librarian position will not be detrimental to or interferes with the overall operations, services and management of the PLS System or its mission.

8. If at any time the library is unable to meet any one of criteria 7A-7E, PLS Board retains its right to combine local head librarian position.

9. Criteria 1-8 are to be reviewed by PLS Board on or before January 1, 2010.

Note: For purposes of this policy, a qualified librarian is one who possesses the required skills, education or work experience described in the job description. Also, to be qualified, the candidate must meet or exceed local community qualifications that are accepted by the PLS administration on behalf of the PLS Board. Furthermore, the qualified librarian must successfully complete the head librarian selection process as required by Pioneerland Library System policy.

6/18/2009

### **304. Interviewing and Hiring Non-Represented and Headquarters Staff.**

For a 7-day posting period, Pioneerland Library System will provide an opportunity for its current employees to apply for newly vacated or created positions before advertising positions to the public. Within this time period, Pioneerland employees will be given first consideration, based on qualifications and seniority.

Interviewing and selection of personnel to fill the non-represented positions within each library will be done by that library's Head Librarian. Appointments must receive the approval of the Director and the PLS Board.

Interviewing and selection of personnel to fill PLS Administrative and Service Center positions will be done by the Pioneerland Administrator and designated department heads. Appointments must receive the approval of the Director and the PLS Board.

#### **Procedure:**

Pioneerland Library System will follow procedures for posting and filling a newly created or vacated position from within, as described in the current Union Contract Agreement. If, after the designated time period, the position has not been filled from within PLS, job descriptions will be posted elsewhere in an effort to recruit suitable candidates.

9/15/2005

### **305. Executive Director Search.**

The PLS Executive Committee is charged with the responsibility of establishing a search committee to recruit, interview, and recommend to the full PLS Board, an individual for the position of Pioneerland Library System Director.

#### **Procedures:**

1. Upon notification that the position of Library Systems Director will be vacated, the PLS Chair will call a meeting of the PLS Executive Committee for the purpose of establishing a Library Systems Director search.
2. The PLS Search Committee shall be made up of one representative each from the Personnel, Finance, and Policy committees, and three at-large appointees from the PLS Board.
3. The Search Committee shall establish the procedure for the search, the necessary credentials of the applicants, and a time frame for the selection process.
4. The Search Committee may utilize various options to recruit applicants, including but not limited to national library publications and organizations, newspapers, and the PLS web site.
5. The Search Committee shall screen the applicants and select individuals to interview. (Any number of candidates can be selected to interview, but there must be at least two.)
6. The interview process shall include a predetermined list of questions that will be asked of each candidate. The interview team's notes and the candidates' responses to the slate of questions will be kept on file in the PLS office a minimum of two years following the interview process.
7. The Search Committee shall check the references and credentials of the final candidate prior to recommending that individual to the full PLS Board.

4/19/2012

**306. Employment of Close Relatives.**

Pioneerland Library System recognizes that close relatives of currently employed staff are entitled to be considered for employment based on the relative strength of their individual qualifications. Pioneerland Library System also recognizes that the employment of close relatives can be inconsistent with certain desirable supervisory practices and may even, upon occasion, become disruptive to the working environment. These concerns notwithstanding, Pioneerland Library System will permit the employment of such relatives as long as that employment:

1. Results from standard screening and interviewing processes.
2. Provides the best available candidate for the position.
3. Does not constitute a direct superordinate/subordinate relationship for the purposes of supervision and/or evaluation.

4/20/2011

## **400. Probation**

### **401. Probationary Period.**

All new and promoted Pioneerland employees will be on probationary status during their first six months of employment with Pioneerland Library System or following their promotion within Pioneerland Library System. During this period of time the employee is expected to learn the routine and responsibilities associated with their position.

#### **Procedures:**

1. During the employee's first month in their new position, and monthly thereafter, the supervisor shall meet with the probationary employee to review their performance, discuss any concerns that are held by either party, and establish any training needs that become evident.
2. A formal performance review shall be conducted at the end of the probationary period and, if the employee's performance is deemed satisfactory, they will achieve permanent employment status.
3. If the supervisor feels it is in the best interest of the employee and Pioneerland Library System the supervisor can request in writing, to the Personnel Committee, that the employee's probation be extended for up to two months. The chair of the Personnel Committee can act on this request immediately if the committee is not scheduled to meet, but must bring the matter to the full Board for formal consideration. If the Personnel Committee acts on the request, their decision must also be brought to the full Board for action. The employee shall be informed in writing the reason(s) for the extension if one is granted and what, if any, conditions must be met during the extended period for the individual to attain permanent employment status.
4. During the probationary period, an employee may be discharged without cause and without access to a grievance procedure.
5. During the probationary period the employee shall be eligible for insurance benefits equivalent to their employment condition.
6. During the probationary period the employee will accumulate vacation and sick leave but is not eligible to use accrued vacation leave until their probationary period is satisfactorily completed. An employee will not be compensated for accumulated vacation and sick leave if they have not completed one year of service prior to their separation from employment.
7. If an employee leaves prior to the completion of one year of service, all pay for vacation approved and already taken will be deducted from the employee's final check.
8. Permanent employees who receive promotions are subject to a probation period of up to six months, but are not subject to the same leave conditions as new employees. However, their performance will be evaluated in the same manner as the new employee. Pioneerland Library System may approve a probationary extension for 6 months.

6/16/2005

### **402. Benefits During Probation.**

Eligible employees on probation will accrue vacation and sick leave. Vacation cannot be used until employee has worked for six months. Director may authorize exceptions. Accrued



sick leave may be used during probation. Probationary employees who leave Pioneerland Library System employment prior to six months employment will not receive terminal pay for accrued vacation and sick leave. Probationary employees will receive paid holidays if eligible immediately upon employment and may receive pay increase if authorized.

11/15/2001

#### **403. Evaluation.**

Prior to end of probation period, employees are given a performance evaluation by supervisor and a letter is placed in personnel file indicating end of probation period.

4/17/1997

## **500. Promotions and Transfers**

### **501. Promotion.**

Employees may apply for position openings for which they meet qualifications. Their application will be considered along with other applicants. Placement on the salary schedule as a result of promotion is determined at the time of promotion. Placement is based on job description, relevant experience, education, training, specialized expertise, difficulty in filling position, unavailability of qualified candidates at the beginning rate of pay, labor market considerations, and previous salary of the candidates.

11/15/2001

### **502. Transfer.**

Employees may be transferred from one work site to another work site. Transfers must be made in writing by Director at least ten calendar days prior to the effective date of the transfer.

4/17/1997

### **503. Disability Transfer.**

Pioneerland Library System will comply with the applicable laws regarding temporary and permanent disabilities. Each employee must notify his supervisor as soon as reasonably possible in the event of a disabling condition.

4/17/1997

## **600. Performance Evaluations**

### **601. Procedure.**

Supervisors will annually prepare and discuss a written performance evaluation with each employee. Copies of written performance evaluation are sent to Pioneerland Library System office and placed in employee's personnel file. Evaluation should be signed and dated by supervisor and employee.

4/17/1997

### **602. Performance Evaluations. Content.**

Performance evaluation will focus on duties, responsibilities, achievements, goals, and an improvement plan if needed.

11/15/2001

## **700. Disciplinary Action**

The discipline policy stated below is intended to be a guideline for action, but Pioneerland Library System reserves the right to accelerate the discipline process or to immediately terminate an employee if warranted.

## **701. Discipline: Non-represented employees.**

When an employee's job performance or action as an agent of the library is not satisfactory the employee's supervisor shall document infractions by gathering written information (e.g. names, dates, detailed description, preceding and following events, and witnesses) and follow the procedures described below.

### **Procedures (for Misconduct):**

Misconduct is the action of an employee who engages in unauthorized activities that are contrary to established employee's job performance and library's policies and procedures.

1. Supervisor and employee will discuss the infraction and employee will receive oral warning to improve performance or actions. A written record of oral warning signed by employee and supervisor will be placed in employee's personnel file in Pioneerland Library System office. Upon receipt of a written request from the employee, the written record of oral warning shall be removed from an employee's record two years from the date of the written record provided no other disciplinary action for any reason was instituted during the two years following the disciplinary action.

2. If second infraction occurs within six months of employee receiving an oral warning, the employee will receive a written warning and suspension without pay for three work days if suspension is deemed warranted by the Director. Written warning will be signed by supervisor and employee and placed in employee's personnel file in Pioneerland Library System office. Upon receipt of a written request from the employee, the written record of disciplinary action shall be removed from an employee's record two years from the date of the written record provided no other disciplinary action for any reason was instituted during the two years following the disciplinary action.

3. If a third infraction occurs within six months of the employee receiving a written warning, the employee may be discharged by Director or Director may impose sanctions other than termination of employment. Conference will be held with employee and written letter of dismissal or report listing alternative sanction will be filed in employee's personnel file in Pioneerland Library System office.

4. If another infraction occurs within six months of the third infraction, the employee will be discharged and a written letter of dismissal will be filed in employees personnel file in Pioneerland Library System office.

### **Procedure for Gross Misconduct:**

Gross misconduct is the action of an employee who engages in unauthorized activities that are contrary to the interests of the employer or jeopardize the safety of other employees. Examples of gross misconduct include, but are not limited to: criminal damage to work property; being under the influence of drugs or alcohol during work hours; theft or fraud;

harassment or discrimination towards other employees, customers or employer; negligence; repeated absenteeism without due cause; inappropriate or illegal use of email, telephones or the internet; insubordination; leaking confidential information. An employee may be suspended without pay for ten calendar days by Director for gross misconduct. The ten-calendar day suspension may be used by Director to review and gather information regarding misconduct and to prepare a written report of investigation. At the same time, employee may use ten calendar days to file grievance (PLS Policy 2100, Non-Union Grievance Procedure.) After ten additional calendar days and completion of investigation or completion of grievance procedure, Director may terminate employment due to employee's gross misconduct. **However, in cases of gross misconduct or incompetence, and at the discretion of the Director, discipline need not be progressive and may for a first offense involve an appropriate suspension, demotion or discharge.**

1/21/2010

## **800. Leaving Library Employment.**

### **801. Layoff and Termination.**

Pioneerland Library System may lay off or terminate an employee by reason of abolishing a position, changes in organization, shortage of funds, shortage of work, or any other legitimate reason deemed necessary by the employer.

#### **Procedures – Layoff:**

Director will give notice in writing and employee will receive pro-rated pay for next ten days scheduled to work.

#### **Procedures – Termination:**

1. Director will give ten calendar day's notice in writing to employees whose employment is to be terminated. An employment termination agreement listing terms of separation may be signed by employee and employer.

2. Eligible employees whose employment by Pioneerland Library System is terminated due to withdrawal of city or county from membership in Pioneerland Library System will receive payment for 25% of accrued unused sick leave (see #1204) and all of their accrued unused vacation (see #1106).

3. Eligible employees whose employment is terminated due to the dissolution of Pioneerland Library System will receive payment for 25% of accrued unused sick leave (see #1204) and all of their accrued unused vacation (see #1106).

4. Termination of employment may be appealed by employee following grievance procedure (see #2100).

5. Pioneerland Library System will comply with current state and federal unemployment compensation laws.

10/22/2009

### **806. Employee Resignation.**

An employee leaving employment with Pioneerland Library System must file with supervisor a written resignation letter stating effective date and reasons for leaving. Supervisor and employee may determine acceptable resignation date for all positions. Copy must be sent to Pioneerland Library System office to be placed in employee's personnel file.

10/22/2009

### **807. Death of Employee.**

If an employee dies while in employment of Pioneerland Library System, wages owed and terminal pay for eligible employees will be paid to employee's named beneficiary.

4/17/1997

## **1000. Benefits. Retirement.**

### **1001. PERA Membership.**

Employees must become members of Public Employees Retirement Association (PERA) if their monthly or annual salary meets or exceeds mandated limit set by PERA. Employees and employer each contribute a percent of salary. Contribution rates may change. Current rates are available from PERA or Pioneerland Library System office. PERA contributions are tax deferred until withdrawal. PERA must be notified if an employee has a name change, address change, or beneficiary change.

4/17/1997

### **1002. PERA Exemption.**

Employees who are estimated to earn less than amount mandated for PERA membership must complete PERA exemption form at beginning of calendar year.

4/17/1997

### **1003. PERA Annuity.**

Retired PERA members are eligible for PERA annuity. Eligibility and benefits may change. Current information is available from PERA or Pioneerland Library System office. Minnesota legislature may authorize early retirement incentives. Pioneerland Library System Board may recommend participation in these incentives.

4/17/1997

### **1004. Procedure.**

Employee will notify supervisor in writing minimum of two weeks prior to retirement date and must notify PERA.

4/17/1997

### **1005. Returning to Pioneerland Library System Employment.**

Retired Pioneerland Library System employees who are PERA annuitants may return to work for Pioneerland Library System after thirty days. Re-hired retired employees will be reclassified to new position. PERA will no longer be withheld from gross salary.

4/17/1997

## **1100. Benefits. Vacation.**

### **1101. Eligibility.**

Paid vacation shall be accrued by all head librarians and those employees who are paid for a minimum average of 20 hours a work week (Sunday - Saturday) in any one quarter. If an employee who is not a head librarian is not paid for a minimum average of 20 hours a work week (Sunday - Saturday) in any one quarter, they will not accrue vacation for that quarter.

12/13/2001

### **1102. Accrual.**

Vacation shall be accrued at the following rate for eligible employees:

*Professional librarians* (appointed to a position requiring MLS degree) from first year through nine years - .0769 hours per hour worked.

Ten years and over - .0846 hours per hour worked.

*All other employees:*

One year through two years - .0462 hours per hour worked.

Three years through five years - .0538 hours per hour worked.

Six years through nine years - .0692 hours per hour worked.

Ten years and over - .0846 hours per hour worked.

The anniversary date for computing accrued vacation is the first day of the month eligible for the vacation benefit.

1/16/2020

### **1103. Maximum Accrual.**

Employees are encouraged to take vacation within the year in which accrued. Beginning in 2020, eligible employees may carry over to the next year a maximum of 75% percent of the vacation they earn during the preceding calendar year.

1/16/2020

### **1104. Using Vacation.**

Accrued vacation may not be taken until employee has been in the continuous employment of Pioneerland Library System for a period of six months. Requests for use of accrued vacation should be made to employee's supervisor. Employees must report all use of vacation on the monthly payroll voucher.

12/13/2001

### **1105. Holiday During Vacation.**

If a paid Pioneerland Library System holiday occurs during an employee's scheduled vacation, a holiday is not charged to vacation leave.

4/17/1997

### **1106. Compensation for Unused Leave Upon Separation – Non-Represented Employees**

An employee of Pioneerland Library System who retires or resigns in good standing is entitled to be compensated for their unused leave at their current salary at the following rates:



Unused Vacation Pay: 100%  
Unused Sick Pay: 25%

However, an employee who retires or resigns with more than twenty (20) years of service is entitled to compensation at their current annual wage for fifty (50%) percent of their accrued unused sick leave.

**Procedures:**

Vacation Pay:

1. To be eligible for compensation under this provision, the employee must have satisfactorily completed one year of service with Pioneerland Library System and resigned or retired in good standing.
2. Pioneerland Library System shall reconcile the employee's accumulated vacation leave balance with the employee prior to the day of separation.
3. The employee shall be compensated for 100% of this reconciled amount at his/her current hourly rate of pay, up to the maximum number of hours allowed. The maximum number of hours for which an employee can be compensated cannot exceed the number of hours they are eligible to earn in one year.
4. An employee who retires may elect to have vacation leave compensation deposited into a health savings account.

Sick Pay:

1. Pioneerland Library System shall reconcile the employee's accumulated sick leave balance with the employee prior to the day of separation.
2. The employee shall be compensated for the reconciled amount at his/her current hourly rate of pay.
3. An employee who retires may elect to have sick leave compensation deposited into a health savings account.

3/17/2022

**1107. Advanced Use of Vacation.**

Vacation may not be used prior to accrual.

4/17/1997

## 1200. Benefits. Sick and Safe Leave. Announcement.



**Pioneerland Library System is sending out this notice to all employees in compliance with Minnesota Statutes 181.9447, subdivision 9; Earned Sick & Safe Time (ESST)**

### **Earned sick and safe time employee notice**

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, capped at 80 hours. There is no payout of unused ESST balance upon termination of employment.

The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

### **Notifying employer, documentation**

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than three consecutive days.

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, must inform their supervisor as far in advance as possible. In situations where an employee cannot provide advance notice, the employee should contact their supervisor as soon as they know they will be unable to work.

### **Retaliation, right to file complaint**

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law.

If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

### **For more information**

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or visit the department's earned sick and safe time webpage at [dli.mn.gov/sick-leave](https://dli.mn.gov/sick-leave).  
12/21/2023

## **1201. Benefits. Sick and Safe Leave – Accrual and Use**

**Eligibility:** Effective January 1, 2024: Sick and safe leave shall be accrued by all PLS employees at the following rate:

- Employees working 1-19 hours/week = .0334 hours per hour worked. Employees working 1-19 hours/week may accumulate up to 80 hours of sick leave. There is no payout of unused balance upon termination of employment.
- Employees working 20-40 hours/week = .0462 hours per hour worked. Employees working 20-29 hours/week may accumulate up to 400 hours of sick leave, and employees working 30-40 hours/week may accumulate up to 800 hours of sick leave.

Sick and safe leave may be used as it is accrued and with retention of job status and pay. Employees must report all use of sick leave on their payroll voucher.

**Use:** Sick leave may be used for absence from work due to (1) the employee's mental or physical illness, treatment, or preventative care; (2) care of a sick family member or a family member in need of preventative care or treatment; (3) absence related to domestic abuse, sexual assault, or stalking of the employee or a family member; (4) closure of the employee's work-place due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; (5) inability to telework and (6) a determination by a health care provider that the employee or a family member is at risk of infecting others with a communicable disease. All accrued sick leave may be used with retention of job status and pay. Employee must notify supervisor of use of sick leave as far in advance as possible. Employer may require documentation regarding reason for sick leave use after more than three consecutive days.

Family member is defined as: spouse or domestic partner; a child, including foster child, adult child, legal ward, child for whom the employee is legal guardian, or a child to whom the employee stands or stood in loco parentis; a parent, stepparent, or a person who stood in loco parentis when the employee was a minor; a sibling, stepsibling, or foster sibling; a grandchild, foster grandchild, or step grandchild; a grandparent or step grandparent; a child of a sibling of the employee, a sibling of the parents of the employee, a child-in-law or sibling-in-law, or; any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, or; up to one individual annually designated by the employee.

12/21/2023

**1202. Funeral Leave.**

Employees shall be allowed up to three (3) days of employer paid bereavement leave for a funeral in their immediate family. Immediate family includes spouse, domestic partner, parents, children, siblings of the employee or the employee's spouse, grandparents, grandchildren, and those who occupy similar roles to immediate family. An employee may be allowed an additional three (3) days of bereavement leave for a funeral in their immediate family to be deducted at their discretion from their sick leave, vacation leave or taken without pay. If requested by the employer, an employee shall provide reasons for requesting the additional leave.

For attendance at funerals other than immediate family an employee may take up to a maximum of six (6) days of sick leave.

1/01/2009

### **1300. Benefits. Leave of Absence with Pay.**

#### **1301. Benefits During Leave of Absence.**

Employees granted leave of absence with pay will continue to accrue vacation and sick leave and continue other benefits if eligible and will retain job status and return at same level of compensation.

4/17/1997

#### **1302. Jury Duty.**

An employee will be granted a leave of absence with pay for hours normally worked that day for serving on a jury or for attending a session for prospective jury service. Employee will submit compensation for jury duty to Pioneerland Library System, and a regular payroll check will be issued for hours normally worked.

4/17/1997

#### **1303. Voting.**

Employees may have leave of absence with pay during morning of Election Day to vote.

4/17/1997

#### **1304. Organ/Bone Marrow Donation.**

Employees working twenty hours per week or more may have paid leave of absence for donation of an organ, partial organ, or bone marrow to another person. Paid leave may not exceed forty hours for each donation. After forty hours, accrued sick leave may be used. The employer may require verification by a physician of the purpose and length of each leave requested by the employee for organ or bone marrow donation.

(MN Statutes 181.945 and 181.9456)

6/18/2009

## **1400. Benefits. Leave of Absence Without Pay.**

### **1401. Procedure.**

An employee may be granted a leave of absence without pay by Director. Employees must submit request to Director in writing stating beginning and ending date. A leave of absence without pay cannot exceed one year. Employees on unpaid leave may not claim paid holidays and will not accrue vacation or sick leave. Employees on unpaid leave of absence may retain job and compensation status at discretion of Director. Employees will remain members of health insurance plan but must pay total premium and will continue to be vested in retirement plan. Employees requesting unpaid leave of absence must have been employed by Pioneerland for twelve months prior to leave.

4/17/1997

### **1402. Family and Medical Leave.**

**Types of Leave:** Employees have all of the rights and responsibilities established by the Family and Medical Leave Act of 1993 (FMLA) to the extent provided by the law. The FMLA provides that an eligible employee is entitled to a total of twelve (12) weeks unpaid leave during a rolling twelve (12) month period for any one, or more, of the following reasons:

1. An employee's own health condition that makes the employee unable to perform his/her job (including absences covered by Worker's Compensation, disability, and paid sick days.)
2. Care of a spouse, child (defined as children under the age 18 unless they are incapable of self-care because of mental or physical disability that limits one or more major life activities), or parent who has a serious health condition (inpatient care or continuing treatment by a health care provider.)
3. Care of a newborn child or a child placed with an employee for adoption or foster care (within twelve (12) months of the birth or placement.)

Employees who are granted FMLA leave will be returned to their previous position, or to an equivalent position upon their return. Group health benefits will be provided during the leave on the same basis as before the leave; employees who are responsible for a portion of the insurance premiums must continue to make those payments or coverage will be canceled.

FMLA leaves are unpaid except to the extent expressly provided otherwise in this Agreement.

### **FMLA Leave Eligibility:**

Employees are eligible for FMLA leaves if they have been employed by the Employer for twelve (12) months and have worked one thousand two hundred fifty (1,250) hours or more during the twelve (12) month period immediately preceding the leave.

### **Determination of FMLA Leave Year:**

The leave year for FMLA purposes shall be a rolling twelve (12) month period. The twelve (12) month period will be measured forward from the date an employee uses any FMLA leave. During this twelve (12) month period the amount of FMLA leave used shall not exceed twelve (12) weeks.

**FMLA Leave on an Intermittent or Reduced Schedule Basis:**

FMLA leave may be scheduled on an intermittent or reduced schedule basis.

**Using Sick and Vacation Leave in Conjunction with FMLA Leave:**

An employee may use their accrued sick and vacation leave in conjunction with FMLA leave. The use or non-use of sick and vacation leave is at the discretion of the employee.

**FMLA Notification, Scheduling and Reporting Requirements:**

When FMLA leave due to a serious health condition of the employee or their family is foreseeable, the employee must make a reasonable effort to schedule planned medical treatments so as not to unduly disrupt the operation of the Employer and, if possible, must request a leave for planned medical treatments at least thirty (30) days in advance, or as close to thirty (30) days as possible (e.g., to receive recurring physical therapy or chemotherapy treatment).

In the case of leave related to care of a newborn or child placed with an employee for adoption or foster care, the employee must make the leave request at least 30 days in advance, or as close to thirty (30) days as possible.

Employees may be asked to provide medical certifications of the health conditions requiring the leave. The Employer may require an employee on FMLA leave to report periodically on their status and intention to return to work.

1/01/2009

**1403. Military Duty.**

Employees are eligible for unpaid leave of absence to participate in required military activities, for example, meetings, training sessions, drills, and call to active duty.

4/17/1997

**1404. School Conferences/Activities.**

Employees are eligible for unpaid leave of absence of up to sixteen hours during a twelve-month period to attend school conferences and activities, including child care, pre-kindergarten, or special education. Leave of absence may be used if conferences and activities cannot be scheduled during non-work hours. Employees must schedule leave with supervisor in advance.

4/17/1997

**1405. Religious Observances.**

Pioneerland Library System supervisors must grant unpaid leave of absence to accommodate religious practices of employees.

4/17/1997

## **1500. Benefits. Holidays.**

### *Definitions:*

NHWPW – Number of Hours Worked Per Week

PRHH – Pro-Rated Holiday Hours

PLS provides holiday pay for all employees regularly scheduled for twenty hours or more per week, and all librarians and branch managers. Employees are eligible for paid holidays immediately upon beginning work. Compensation for paid holidays is pro-rated according to the following calculation:  $(\text{NHWPW} / 40) \times 8 = \text{PRHH}$

The following days are paid holidays:

- New Year's Day (January 1) beginning at 5:00 p.m. on December 31<sup>st</sup>
- Martin Luther King Day (3<sup>rd</sup> Monday in January)
- President's Day (3<sup>rd</sup> Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19<sup>th</sup>)
- Independence Day (July 4<sup>th</sup>)
- Labor Day (1<sup>st</sup> Monday in September)
- Veteran's Day (November 11<sup>th</sup>)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Christmas Eve Day (December 24<sup>th</sup>)
- Christmas Day (December 25<sup>th</sup>)
- One personal (floating) holiday

If any paid holidays fall on a Sunday, the holiday will be on the following Monday. If the holiday falls on a day when the eligible employee is normally not scheduled to work, or during approved paid leave of absence, eligible employees will receive pro-rated compensation (see Policy #1501 – Eligibility) for holiday.

If the December 24<sup>th</sup> holiday falls on a Sunday, it will be a paid holiday for eligible employees.

Employees will fill out time sheets in accordance with Policy #206 – Recording of hours worked.

3/17/2022



**1600. Benefits. Health Insurance.**

Pioneerland Library System head librarians, and all employees regularly scheduled to work 30 hours per week or more, are eligible for participation in group health insurance.

Rates and coverage may vary. Current rates are available from the Pioneerland Library System office.

Employer contribution and employee premium payment amounts may vary. Current contribution amounts are available from the Pioneerland Library System office.

Employee premium payment is deducted from employee's payroll check. Rates may vary. Current rates are available from the Pioneerland Library System office.

**Procedures:**

Each participating employee will receive a copy of the health insurance policy covering benefits and restrictions.

6/17/2010

**1603. Voluntary Insurance.**

Pioneerland Library System head librarians; and all employees scheduled to work 30 hours a week or more and meeting the minimum wage requirement set by the insurance carrier; are eligible to participate in voluntary insurance programs. Participation is optional and all premiums are employee-paid through payroll deduction. Voluntary insurance options may include, but are not limited to: Long Term Disability, Dental, and Long-Term Care insurance.

Rates and coverage may vary. Current rates are available from the Pioneerland Library System office.

6/18/2009

**1605. Bids.**

Pioneerland Library System will solicit health insurance bids every five years (1994, 1999, 2004, etc.) according to MN Statutes 471.6161. Bids must provide coverage mandated by law.

4/17/1997

**1606. Relation to Medicare. (Under review)**

Employees or dependents over age 65 may have option to convert coverage to a Medicare supplement policy with employer paying same percentage of premium.

4/17/1997

**1607. COBRA.**

Eligible employees will be notified of COBRA option when hired. Under COBRA, former employee, spouse, and dependents may continue to be part of health insurance group after leaving employment or as result of qualifying event. Employee is responsible for notifying Pioneerland Library System immediately when qualifying event (such as divorce, separation, eligibility for Medicare, dependent marriage, dependent reaches maximum age, dependent changes student status) occurs during employment.

4/17/1997

**1608. Application for Enrollment.**

Newly eligible employees must apply for health insurance coverage during health insurance carrier's specified open enrollment period. Eligible new employees may apply immediately upon employment.

4/17/1997

## **1700. Benefits. Life Insurance.**

### **1701. Eligibility.**

Employees scheduled to work 30 hours a week or more are eligible to participate in group life insurance program. Employer shall provide and pay for term life insurance in the amount of \$10,000 for each eligible permanent full-time employee. Employees shall have such options to purchase additional insurance as are offered by the existing insurance program. Newly-eligible employees must apply during company's specified open enrollment period. Eligible new employees may apply immediately upon employment. Rates and coverage may vary. Current rates are available from Pioneerland Library System office.

1/01/2004

### **1702. PERA Life Insurance.**

PERA has an optional employee paid group term life insurance plan with accidental death and dismemberment through Prudential Insurance Company available to employees participating in PERA. Rates may vary. Current rates are available from PERA or Pioneerland Library System office. Newly-eligible employees must apply during company's specified open enrollment period. Eligible new employees may apply immediately upon employment. PERA's Notice of Change form must be completed if a change in beneficiary is requested.

4/17/1997

### **1703. Optional Employee-Paid Life Insurance.**

Eligible employees may apply for additional employee-paid life insurance. Policy may be converted to an individual plan upon leaving employment. Premiums are a payroll deduction. Rates and coverage may vary. Current rates are available from Pioneerland Library System office. Newly-eligible employees must apply during company's specified open enrollment period. Eligible new employees may apply immediately upon employment.

4/17/1997

### **1704. Policy.**

Employees participating in group life insurance programs receive a copy of certificate of insurance.

4/17/1997

### **1705. COBRA.**

Employees participating in group life insurance program have option of continuing participation upon termination of employment through COBRA for maximum of eighteen months. PLS will notify former employees of their COBRA options upon termination of employment. Former employee has sixty days to notify insurance company whether they will continue in program. Former employees have option of converting to individual policy when COBRA ends.

4/17/1997

## **1800. Benefits. Other.**

### **1801. Social Security/Medicare.**

Employer and eligible employees contribute for Social Security and Medicare at mandated rates.

4/17/1997

### **1802. Deferred Compensation.**

Employee-paid qualified tax-sheltered deferred compensation plans are available to all employees as a payroll deduction.

4/17/1997

### **1803. Savings Bonds. (Under Review)**

Pioneerland Library System has a payroll deduction plan for purchase of savings bonds.

4/17/1997

### **1804. Charitable Contributions.**

Pioneerland Library System makes available an optional payroll deduction plan for United Way or other charitable contributions.

4/17/1997

### **1805. EIC.**

Federal Earned Income Credit is available to eligible employees. Enrollment form must be completed and sent to Pioneerland Library System office ten calendar days prior to effective pay date.

4/17/1997

### **1806. Flexible Benefit Plan.**

Any employee who is on the payroll is eligible to participate in a flexible benefit plan under I.R.S. 125 Plans. Under this plan, employees may set aside money through payroll deduction on a pre-taxed basis to pay expenses for insurance premiums, child care, and out-of-pocket medical and other expenses that qualify under the I.R.S. Plan. The employer agrees to continue this plan and maintain it consistent with I.R.S. rules.

1/01/2004

## **1900. Injury on Job**

### **1901. Procedure.**

Employees who are injured on the job must report all injuries immediately to their supervisor. Supervisor must complete "First Report of Injury" form within 24 hours of notice of the injury and send it to Pioneerland Library System office immediately. Employee should immediately make an appointment with a doctor and specify that it is a worker's compensation claim. Doctor's report, bills, and prescription claims should be sent to Pioneerland Library System office who will forward them to insurance carrier.

4/17/1997

### **1902. Insurance.**

Pioneerland Library System carries worker's compensation insurance for all employees. Pioneerland Library System will comply with Minnesota laws regarding workers' compensation for work related injuries.

4/17/1997

### **1903. Records.**

Pioneerland Library System office maintains record of all work-related injuries and complies with federal and state record keeping and reporting requirements.

4/17/1997

### **1904. Safety.**

It is the policy of the Pioneerland Library System to provide a safe and healthy work place for employees consistent with requirements of Occupational Safety and Health Act of 1970. Member libraries maintain emergency equipment in working order. Supervisors are aware of local safety and health hazards and proper work practices and communicate these to all library employees. An employee injured on the job will follow doctor's orders until doctor's release is received.

4/17/1997

## **2000. Disability**

### **2001. Changes to Accommodate.**

Disability is defined as a physical, mental, or emotional impairment which substantially limits one or more major life activities. Pioneerland will comply with the provisions of the Americans with Disabilities Act and the Minnesota Human Rights Act relating to disabilities. An employee must notify Pioneerland of a disability and request reasonable accommodation of work conditions.

4/17/1997

### **2002. Benefits.**

If an employee becomes disabled, PERA members may be eligible for a disability annuity. Social Security and Medicare may provide disability benefits for eligible employees.

4/17/1997

### **2003. Disability Leave of Absence.**

After an eligible employee has used all available sick leave, an unpaid disability leave of absence is available not to exceed one year, including FMLA leave. Employees will retain similar position, compensation level, and membership in group health and life insurance plan and must return to work when physically able to do so. Employees are responsible for payment of full premium for group health and life insurance during any unpaid leave of absence.

4/17/1997

**2100. Non-Union Grievance Procedure.**

1. When an employee has a grievance relating to his/her employment, s/he shall request an appointment with his/her supervisor, unless the supervisor is party to the grievance, within fourteen (14) calendar days of the alleged violation, for the purpose of resolving the matter in question. If the supervisor is a party to the grievance it automatically advances to step number 2.
2. If the two parties are unable to reach a mutually satisfactory agreement, the employee shall present, within fourteen (14) calendar days of the meeting, such grievance in writing to the Regional Library Director who will answer the grievance in writing within fourteen (14) calendar days after receipt. If the Director is a party to the grievance it will automatically advance to the Executive/Finance Committee for a decision.
3. The employee may appeal such decision to the Executive/Finance Committee of the Pioneerland Library Board by written notice of appeal within fourteen (14) calendar days following receipt.
4. The Executive/Finance Committee will review the grievance at the committee's next scheduled meeting but within thirty (30) calendar days following receipt. Upon review of the grievance, the Executive/Finance Committee shall inform the Pioneerland Library Board in writing of the decision prior to next board meeting.
5. Pioneerland Library Board, at their next regular scheduled meeting, will review the Executive/Finance Committee's decision and affirm or uphold the grievance. The employee will be notified in writing of the decision within fourteen (14) days following the meeting.
6. The employee may request to meet with the Executive/Finance Committee at each stage of the grievance. The request must be in writing and within the time frame set forth above.
7. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the next step within the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of the employer's last answer.
8. An aggrieved employee may have a representative present at any step of the grievance procedure.

10/22/2009

## **2200. Outside Employment**

### **2201. Outside Employment Permitted.**

Employees may accept outside employment if the second job does not affect Pioneerland Library System job performance, involve a conflict of interest between employee's public and private interests, is not performed while also working on Pioneerland Library System time, or involve use of confidential information learned through employment at public library.

4/17/1997

### **2202. Process.**

Employees should discuss outside employment with supervisor before accepting position. If supervisor determines proposed outside employment violates above criteria and employee is discouraged from accepting outside employment, employee must follow grievance process to appeal decision.

4/17/1997



## **2300. Harassment**

### **2301. Sexual Harassment.**

It is the policy of the Pioneerland Library System and the responsibility of its board members, managers, supervisors, and employees to promote a work environment free from sexual harassment. Acts of sexual harassment by any employee, manager, supervisor or board member will not be tolerated by PLS and are grounds for disciplinary action up to and including discharge from employment or termination of affiliation with PLS. Employees who believe they are being sexually harassed are encouraged to use available resources and options to resolve their concerns. Managers/supervisors will take prompt and appropriate action in response to reports of sexual harassment.

#### ***Definition of Sexual Harassment***

Sexual harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature including, but not limited to, the following when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment; or
- that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment; and the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action; or
- sexually harassing behaviors occur away from the work site and impact the employment environment.

Sexual harassment may take different forms, including but not limited to:

- pervasive, repetitive and unwelcome sexual remarks or conduct; or
- threats, demands or suggestions that an employee's work status is contingent upon the employee's toleration or acquiescence to sexual advances; or
- displaying in the workplace sexually suggestive objects, publications or pictures; or
- making unwanted advances to a non-PLS employee which adversely affects PLS' business purposes or business relationships, e.g., sexually harassing a food server while on a rest break, lunch break or in travel status or sexually harassing a library patron.

#### **Conduct That Constitutes Unlawful Sexual Harassment**

Unlawful sexual harassment generally falls into two categories:

- "Extortion" or "coercive" type harassment (also called "quid pro quo"): Submission to sexual overtures is a condition of employment, such as but not limited to hiring, promotion, or performance review.
- "Climate of work" or "hostile environment" type harassment: The behavior is marked by sexual conduct, or communication which may include but is not limited to jokes,

touching, statements, or sexually explicit pictures which are sufficiently severe or pervasive to create an intimidating, hostile, or offensive working environment.

**Procedures:**

***All employees:***

1. All new employees and PLS Board Members will be provided with a copy of the Sexual Harassment Policy at the start of their affiliation with PLS. This policy will be reviewed during their orientation, which will be documented and kept on file.

***An employee who believes he/she is being sexually harassed can take any of the following actions:***

1. Directly inform the person(s) engaging in perceived sexual harassing conduct or communications that such conduct or communication is offensive, and ask that it stop.
2. Those who do not feel comfortable in communicating directly with the person(s) whose conduct or communication is offensive or whose direct communication with the offending party has been unsuccessful, can immediately contact his/her supervisor.
3. Whose supervisor is engaging in sexual harassment, or who is not comfortable for whatever reasons in contacting his/her supervisor, may contact his/her manager or the PLS Director/Designee. In the event the PLS Director/Designee is engaging in sexual harassment, the employee should contact the Chair of the Personnel Committee. The Chair of the Personnel Committee will notify the Chair of the PLS Board.
4. In most cases, employees will be asked to put their complaint in writing. The written complaint should include date(s), time(s), location(s), and description of incident, witnesses, and employee's response. Assistance in writing out the complaint will be provided if necessary.
5. May file an external complaint with the MN Department of Human Rights and/or the Equal Employment Opportunity Commission and/or District Court in lieu of using the PLS procedure.

**Note:** Employees should be aware that complaints must be filed with the above agencies within certain time limitations after the occurrence of the incident. Employees are encouraged, however, to use the internal PLS resources for sexual harassment issues.

***Supervisors and Managers:***

Take necessary steps to protect employees from sexual harassment in the workplace.

1. Receive reports of sexual harassment.
2. Report all incidents in writing to the PLS Director/Designee within one working day. In the event the incident involves the PLS Director/Designee, report the incident in writing to the Chair of the Personnel Committee within one working day. The Chair of the Personnel Committee will notify the Chair of the PLS Board.
3. As required, participate in investigations and testify in administrative and court hearings.
4. Model appropriate behavior in the workplace.

***PLS Director/Designee:***

1. Take necessary steps to protect employees from sexual harassment in the workplace.
2. Receive reports of sexual harassment.
3. Complete an investigation promptly after receiving report of an incident. The investigation will include interviews with employees and witnesses, a determination of the frequency, severity, context, and duration of incident(s) as well as its interference with work performance, and the collection of any document(s) or other information relating to incident(s). The investigation will be conducted impartially and confidentially.
4. Submit a confidential written report to the Chair of the Personnel Committee and the Chair of the PLS Board after receiving report of an incident. This written report will document findings of the investigation and recommend action. Action could include, but is not limited to: mediation, disciplinary action (under Policy 701), recommendation to seek legal counsel, suspension, or termination of employment of offending employee or of an employee making false accusations.
5. If the incident involves the Chair of the Personnel Committee, submit the report only to the Chair of the PLS Board. Similarly, if the incident involves the Chair of the PLS Board, submit the report only to the Chair of the Personnel Committee.
6. If required, testify in administrative and court hearings.
7. Model appropriate behavior in the workplace.

***PLS Board Members:***

1. Receive investigative reports and determine disciplinary action which can include, but is not limited to: mediation, disciplinary action (under Policy 701), recommendation to seek legal counsel, suspension, or termination of employment of offending employee or of an employee making false accusations.
2. If required, testify in administrative and court hearings.
3. Model appropriate behavior in the workplace.

***Human Resource Designee:***

1. Provide all new employees and PLS Board Members with a copy of the Sexual Harassment Policy at the start of their affiliation with PLS. Review this policy with the new employee and/or board member during their orientation, which will be documented and kept on file.
2. Retain copies of all reports and/or recommendations in PLS personnel files.

**Prohibition Against Reprisal:** Managers, supervisors, employees, and PLS board members are prohibited from taking disciplinary or retaliatory action against an employee because that employee has complained of sexual harassment. Any employee who believes that he/she is the target of retaliation is to promptly communicate this concern to his/her supervisor, manager, or the PLS Director/Designee. If the PLS Director/Designee is engaging in retaliatory action, this should be reported to the Chair of the Personnel Committee. The Chair of the Personnel Committee will notify the Chair of the PLS Board.

11/17/2005

### **2302. Prevention of Workplace Violence.**

Pioneerland Library System will not tolerate threats or violent acts at any member library or PLS headquarters. All individuals within PLS will work to promote, establish, and maintain facilities that are free of intimidation, threats or violent acts and will implement local policies and procedures for responding to all threats or violent acts.

***Definition of Workplace Violence:*** A threat or action, which occurs at the workplace, in which someone (an employee, patron, volunteer, visitor, etc.) seeks to intimidate, threatens to harm, or harms another person.

#### **Procedures:**

##### ***Employees:***

1. All new employees and PLS Board Members will be provided with a copy of the Prevention of Workplace Violence Policy at the start of their affiliation with PLS. This policy will be reviewed during their orientation, which will be documented and kept on file.
2. Employees who have knowledge of incident(s) of workplace violence must report the incident, at the first reasonable opportunity, to their supervisor or the PLS Director/Designee. In most cases, employees will be asked to put their complaint in writing. The written complaint should include date(s), time(s), location(s), description of incident, witnesses, and employee's response. Assistance in writing out the complaint will be provided if necessary.

##### ***Supervisors and Managers:***

1. Take necessary steps to protect employees from violence in the workplace.
2. Receive reports of violence.
3. Report all incidents in writing to the PLS Director/Designee within one working day. In the event the incident involves the PLS Director/Designee, report the incident in writing to the Chair of the Personnel Committee within one working day. The Chair of the Personnel Committee will notify the Chair of the PLS Board.
4. As required, participate in investigations and testify in administrative and court hearings.
5. Model appropriate behavior in the workplace.

***PLS Director/Designee:***

1. Take necessary steps to protect employees from violence in the workplace.
2. Receive reports of violence.
3. Complete an investigation promptly after receiving report of an incident. The investigation will include interviews with employees and witnesses, a determination of the frequency, severity, context, and duration of incident(s) as well as its interference with work performance, and the collection of any document(s) or other information relating to incident(s). The investigation will be conducted impartially and confidentially.
4. Submit a confidential written report to the Chair of the Personnel Committee and the Chair of the PLS Board after receiving report of an incident. This written report will document findings of the investigation and recommend action. Action could include, but is not limited to: mediation, disciplinary action (under Policy 701), recommendation to seek legal counsel, suspension, or termination of employment of offending employee or of an employee making false accusations.
5. If the incident involves the Chair of the Personnel Committee, submit the report only to the Chair of the PLS Board. Similarly, if the incident involves the Chair of the PLS Board, submit the report only to the Chair of the Personnel Committee.
6. If required, testify in administrative and court hearings.
7. Model appropriate behavior in the workplace.

***PLS Board Members:***

1. Receive investigative reports and determine disciplinary action which can include, but is not limited to: mediation, disciplinary action (under Policy 701), recommendation to seek legal counsel, suspension, or termination of employment of offending employee or of an employee making false accusations.
2. If required, testify in administrative and court hearings.
3. Model appropriate behavior in the workplace.

***Human Resource Designee:***

1. Provide all new employees and PLS Board Members with a copy of the Prevention of Workplace Violence Policy at the start of their affiliation with PLS. Review this policy with the new employee and/or board member during their orientation, which will be documented and kept on file.
2. Retain copies of all reports and/or recommendations in PLS personnel files.

**Prohibition Against Reprisal:** Managers, supervisors, employees, and board members are prohibited from engaging in retaliatory action against anyone because that person has made a complaint of violence or cooperated in the investigation of a complaint of violence. Any employee who believes that he/she is the target of retaliatory action should immediately report this to the PLS Director/Designee. If the PLS Director/Designee is engaging in retaliatory action, this should be reported to the Chair of the Personnel Committee. The Chair of the Personnel Committee will notify the Chair of the PLS Board.

**Penalty for Engaging in Violence or Reprisal:** A violation of this policy may be grounds for immediate discipline up to and including discharge. The specific penalty to be imposed shall be determined on a case-by-case basis, after a careful review of all the relevant facts, and in accordance with labor agreements or plans.

11/17/2005

### **2303. Harassment.**

It is the policy of the Pioneerland Library System and the responsibility of its board members, managers, supervisors, and employees to provide a work environment free from unlawful discriminatory and/or general harassment. Acts of harassment by any employee, manager, supervisor, board member, or non-employee will not be tolerated by PLS and are grounds for disciplinary action up to and including discharge from employment. Employees who believe they are being harassed are encouraged to use available resources and options to resolve their concerns. Managers/supervisors will take prompt and appropriate action in response to reports of harassment.

#### ***Definition of Harassment:***

Harassment: The conduct of one employee (toward another employee) which has the purpose or effect of 1) unreasonably interfering with the employee's work performance, and/or 2) creating an intimidating, hostile or offensive work environment. Harassment is not the legitimate job-related efforts of supervisory personnel to direct and/or to evaluate an employee or to have the employee improve his or her performance.

Harassment may take different forms, including but not limited to:

"Unlawful Discriminatory Harassment" is based on the following characteristics: race, color, creed, religion, national origin, sex, disability, age, marital status, status with regard to public assistance or sexual orientation. This conduct falls within the definition of illegal discrimination in violation of MN Statutes Section 363.03. (Note: Sexual harassment is specifically defined and treated in PLS Policy No. 2301.)

Examples of "General Harassment" (not based on the above characteristics) may include but are not limited to:

- physically intimidating behavior and/or threats of violence;
- use of profanity (swearing), vulgarity;
- ridiculing, taunting, belittling or humiliating another person;
- inappropriate assignments of work or benefits; or
- derogatory name-calling.

#### **Evaluating Complaints of Harassment**

- A. The allegations will be reviewed looking at the record as a whole and at the totality of circumstances, such as the nature of the alleged harassing conduct and the context in which it occurred.
- B. All facts will be reviewed on a case by case basis.
- C. In evaluating alleged "general harassment," the acts shall be reviewed from the perspective of the complainant, using a "reasonable person" standard.
- D. In evaluating alleged "unlawful discriminatory harassment," the acts shall be reviewed from the perspective of a reasonable person of the group which is the object of the alleged harassment. For example, if the complainant is female, the

standard would be of a “reasonable woman.” If the harassment is based on race and the complainant is African-American, then the standard would be of a “reasonable African-American,” etc. These standards recognize the unique experiences of different groups in our society.

E. All applicable provisions of collective bargaining agreements apply.

**Procedures:**

***All employees:***

1. All new employees and PLS Board Members will be provided with a copy of the Harassment Policy at the start of their affiliation with PLS. This policy will be reviewed during their orientation, which will be documented and kept on file.

***An employee who believes he/she is being harassed can take any of the following actions:***

1. Respectfully inform the person(s) engaging in perceived harassment that such conduct or communications is offensive, against PLS policy, and must stop.
2. Those who do not feel comfortable in communicating directly with the person(s) whose conduct or communication is offensive or whose direct communication with the offending party has been unsuccessful, can immediately contact his/her supervisor.
3. Whose supervisor is engaging in harassment, or who is not comfortable for whatever reasons in contacting his/her supervisor, may contact his/her manager or the PLS Director/Designee. If the PLS Director/Designee is engaging in harassment, the employee should contact the Chair of the Personnel Committee. The Chair of the Personnel Committee will notify the Chair of the PLS Board.
4. In most cases, employees will be asked to put their complaint in writing. The written complaint should include date(s), time(s), location(s), description of incident, witnesses, and employee’s response. Assistance in writing out the complaint will be provided if necessary.
5. An employee may file a complaint of unlawful discriminatory harassment with the MN Department of Human Rights and/or the Equal Employment Opportunity Commission and/or District Court in lieu of using the PLS procedure. However, in the case of general harassment, the employee must use internal PLS procedures as the MN Department of Human Rights and the Equal Employment Opportunity Commission cannot accept complaints of general harassment.

**Note:** Employees should be aware that complaints must be filed with the above agencies within certain time limitations after the occurrence of the incident. Employees are encouraged, however, to use the internal PLS resources for all harassment issues.

***Supervisors and Managers:***

1. Take necessary steps to protect employees from harassment in the workplace.
2. Receive reports of harassment.
3. Report all incidents in writing to the PLS Director/Designee within one working day. If the incident involves the PLS Director/Designee, report the incident in writing to

the Chair of the Personnel Committee within one working day. The Chair of the Personnel Committee will notify the Chair of the PLS Board.

4. As required, participate in investigations and testify in administrative and court hearings.
5. Model appropriate behavior in the workplace.

***PLS Director/Designee:***

1. Take necessary steps to protect employees from harassment in the workplace.
2. Receive reports of harassment.
3. Complete an investigation promptly after receiving report of an incident. The investigation will include interviews with employees and witnesses, a determination of the frequency, severity, context, and duration of incident(s) as well as its interference with work performance, and the collection of any document(s) or other information relating to incident(s). The investigation will be conducted impartially and confidentially.
4. Submit a confidential written report to the Chair of the Personnel Committee and the Chair of the PLS Board after receiving report of an incident. This written report will document findings of the investigation and recommend action. Action could include, but is not limited to: mediation, disciplinary action (under Policy 701), recommendation to seek legal counsel, suspension, or termination of employment of offending employee or of an employee making false accusations.
5. If the incident involves the Chair of the Personnel Committee, submit the report only to the Chair of the PLS Board. Similarly, if the incident involves the Chair of the PLS Board, submit the report only to the Chair of the Personnel Committee.
6. If required, testify in administrative and court hearings.
7. Model appropriate behavior in the workplace.

***PLS Board Members:***

1. Receive investigative reports and determine disciplinary action which can include, but is not limited to: mediation, disciplinary action (under Policy 701), recommendation to seek legal counsel, suspension, or termination of employment of offending employee or of an employee making false accusations.
2. If required, testify in administrative and court hearings.
3. Model appropriate behavior in the workplace.

***Human Resource Designee:***

1. Provide all new employees and PLS Board Members with a copy of the PLS Harassment Policy at the start of their affiliation with PLS. Review this policy with the new employee and/or board member during their orientation, which will be documented and kept on file.
2. Retain copies of all reports and/or recommendations in PLS personnel files.

**Prohibition Against Reprisal:** Managers, supervisors, employees, and board members are prohibited from engaging in retaliatory action against anyone because that person has made a complaint of harassment or cooperated in the investigation of a



complaint of harassment. Any employee who believes that he/she is the target of retaliatory action should immediately report this to the PLS Director/Designee. If the PLS Director/Designee is engaging in retaliatory action, this should be reported to the Chair of the Personnel Committee. The Chair of the Personnel Committee will notify the Chair of the PLS Board.

**Penalty for Engaging in Harassment or Reprisal:** A violation of this policy may be grounds for immediate discipline up to and including discharge. The specific penalty to be imposed shall be determined on a case-by-case basis, after a careful review of all the relevant facts, and in accordance with labor agreements or plans.

11/17/2005

## **2400. Staff Development and Continuing Education**

### **2401. Participation.**

Pioneerland Library System encourages employee participation in continuing education and staff development programs, such as workshops, seminars, courses, meetings, and conventions. Improved skills and acquired knowledge will improve job performance and library service.

4/17/1997

### **2402. Individual Education Plans.**

Individual education plans will be developed by employee, supervisor, Assistant Director, and Director as part of performance evaluation process for all employees.

4/17/1997

### **2403. Availability.**

Pioneerland Library System will facilitate employee participation in continuing education and staff development activities by disseminating information about available activities.

4/17/1997

### **2404. Eligibility.**

Employees regularly scheduled to work twenty hours a week or more and all librarians and branch managers will be given priority for attending staff development/continuing education opportunities to be paid by Pioneerland.

4/17/1997

### **2405. Procedure.**

Employees must request from supervisor and supervisor must request from Director permission for employees to attend a staff development activity prior to registration for event. Approval will be based on budget, number of employees attending, relevance of topic to employee's current or future job needs, library staffing levels, and availability of other funds.

4/17/1997

### **2406. Reimbursement.**

Eligible employees may be reimbursed from Pioneerland Library System for all or part of expenses associated with attending a staff development activity. Reimbursement is based on available funds. Expenses may include tuition, registration, and travel expenses. Registration fee will be reimbursed at sponsoring organization's member rate. Mileage will be reimbursed at rate set by library board. Meals and lodging will be reimbursed at a rate not to exceed recommended state employee reimbursement rate. Receipts are required. Employees attending a staff development/continuing education event must submit a reimbursement voucher with receipts for expenses to Pioneerland Library System office within ten working days. Director must approve in advance payment for attending staff development activity or meeting when travel and meeting time exceeds eight hours a day. Employees may be compensated at regular rate of pay for work hours spent at staff development activity plus travel time (not to exceed eight hours a day excluding travel time). If an employee registers for an event and does not attend, Pioneerland Library System will not reimburse registration fee. Supervisors may require a written or oral report. Certificate of attendance should be obtained and placed in personnel file.

4/17/1997

**2408. Leave of Absence.**

Leaves of absence without pay for educational purposes may be granted by the Director. Educational leave may not exceed twelve continuous months.

4/17/1997

## **2500. Data Privacy and Records Retention**

### **2501. Personnel Files.**

Employee personnel files are located at Pioneerland Library System administrative office. Files are in an office which is locked when staff is not present. Employees or former employees may request opportunity to examine their personnel file during normal working hours with supervisor, Assistant Director, or Director present. Request must be written and employer must respond within ten calendar days.

4/17/1997

### **2502. Removing Information.**

Employee or former employee has right to request removal of erroneous or dated material from their personnel file or to place an explanation in their file.

4/17/1997

### **2503. Records Retention.**

Pioneerland Library System will comply with recommended retention schedules for personnel records.

4/17/1997

## **2600. Working Conditions**

### **2601. Promptness.**

Employees must be at their job site and be prepared to start work at start of their scheduled work time. Requests for work schedule changes should be made with supervisor at least 24 hours in advance if possible.

4/17/1997

### **2602. Payroll Voucher.**

Each employee is personally responsible for completing a biweekly payroll voucher which must be signed by supervisor and sent to Pioneerland Library System office.

4/17/1997

### **2603. Employee Information.**

Each employee is personally responsible for updating changes in address, telephone number, marital status, dependents, or other relevant personal data.

4/17/1997

### **2604. Personal Phone Calls.**

Local phone calls (incoming or outgoing) during work hours are to be kept to a minimum. Personal long-distance phone calls may not be billed to Pioneerland.

4/17/1997

### **2605. Lost Property.**

Pioneerland Library System does not accept responsibility for personal property lost or stolen in library.

4/17/1997

### **2606. Employee Gifts.**

Local library employee gifts, cards, or remembrances are responsibility of local library employees.

4/17/1997

### **2607. Soliciting and Sales.**

Employees may not solicit non-library contributions or sell non-library sponsored items to library customers at a Pioneerland library. Librarian or library manager must authorize library solicitations or sales by community organizations in advance.

4/17/1997

### **2608. Use of Personal Vehicle.**

All employees operating their own vehicle on library business must have in force automobile insurance coverage which provides liability coverage.

4/17/1997

### **2609. Use of Library Vehicle.**

Employees are personally responsible for traffic tickets or parking violations received while operating their own vehicle or library vehicle.

4/17/1997

**2610. Rest Breaks and Meal Breaks.**

Rest periods shall be fifteen (15) minutes in each four hours of the shift. Employees may have a thirty (30) minute unpaid, duty free meal/lunch in each 8-hour work period to be scheduled at their discretion provided it does not interfere with the needs of the employer and service to the public. Employees may not leave library unattended if the employee is the only staff member on duty at the library except in an emergency.

1/01/2009

**2611. Smoking.**

Employees must follow local library smoking regulations and Minnesota Clean Indoor Air Act which prohibits smoking in all public place and public meetings except in designated smoking areas.

4/17/1997

**2612. Campaigning.**

Employees must not engage in political activity while on work time or in the library.

4/17/1997

**2613. Drug Free Workplace.**

Pioneerland Library System will abide by Drug Free Workplace Act of 1988. Pioneerland Library System prohibits distribution, possession, manufacture, use, or dispensing of illegal substances in the workplace. Reports of such activity must be made to Director within ten calendar days. Employees convicted of criminal drug activity must notify Director within five calendar days. Pioneerland Library System will notify proper agency within five calendar days. Employees involved must participate in a rehabilitation program. One source for these services is Woodland Centers, 1-800-992-1716. Eligible employees may use accrued vacation, sick leave, or unpaid leave of absence for rehabilitation or counseling services. Pioneerland Library System will make available to employees information on dangers of drug abuse in workplace.

4/17/1997

**2614. Closing Library.**

Head librarians and/or branch managers may close the library due to:

- (a) inclement weather determined by local businesses, offices, city, or school closings;
- (b) emergency; or
- (c) local practices or events as determined by city businesses and government offices.

Library closings must be authorized in advance by the PLS Director or the director's designee.

Employees with accrued vacation, personal (floating) holiday, or sick leave may charge the hours not worked because of library closing to their accumulated hours.

5/18/2006

**2615. Excused Absences.**

Excused absences may be allowed in situations in which employees miss scheduled work hours due to non-medical reasons such as inclement weather, household emergency (home flooding or non-functioning furnace), or automotive trouble (this list is

not intended to be all-inclusive). The employee's immediate supervisor will make the determination if an absence is excused.

Employees with accrued vacation or personal (floating) holiday may charge the hours not worked because of excused absence to their accumulated hours.

5/18/2006

## **2616. Employee Computer Usage.**

### **General Use and Ownership**

1. While PLS's network administration desires to provide a reasonable level of privacy users should be aware that the data they create on the computer systems remains the property of PLS/Libraries. Because of the need to protect PLS's network, management cannot guarantee the confidentiality of information stored on any network device belonging to PLS.
2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
3. For security and network maintenance purposes, authorized individuals within PLS may monitor equipment, systems, and network traffic at any time.
4. PLS reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

### **Security and Proprietary Information**

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. System level passwords should be changed quarterly; user level passwords should be changed every six months.
2. Your password may not be given to anyone. If a person has requested the use of your account, you may direct them to your supervisor or the IT Department. In addition, using another's account or representing another user is prohibited. You may be held responsible for any abuse if you knowingly let someone use your account.
3. Postings by employees from a PLS email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of PLS, unless posting is in the course of business duties.
4. All hosts used by the employee that are connected to the PLS Internet/Intranet, shall be continually executing approved virus-scanning software with a current virus database.
5. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

### **System and Network Activities**

#### ***The following activities are strictly prohibited, with no exceptions:***

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by PLS/Libraries.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which PLS/Libraries or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption of software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a PLS/Libraries computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any PLS/Libraries account.
8. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
9. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
10. Port scanning or security scanning is expressly prohibited unless prior notification.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network, or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet.
15. Providing information about, or lists of, PLS employees to parties outside PLS.

### **Email and Communications Activities**

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone, or paging, whether through language, frequency, or size of messages.
3. Unauthorized use of or forging of email header information.



4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within PLS's networks or other Internet/Intranet service providers on behalf of, or to advertise, any service hosted by PLS or connected via PLS's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4/19/2009

### **2617. Bringing Children to Work.**

Children of library staff are encouraged to use the library as patrons. It is inappropriate for any staff member to use library facilities as an alternative to childcare. Infrequent emergency situations while other arrangements are being made; or for short periods when a child may stop to visit or wait for transportation, are acceptable.

During these periods, it is the responsibility of the staff member to ensure that the child's behavior is appropriate when in the library and that the child is not disruptive to patrons and other staff.

4/20/2011

### **2618. Social Networking Guidelines.**

These guidelines are intended to supplement – not replace – other PLS policies. Policies on confidentiality, personal use of PLS equipment, unlawful harassment, and other rules of conduct remain in force. Conduct that violates those policies will be subject to action set forth in PLS discipline policy.

- These Guidelines apply to all PLS personnel who participate in social media or other Internet activity. The Guidelines apply without regard to whether the conduct occurs during working or non-working time.
- Ensure that your blogging and social networking activity does not interfere with your work commitments. Personal use should be occasional and incidental.
- It is the responsibility of each individual to use good judgment and to ask for clarification before engaging in any questionable conduct online.
- You have a duty to report any conduct that violates the rules in these Guidelines. Should you observe such conduct by any PLS personnel, you are obligated to comply with the reporting requirements set forth in PLS's Harassment Policy.
- Information becomes public the moment it is published on the Internet. Personnel should expect that other members of PLS, including members of management, will see anything you post online.

- If at any time you communicate about PLS you must disclose your affiliation with PLS and make it clear that you are speaking for yourself and not on behalf of PLS.
- Do not discuss or otherwise reveal confidential matters. Do not upload, post, or share photographs of PLS personnel taken at PLS sponsored events, or pictures taken inside a PLS office, or work-related documents, or e-mail exchanges. Preserve the confidentiality of patron information, including the identity of current and former patrons.
- Be respectful and professional to everyone, including fellow personnel and patrons. Do not use profanity. Do not use language that violates PLS's Harassment Policy.
- Do not use or incorporate PLS's name, logo, imagery or derivatives thereof in your address, screen name, home page, screen imagery or otherwise without prior written approval.
- Exercise discretion in inviting colleagues, and responding to invitations from colleagues, to join social networks or become "friends." While feelings of inclusion can have positive effects on working relationships, feeling of exclusion can be painful and counterproductive.
- In general, what you do on your own time is your affair. However, activities in or outside of work that affect your job performance, the performance of others, or Pioneerland are a proper focus for company policy.
- Use your best judgment. Remember that there are always consequences to what you publish. Ultimately, you have sole responsibility for what you post to your blog or publish in any form of online social media.

4/20/2011

## **2700. Non-Pioneerland Library System Employees**

### **2701. Policy.**

Employees working at Pioneerland Library System libraries but employed by other agencies must abide by employing agency's personnel policy.

4/17/1997

### **2703. Use of Volunteers.**

Volunteers' services and hours will be determined by PLS's department heads, head librarians or other supervisory staff in discussions with the volunteer. Volunteers must honor and follow federal, state and PLS's laws, rules, policies or guidelines regarding data privacy and confidentiality.

\*Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they are going to be absent.

\*All volunteer work must be completed within normal library hours unless authorized by a supervisor.

\* Volunteers must sign a confidentiality compliance form ("Minnesota Government Data Practices Act Letter to Volunteers") before beginning their service in the library.

\*A paid staff must be present in the library when volunteer is performing their services.

\*There will be no formal evaluation process for volunteers

#### **Definitions:**

A **volunteer** is considered as any individual whose work is freely and personally donated without remuneration to any Pioneerland library and whose service is not part of a project by a school, group, organization, club, etc.

A **student intern** is an individual who is performing a donated service to a library on behalf of a school whether it is elementary, middle or high school; or college.

A **service volunteer** is an individual who performs volunteer work for a library, without remuneration from the library; on behalf of or for a group, club, organization, etc. (examples could be Boy or Girl Scouts, Eagle Scouts, etc)

A **community service volunteer** is one who under the direction of the court system performs donated service to a library.

A **paid volunteer** is an individual who performs services to a library but receives no remuneration from the library but may receive payment from others. (Example- Experience Works employee)

**Other:** an individual whose work is donated without remuneration and whose status does not meet any of the above class of volunteers.

#### **Sources**

\*Louisville Public Library Policy

9/18/2008

## **2800. Amendments**

### **2801. Process.**

This policy will be reviewed annually and may be amended at any regular meeting of the Pioneerland Library System Board.

4/17/1997