

SECTION I: PERSONNEL POLICIES

Southwest Area Multicounty Multitype Interlibrary Exchange

Personnel Policy

(All forms/descriptions referred to within this policy can be found in the [Appendix A](#))

1.1.1 Regular Employees - Staff members hired on a permanent basis, whether full time or part time. Employees in this category as of 9/1/2002 are Director and Administrative Assistant.

1. Job descriptions are available and updated on an as needed basis. [See Appendix A-Item #1 for Director and Item #2 for Administrative Assistant.]

1.1.2 Selection & Appointment

1. Positions will be advertised, as necessary, to reach qualified and interested applicants. All advertisements will indicate that SAMMIE is an equal opportunity employer.
2. Applications for positions will require a letter of application, resume and three (3) references.
3. The Personnel Committee of the Governing Board will screen applicants for the Director, interview the best candidates and select the Director. Notification of appointment will be done in person with a confirming letter. Remaining candidates will be notified by letter that the position has been filled.
4. The Director and a Personnel Committee representative will screen and interview applicants for the Administrative Assistant position. Their recommendation will be sent to the Personnel Committee for approval. In the absence of a Director, the Personnel Committee will be responsible for the full process.
5. Director's probationary period will be one (1) year with an evaluation done before the end of the period. Successful completion of probation leads to permanent employment. The Personnel Committee can call for interim evaluation(s) at their discretion.
6. Administrative Assistant's probationary period will be six (6) months with an evaluation done before the end of the period. Successful completion of probation leads to permanent employment.

7. During employee's probationary period, either party may terminate the relationship without explanation or penalty.

1.1.3 Compensation

- A. Employees are paid on the 15th and the last day of each month.
- B. Director's salary is based on an average of forty (40) hours per week. The nature of the position requires this time be flexible. A record of time worked will be kept. [See Appendix A-Item #3 for current Director Time Worked sheet.]
- C. Administrative Assistant will be paid on an hourly wage. The nature of the position requires the schedule to be flexible. A record of time worked will be reported to the Director. [See Appendix A-Item #4 for current Administrative Assistant time sheet.]
- D. Employees will be evaluated annually by the Personnel Committee before May 15. Personnel Committee members will conduct negotiations for compensation and benefits at the time of the evaluations. Salary and benefits will be approved by the Governing Board at their June meeting. An employment agreement and other employment documents will be signed and updated annually. [See Appendix A-Item #5 for current Employee Evaluation form; See Item #6 for current Employee Contract form and Addendum. Severance Package Addendum form.]
- E. Evaluations are used for:
 1. Improving communications.
 2. Informing employee of the quality of their work.
 3. Setting goals and objectives for employee and SAMMIE.
 4. Reviewing and updating job descriptions.
 5. Determining changes in compensation or benefits.
- F. Staff will be given one (1) fifteen (15) minute break for each four (4) consecutive hours worked per day, and are allowed an unpaid lunch period.
- G. In the event of inclement weather and other emergencies:
 1. The director will determine if the office should be closed and will notify employees of the decision. Employees will be paid for time missed if the office is closed.
 2. If the office does not close, employees should use their own judgement in reporting to work and may use existing paid time off for time missed.
- H. Regular employees will be covered under Social Security, Public

Employee Retirement Association (PERA), Unemployment Compensation on a reimbursable account basis and Worker's Compensation Insurance.

1.1.4 Travel Expenses

1. Employees will be reimbursed for mileage and other expenses incurred while attending SAMMIE activities outside of Marshall, MN (SAMMIE headquarters).
2. Mileage and other expenses are reimbursed as specified in the SAMMIE Travel Expense Policy. [See Appendix A-Item #7 for current Travel Expense Policy.]

1.1.5 Resignations

1. Two (2) weeks notice is required.
2. Director must submit written notice to the Governing Board.
3. Administrative Assistant must submit written notice to the Director.
4. Severance is paid to employees leaving in good standing.
 1. Accrued and unused vacation time up to 240 hours will be paid at the employees current rate of pay.
 2. Accrued and unused sick leave will be paid as follows:

Sick leave may accumulate up to 720 hours for full time employees, allowable total accumulation for part time employees will be prorated according to the total number of hours worked over the years of employment.

Up to five (5) years of employment - no accrued sick leave will be paid.

After five (5) year of employment - 25% of accrued hours at the employees current rate of pay.

After ten (10) years of employment - 40% of accrued hours at the employees current rate of pay.

After fifteen (15) years of employment - 50% of accrued hours at the employees current rate of pay.
 3. In the event of the death of the employee, any severance is paid to the PERA beneficiary or the employee's estate.

1.1.6 Terminations

1. Written evaluation will have been completed and employee informed of

problems prior to this action.

2. Must be recommended by the Personnel Committee and approved by the Governing Board.

1.1.7 Grievances

1. Employees with a grievance relating to the terms and conditions of employment should first try to resolve the problem informally.
2. Unresolved grievances should be submitted in writing to the Director within ten (10) working days of the occurrence. The Director will respond within ten (10) working days.
3. Grievances not resolved by the Director should immediately be submitted to the Governing Board. The Governing Board will act within ten (10) working days.

1.1.8 Leaves of Absence

1. Requests for unpaid leaves of absence should be submitted in writing to the Governing Board.
2. Governing Board will grant unpaid leaves at their discretion and in accordance with the Family Medical Leave Act. [See Appendix A-Item #8 for current Family Medical Leave Act information.]

1.1.9 Staff Development

1. SAMMIE encourages staff development.
2. Reports on staff development sponsored by SAMMIE should be given to the Governing Board.

1.1.10 Benefits

1. Sick Leave
 - a. Full time employees accrue sick leave at a rate of eight (8) hours per month.
 - b. Employees working part time accrue prorated hours based on 5% of the number of hours worked.
 - c. During probation, sick leave will accrue but may not be taken unless an exception is approved by the Governing Board.
 - d. Sick leave may be accumulated up to 720 hours for full time employees. Allowable total accumulation for part time employees will be prorated according to the number of hours worked over the years of employment.

- e. Resignation with proper notice after five (5) years of employment entitles employee to sick leave pay out as delineated in 1.1.5 (b) of this personnel policy.
- f. Sick leave may be used for doctor's appointments.
- g. Sick leave may be used for family illness up to three (3) days per incident. [Family included = spouse, significant other(s), child, brother, sister, parent, grandparent, grandchild and in-laws in these same categories.] Other situations may be approved by the Governing Board. Arrangements for extended leave under the Family Leave Act may be made through the Governing Board.

2. Vacation

- a. Vacation time for full time employees will accumulate as follows:

1 year	1 day per month
2-5 years	20 days per year
5+ years	24 days per year
- b. Employees working part time accrue prorated hours based on the number of hours worked.

1 year	5% of hours worked
2-5 years	7.5% of hours worked
5+ years	10% of hours worked
- c. During probation, vacation time will accrue but may not be taken unless an exception is approved by the Governing Board.
- d. Vacation time may be accumulated up to 240 hours. Resignation with proper notice entitles employees to payment for unused vacation time.

3. Holidays

- a. Full time employees will be paid eight (8) hours for holidays.
- b. Part time employees will be paid a prorated amount for holidays based on the number of hours they regularly work in a day.
- c. Employees on probation are paid for holidays.
- d. The following are paid holidays:
 - New Year's Day
 - Martin Luther King Day
 - Memorial Day
 - Fourth of July
 - Labor Day

Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve Day
Christmas Day
Two (2) Floating Holiday's (to be used during the fiscal year)

- e. Holidays falling on a weekend may be taken the Friday before or the Monday after.
 - f. Employees earn one (1) personal day per fiscal year that may be used at their discretion. Personal days do not carry over to the next year.
4. Funeral Leave
- a. Employees are allowed three (3) days of paid leave for a death in their family. [Family included = spouse, significant other(s), child, brother, sister, parent, grandparent, grandchild and in-laws in these same categories.] Other situations may be approved by the Governing Board.
 - b. Additional leave may be granted at the discretion of the Governing Board.
5. Health Insurance
- a. Full time employees will have an annual allowance for health coverage.
 - b. Health benefits may be used for health insurance premiums, optical, dental or other medical expenses.
 - c. Bill or receipt must be presented.
 - d. Benefit will begin with the first day of employment.

1.1.11 Jury Duty

- 1. Paid leave is given to employees serving on jury duty.
- 2. Any jury duty compensation must be turned over to SAMMIE.

1.2.1 Reasonable Accommodations

It is the policy of SAMMIE to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship. Determination as to whether an individual is a qualified individual, whether an accommodation is a reasonable accommodation, and whether an accommodation would impose an undue hardship will be made in accordance with the provisions of the Minnesota

Human Rights Act and Americans with Disabilities Act. Notwithstanding the foregoing, that policy determinations as to whether an individual is a qualified individual, whether an accommodation is a reasonable accommodation, and whether an accommodation would impose an undue hardship will be made in accordance with the provisions of the Minnesota Human Rights Act and Americans with Disabilities Act, employer shall be solely responsible for such determinations under the policy, and employer does not agree or consent to the exercise of jurisdiction by the Minnesota Department of Human Rights or the Equal Employment Opportunity Commission, or any other court or agency of the State of Minnesota or of the United States, that such courts or agencies would not have if this policy were not adopted by the employer.

SAMMIE's defines a reasonable accommodation as any modification or adjustment to a job, employment practice, or the work environment that allows a *qualified individual* with a disability to enjoy an equal employment opportunity. Examples may include acquiring or modifying equipment or devices; modifying training materials; modifying work schedules; providing qualified services of readers, interpreters, personal assistants, etc.

Requests for reasonable accommodation should be directed to the employee's supervisor, in the case of the Director, requests will be directed to the Personnel Committee. Written requests are preferred, but requests may be presented verbally, and the employer reserves the right to maintain its own written record regarding any request for reasonable accommodation. See the complete Reasonable Accommodations Policy in Appendix A, Item #10. Requests for reasonable accommodation will be handled as expeditiously as is possible.

1.3.1 Temporary Employees - Staff hired on a temporary basis/limited period of time to carry out a specific project or to fill in for a regular employee on a limited basis.

1. Job Description(s) will be written when a need arises.

1.3.2 Selection and Appointment

1. Persons hired for these positions may come through advertising, temporary agencies, word of mouth or personnel knowledge of those available and qualified.
2. Applicants will provide a resume for our Personnel files.

1.3.3 Compensation

1. Employee will be paid at the same times as regular employees (see 1.1.3).
2. Pay will be computed hourly and at a rate agreed upon at the time of hire.

3. Employee will be given one (1) fifteen (15) minute break for each four (4) consecutive hours worked.
4. Employees are covered under Social Security and Worker's Compensation Insurance.
5. PERA will be paid as required by law.

1.3.4 Grievances

1. Employees with a grievance relating to the terms and conditions of employment should first try to resolve the problem informally.
2. Unresolved grievances should be submitted in writing to the Director within ten (10) working days of the occurrence. The Director will respond within ten (10) working days.
3. Grievances not resolved by the Director should immediately be submitted to the Governing Board. The Governing Board will act within ten (10) working days.

1.3.5 Benefits - Temporary Employees receive no benefits.

1.4.1 Contract(s) for Service(s) - Person/Entity hired under contract to complete specified tasks or projects.

1. Will be paid a salary or fee and expenses according to the terms of a signed contract. [See Appendix A-Item #9 for current Consultant/Contract Services Agreement form.]
2. Will not be subject to withholding, Social Security or Worker's Compensation coverage.
3. 1099's will be issued for contracts over \$1,000.00 in a calendar year or if requested by a person under contract.
4. Contract employees receive no benefits.