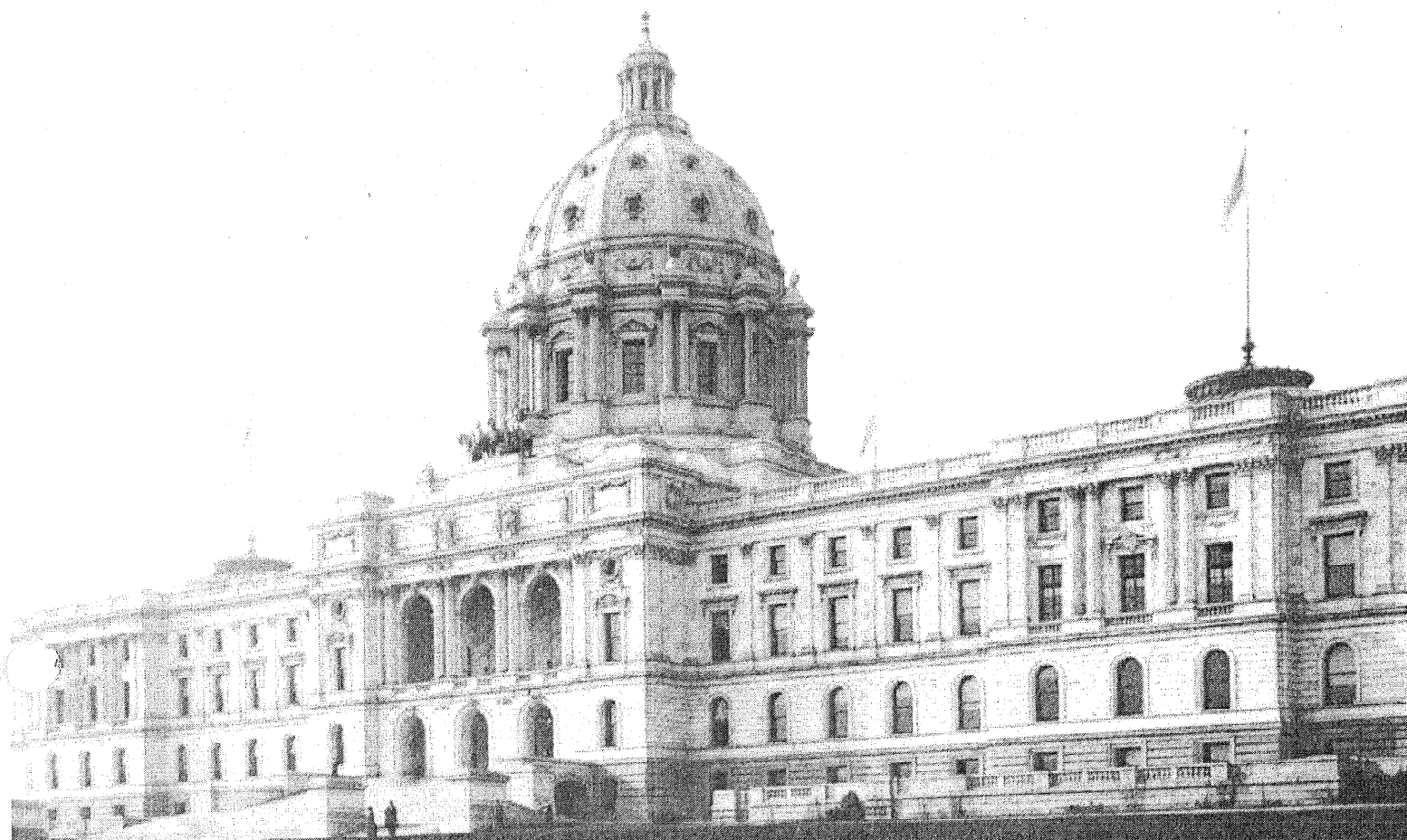


LEGISLATIVE REFERENCE LIBRARY HANDBOOK

**This document is not to be considered a contract
governing working conditions.**

February 2000



Welcome to the Legislative Reference Library!

We are pleased that you have decided to join us. You'll be part of a nationally-recognized staff dedicated to providing excellent services to the members and staff of the Legislature, to others in state government and to the public. Whatever your job, you will make an important contribution to the quality of information we provide.

As a staff member, take time to learn about your job and the library's role. Ask questions. Share ideas. Enjoy the opportunity to be part of an exciting and energizing environment.

Robbie LaFleur
Director

LRL MISSION STATEMENT AND GOALS

The Minnesota Legislative Reference Library serves the Legislature and the citizens of Minnesota by assuring access to essential information resources which support the legislative process and promote the understanding of state government.

The Legislative Reference Library will:

- o Provide nonpartisan and confidential information services.
- o Respond to client requests in an accurate, objective and timely manner.
- o Anticipate the information needs of members and legislative staff.
- o Ensure compliance with legal mandates requiring the deposit and inventory of state information resources.
- o Organize information resources for efficient use.
- o Identify, select and acquire information resources for the library.
- o Preserve and house the library's collection.
- o Participate in resource sharing through membership in cooperative networks.
- o Actively promote awareness and use of the library's resources.
- o Operate in a fiscally responsible manner.

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The Legislative Reference Library was established by the Legislature in 1969 (MS 3.302) and is governed by the Legislative Coordinating Commission. The library was created to serve the information needs of the legislature. The library opened its doors in the Capitol in 1969 with a staff of two. As state government has grown in complexity, so have the collection and staff of the library. In April, 1985, the library moved to its present location in the newly remodeled State Office Building. The staff serves legislators, legislative staff, state agencies and the public.

The Legislative Reference Library, located in room 645 State Office Building, is open 8 a.m. to 5 p.m. Monday through Friday. During the legislative session the library remains open longer as required by the legislature's needs.

The legislature meets twice during a biennial session. A session is convened the first Tuesday after the first Monday in January of an odd numbered year. The legislature cannot meet for more than a total of 120 legislative days in one session, or meet after the first Monday following the third Saturday in May of any year. Since 1972 the legislature typically meets in one longer session in the odd numbered years, adjourns, and reconvenes for a shorter session in the even numbered years. A special session of the legislature may be called by the governor on extraordinary occasions.

LCC

The Legislative Coordinating Commission (LCC) was created in 1973 to coordinate certain joint activities of the Senate and the House of Representatives. The library falls under the jurisdiction of the LCC. The membership of the LCC consists of the Majority Leader of the Senate, the President of the Senate, two Senators appointed by the Majority Leader of the Senate, one Senator appointed by the Minority Leader; the Majority Leader of the House of Representatives, the Speaker of the House, two Representatives appointed by the Speaker, the Minority Leader of the House, and one Representative appointed by the Minority Leader. The President of the Senate and the Speaker of the House alternate annually as chair of the Commission. The present LCC executive director is Greg Hubinger.

The LCC appoints a Library Subcommittee which oversees the library's operations. The library's budget is submitted to the Library Subcommittee for review and then for approval to the entire LCC. The LCC also adopts plans pertaining to sick leave and annual leave for all permanent employees, and determines the medical, dental, and hospital benefits for all commissions, including the library.

ORGANIZATION OF THE LEGISLATIVE REFERENCE LIBRARY

Within the Library there are functional groups that work together to fulfill our mission. They are the Administration Group, Web Services Group, Collections Services Group, Information Systems Group, and the Reference Services Group. Each staff member is assigned to a group, but also participates in activities across group lines. These cross-functional activities may be ongoing, or related to a particular project.

See the “Organization Chart” in this *Handbook* for a visual display of the functional groups and which staff are in each group.

Administration

The administration department ensures that the day to day work of the library gets done in a timely and orderly manner. The administration department is made up of the director, the business manager and the deputy director.

One of the main responsibilities of the administration department is the preparation and maintenance of the library’s budget. The library operates on a fiscal year beginning July 1st and ending on June 30th of the following year. A new library budget is prepared and submitted to the LCC for approval during the first year of each biennium and money is allocated for a two-year period.

The administration department is responsible for purchasing supplies and equipment for the library and for the maintenance of the library’s equipment.

The Business Manager handles personnel records and activities for the library including: maintaining personnel files, maintaining vacation and sick leave accrual records, processing time sheets and monthly calendars, distributing benefit information, and keeping an absentee and vacation leave calendar.

Reference Services Group

Reference Services Group staff have the major responsibility of directly serving our legislative, state agency, and public patrons. They assure access to essential information resources which promote the legislative process by direct contact with our clientele.

The Reference Services Group Manager is responsible for the Library Aides, who clip newspapers, maintain files, serve as pages, perform in-house microfilming, and assist Library staff as needed.

Goals of the Reference Services Group include:

- Answer requests for information from patrons in the Library, by phone or by other electronic means.
- Monitor the breadth of available electronic and print information resources to ensure that Library patrons have timely and cost-effective access to relevant information.
- Provide guidance and training in the use of information resources.
- Collect and archive materials to document the work of the Legislature.
- Establish good communications with legislators and staff in order to learn of their needs and provide outstanding service.

Activities and tasks of Reference Group staff members include:

- Staff the service points of the Reading Room, the reference and the circulation desks, and the tape room.
- Provide assistance to researchers of legislative history, both in the Reading Room and in the Legislative Tape Room.
- Evaluate electronic materials for relevance and cost-effectiveness.
- Code the daily metro newspapers and coordinate the coding of selected Greater Minnesota newspapers.
- Clip and file the subject, personality, and legislator news clippings.
- Maintain the Codebook.
- Maintain the Reading Room materials – reshelve materials, coordinate the display periodicals.
- Coordinate tours and conduct training classes on library and web resources.
- Notify users of new books and reports.
- Coordinate the scanning of magazines for articles for the Inside Issues current awareness service.
- Circulate Library materials to users, and deal with overdue materials.
- Maintain certain files: Vertical File, association files, personality files, member notebooks.
- Maintain current legislative district files, and arrange for filming of earlier years.

Web Service Group

Technological changes have affected the way in which the Legislative Reference Library delivers the essential information resources we are committed to providing. The Legislative Reference Library's web services group facilitates effective planning, oversight, and management of web resources.

Many of the tasks involved in the creation and maintenance of Library and legislative information on the Internet are shared by Library staff in all areas. However, the coordination and execution of web activities will be the major responsibility of staff in the Web Services Group.

Goals of the Web Services Group include:

- Coordinate the content, presentation, and maintenance of information on the Library's public web site and the Intranet.
- Update information on the Library website and Intranet.
- Add additional value and searchability to web information when possible (for example, metadata).
- Update the information on the Legislative Web Site which is housed on the Library's server.
- Manage the integration of electronic materials into the traditional processes and collections when appropriate.
- Coordinate the development of web access to library collections and services.

Activities and tasks of the Web Services Group include:

- Coordinate the Library's public web site and Intranet, including the scheduling and assignment of updates.
- Coordinate web site activities.
- Maintain the integrity of web site html code.
- Maintain quality control of the code and web site.
- Provide or recommend training and tools for staff working on the web.

- Monitor web development issues and inform LRL staff.
- Work with the Legislative Web Site staff group (LNET).
- Coordinate responses to questions sent to www@library.leg.state.mn.us
- Maintain involvement in legislative Intranet development to ensure library resources are available to staff.
- Maintain Legislative Web Site pages which are housed on the Library's server.

Information Systems Group

Effective computer operations are crucial to the goal of managing and distributing the essential information resources the Library is committed to providing. The Information Systems Group supports the Library's use of technology in fulfilling its mission.

Goals of the Information Systems Group include:

- Determine necessary hardware and software to facilitate Library operations.
- Develop, install, configure and maintain Library hardware, software, and databases.
- Support staff use of software, including troubleshooting and problem resolution.
- Coordinate computer training for Library staff.
- Administer the Local Area Network (LAN).
- Facilitate the Library's publishing efforts.
- Ensure compatibility between Library and Legislative information systems.

Activities and tasks of the Information Systems Group include:

- Manage the following five categories of Library operations: hardware, software, technical training of LRL staff, databases, and publishing technical support.
- Ensure the functioning of Library equipment (maintain hardware and software).
- Provide network services.
- Provide user support and training for Library hardware and software.
- Plan hardware, systems, and software needs.
- Coordinate Library IS work with legislative-wide computing .
- Research and evaluate technical solutions to Library needs.
- Coordinate internal systems development.
- Manage electronic mail.
- Support desktop publishing.
- Support staff software needs over and above standard staff desktop applications.
- Coordinate web quality control with the web group.
- Perform Internet maintenance, including log files, link checking and quality control.
- Serve as "Systems Librarian" for the purposes of PALS and OCLC.
- Manage Library databases.
- Document library systems.
- Install and manage software, including obtaining appropriate licensing.

Collections Services Group

The core of an effective library is its collection of materials selected to serve the needs of its unique clientele. The Collections Group acquires, organizes and makes accessible the Library's essential information resources, chosen to support the legislative process.

Goals of the Collections Services Group include:

- Coordinate the acquisition of materials.
- Coordinate the maintenance of the library's physical collections.
- Coordinate the cataloging of materials.
- Maintain and oversee the quality and integrity of the physical collection.

Activities and tasks of the Collections Services Group include:

- Place orders for materials.
- Catalogue materials.
- Review and manage the process and costs of ordering the materials.
- Coordinate the review of publishers' catalogues.
- Coordinate collection development, including the regular review of standing orders.
- Review newspaper articles which mention reports, identify the sources, and submit for the Director's approval.
- Maintain a "wish list" of items to be purchased if the budget allows.
- Manage collection weeding with an established timetable.
- Work with PALS to create weeding lists and other PALS products as needed.
- Claim periodicals and books.
- Maintain the quality of cataloguing records.
- Manage necessary catalogue upgrades and transitions, including barcoding.
- Manage interlibrary loan activities.
- Shelfread.
- Maintain MULS.
- Manage the Library's print special collections, including: Minutes, miscellaneous state document files, agency notebooks, Attorney General Opinions, and the Department of Administration Contracts list.



LIBRARY PUBLICATIONS

INTRODUCTIONS: a bi-monthly listing of new and notable recent acquisitions,

MINNESOTA RESOURCES: a bi-monthly selected listing of Minnesota documents cataloged the previous month,

A GUIDE TO MAGAZINES AND NEWSLETTERS IN THE LEGISLATIVE REFERENCE

LIBRARY: complete list of periodicals in the LRL collection (biennial),

DOCUMENTS ON FICHE: a complete list of Minnesota documents which accompanies each shipment of microfiche documents sent to depository libraries,

The library also participates significantly in the Minnesota Legislature's World Wide Web site by providing access to Minnesota information, by connecting Internet users to legislative information in other states and through organizing the WWW structure. Library staff create and manage Links to the World, a selected collection of public policy-related Internet sites.

Library employees are governed by the following employment policies:

IMMIGRATION REFORM AND CONTROL ACT

Under the Immigration Reform and Control Act enacted on November 6, 1986, employers are required to verify that all new employees are either United States citizens or aliens authorized to work in the United States. Consistent with the law, employment in the Minnesota Legislature will be contingent upon completion of an I-9 form and the ability to provide the necessary documents for citizenship and work authorization.

SEXUAL HARASSMENT

It is the policy of the Minnesota Legislature to prohibit verbal and physical sexual harassment of its employees and members. This prohibition includes both serious acts as defined by law and petty and annoying acts that create a negative work environment. Any violation of this policy by an employee or member will be cause for appropriate disciplinary action. There are sexual harassment seminars given periodically by the legislature that all legislative employees are required to attend.

EQUAL EMPLOYMENT OPPORTUNITY

The Minnesota Legislature is an equal opportunity employer and is committed to conducting its personnel activities without regard to race, color, religion, sex, age, national origin or disability.

Further information regarding equal employment opportunities and specific procedures governing incidents of sexual harassment may be obtained from the business manager (Lisa Knoop), the LCC Personnel Office (Sandy Gulbranson) or the LCC Executive Director (Greg Hubinger).

SMOKE FREE ENVIRONMENT

Smoking is not allowed in the State Office Building. Smokers must go outside to smoke.

STATEMENT OF ZERO TOLERANCE OF VIOLENCE

Consistent with M.S. 15.86, the MN Legislature endorses a policy of zero tolerance of violence.

AMERICANS WITH DISABILITIES ACT (ADA)

The library is committed to complying with the provisions of the ADA and supports the goal that individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service or activity offered by the library.

Discrimination on the basis of disability is also prohibited by the Minnesota Human Rights Act. It is the responsibility of library staff to support the goals, objectives and concept of the ADA and the Minnesota Human Rights Act in their dealings with the public, prospective employees, and co-workers.

NECESSITY OF NONPARTISANSHIP

The Legislative Reference Library furnishes nonpartisan service to all library users. Nonpartisanship is necessary to assure all parties that the information provided by LRL is fair, unprejudiced and not skewed. That assurance is not possible when a requester knows that a LRL staff member disagrees with the requester's political principles. Even the appearance of activism in partisan political organizations or with an individual's political agenda may lead our patrons to suspect the fairness and balance of our services. Partisanship may endanger confidentiality and library requests are considered confidential by law. Without confidentiality, legislators would be reluctant to be frank in making requests for fear that the request might be used against them politically in the future. Finally, partisanship may lead to selection and management of staff on a partisan basis. Party membership should not determine whether an applicant is hired by LRL. Partisan management may also lead to destruction of evenhanded pay and discipline policies and their replacement by pay and discipline decisions based on political favoritism.

The encroachment of partisanship on nonpartisan legislative staff positions will directly and immediately affect the work product. For that reason, the restrictions on partisan activities must be severe. The need for nonpartisanship, however, must be balanced against each person's constitutional right to vote and rights of freedom of speech and assembly. There are many activities that may be undertaken without fear that they are partisan.

PROHIBITED ACTIVITIES

In order to function effectively, all staff of the Legislative Reference Library must be free of partisan politics. Current staff must refrain from all partisan politics. Applicants, to be hired, must be substantially free from Minnesota partisan politics.

For the purpose of determining the activities that must be avoided by current staff and applicants, the term “partisan politics” includes:

1. organizing a political party or club;
2. organizing or attending a fund-raising activity for a partisan candidate or political party;
3. becoming a candidate for, campaigning for, or holding either an elective partisan public office or any party office;
4. actively working in or managing the campaign of a candidate for either an elective partisan public office or any party office;
5. actively working in or managing a campaign in connection with seeking a partisan endorsement of a candidate for a nonpartisan elective public office;
6. initiating or circulating a nominating petition or soliciting votes for a candidate for elective partisan public office;
7. serving as a delegate, alternate, or proxy to a political party caucus or convention at the precinct, district, city, county, state, national, or other level;
8. speaking at a public meeting in support of a candidate either for an elective partisan public office or a party office;
9. soliciting or giving money or property for partisan political purposes (except that it is permitted to solicit or give money to a national political action committee that contributes to candidates of both major political parties based on a candidates support for or opposition to a national public policy issue);
10. endorsing a candidate for either an elective partisan public office or a party office in a political advertisement;
11. speaking to a political convention, caucus, rally, or similar gathering of a political party;
12. being employed in a governmental position that is designated or generally accepted as a partisan or patronage appointment; or
13. being employed in a governmental or private sector position where the employee is responsible directly to a person holding an elective partisan public office.

A staff member of the Legislative Reference Library should exercise judgment in participating in any activities that might be construed by a reasonable person as partisan but which are not listed above as prohibited. A staff member who is in doubt about whether an activity is prohibited should consult with the director in advance for a determination whether an activity is prohibited as partisan. If the director notifies the staff member in writing that the activities are determined to be partisan, participation is prohibited to the same extent as activities listed above.

VIOLATING THIS POLICY WILL SUBJECT A STAFF MEMBER TO DISCIPLINE.

NONPARTISAN ALLOWABLE ACTIVITIES

For the purpose of example, a staff member of the Legislative Reference Library may (subject to the limitations indicated):

1. vote at all elections;
2. discuss legislative issues and matters of public interest among friends or acquaintances (provided that the discussions would still lead a reasonable person to believe that the staff member provides services on an impartial basis);
3. participate in nonpartisan elections (provided that the staff member plays no role in obtaining political party endorsements);
4. maintain membership in a professional, service, civic, human rights, or social organization (provided that the staff member plays no role in activities of the organization relating to adopting or lobbying on a public policy issue that is likely to be subject of official action by the state government of Minnesota);
5. speak at or participate in a public meeting on a public policy issue (provided that the issue is not likely to be subject to official action by the state government of Minnesota);
6. attend any event sponsored by a political party and which the public at large attends (provide the attendance would still lead a reasonable person to believe that the staff member provides service on an impartial basis);
7. attend any public meeting sponsored by a nonpolitical group or organization where political candidates or political figures of both major political parties attend or participate;
8. write to any public official to express an opinion on an issue (provided that the public official is not an official of the state government of Minnesota and that no mention is made of the Legislative Library); and
9. undertake all activities that are not specifically prohibited.

APPLICATION OF POLICIES TO IMMEDIATE FAMILY

The policies established do not apply to the spouse, parents, or children of a staff member.

If family members take part in any political activity, they do so completely on their own and without any implication that the staff member supports or encourages the activity or that it is directed by or on behalf of the staff member. The imputation by anyone that a spouse's, parent's, or child's participation in partisan politics is in any way related to the staff member's employment is not a violation of this policy.

ETHICAL PRACTICES

State law restricts legislative employees from accepting certain gifts from a lobbyist or lobbyist principal. You may not accept money, real or personal property, a service, a loan, forgiveness of indebtedness or a promise of future employment except under very limited circumstances. If you are in doubt, ask the director for guidance.



WORK DAY

Salaried employees are entitled to 1/2 hour for lunch if they work the normal 8 1/2 hour day, but may choose an hour lunch and a nine hour work day. A normal work day may be 7:45-4:15, 8-4:30, 8:30-5:00 or 8:45-5:15.

All employees are allowed a fifteen minute break for every 4 hours worked. Lunch and rest breaks do not have to be taken, however breaks not taken cannot be accrued for time off later.

Hourly employees are not paid for lunch time and should deduct lunch time from the hours worked.

OVERTIME

In general, work is completed in a 40 hour week. During the legislative session scheduling changes will occur which might require hours exceeding 40 per week, including some evenings and/or Saturdays. Professional employees are paid a salary to accomplish all available work and not for a set number of working hours each day, week or month.

The Legislative Coordinating Commission has a newly-adopted compensatory time policy for LCC employees. Basically, the policy offers each staff member an annual choice between:

1. Working a summer hours schedule (straight eight hours during the summer months) or
2. accruing compensatory time for excess hours worked. Excess hours worked means that if you work over 88 hours in a pay period you can take one hour of compensatory time for every two hours worked over 88 hours.

By September 1 of each year, each permanent employee must indicate which option they will choose to follow in the following calendar year. For Library employees under level 7, compensatory time is not permitted because your working hours are governed by the federal Fair Labor Standards Act. So, your "choice" will be option one: working a summer hours schedule. For Library employees at level 7 or above, you may elect either option. Given that we schedule our time very carefully and that we retain the flexibility to continue to schedule time within the pay period, it seems that option 1 is the better option for library staff, but it is each individual staff member's choice.

E-MAIL POLICY

PURPOSE:

Electronic mail (e-mail) is one of the most used and useful facilities on computer networks. To ensure maximum benefits from e-mail, a clear, defined balance between the need for open communication and the protection of privacy is critical.

The purpose of this e-mail policy is to encourage use of e-mail as an effective and efficient tool while outlining some of the considerations of responsible use.

APPROPRIATE USE OF EMAIL:

E-mail is to be used for business purposes of the Library and the Legislature. Use e-mail when it would be the most timely and effective communication method. Use good judgment in both the type of message created and in the tone and content of messages. E-mail messages must be able to withstand public scrutiny without embarrassment to the Legislature, the Library, its customers, or its employees if messages are forwarded beyond the intended recipients, accessed or inadvertently disclosed, subpoenaed in a legal action, or otherwise made public. Use generally-accepted standards of business conversation in your e-mail messages. Uses of e-mail that will not be tolerated include:

- * illegal activities
- * wagering, betting, or selling chances
- * harassment
- * solicitation, except for agency-sanctioned activities
- * commercial activities
- * promotion of political or religious positions or activities
- * other unethical activities

It is never appropriate to use e-mail (or the mail or phone) to send communications of a sensitive or inflammatory nature. We trust that none of our modes of communication will be used inappropriately.

PRIVACY:

In most cases, e-mail is as private as routine paper interoffice mail. If you would send something via interoffice mail, it is probably okay to send its electronic equivalent via e-mail. It's in the nature of most e-mail systems that the physical security of messages cannot be guaranteed. You should not rely upon e-mail as a confidential means of communication.

Take care in addressing e-mail. If U.S. mail or interoffice mail is delivered to the wrong person, the person will generally notice the error and re-route it to the correct person or back to the sender without opening it. If e-mail is delivered to the wrong person, that person is very likely to read it before discovering that it is wrongly addressed.

ADMINISTRATION:

The content of e-mail messages is not routinely monitored or disclosed; however, monitoring or disclosure may occur under subpoena or other legal actions, in connection with charges of improper or illegal actions by an individual, unexpected absence of an employee, and other appropriate business or technical reasons. The Legislature and the Legislative Reference Library, as employers, have and reserve the legal right to review e-mail for a variety of legitimate business purposes. Internal disclosure requests for access to message information will be handled by the director and will be denied unless a clear business or legal purpose is identified.

E-mail messages are stored on the library's file server until the user deletes them. An archival copy is created during the routine system backup. Archival copies are maintained indefinitely. Problems or issues regarding agency e-mail should be directed to the information systems manager or the library director.



PAY CHECKS / TIME SHEETS

The business manager distributes pay checks twice a month, on the 15th and the last day of the month. If payday happens to fall on the weekend, pay checks will be distributed on Friday.

If you have a question concerning your pay check, see the business manager.

SALARIED EMPLOYEES will fill out an online calendar bi-monthly. Vacation and sick leave accruals will be noted on the calendar. When an employee is absent, the number of hours absent and reason for absence (sick, vacation or floating holiday) should be recorded on the day that it occurred. Mark the number of hours worked each day.

If taking time without pay, vacation or floating holidays you must get prior approval from your supervisor and the director.

Calendars should be entered and submitted by the first of the month and by the 16th of the month.

HOURLY EMPLOYEES will fill out time sheets twice a month. Mark your weekly schedule, the start and end time worked each day, the total hours worked and record any lunch breaks that were taken.

Time sheets should be turned into your supervisor by the 16th and the 1st of the month. Failure to turn in time sheets promptly may result in a delayed pay check.

SALARY INCREASES/PERFORMANCE APPRAISALS

Performance appraisals are completed annually for each employee in June. Appraisals are submitted to the director by employees and supervisors as one method of reviewing work performance and as a means to set goals. New employees should receive a performance appraisal within six months after starting work at LRL.

Merit increases are usually awarded annually and are based on the employee's job performance and contribution to the library. Usually, an annual performance pool is determined by the legislature. Merit increases for library staff cannot exceed the amount of the pool.

Employees must have worked in their current position for at least 6 months in order to be considered for a merit increase.

Usually, general adjustment increases are given in July to adjust for annual increases in the cost of living. The amount of the adjustment is determined by the legislature.



RESPONSIBILITY LEVELS

Each salaried position in the library has been assigned a responsibility level ranging from III to XI. Salary ranges are established for each responsibility level by the LCC. An employee's salary may not go beyond the maximum salary of the assigned range. In general, new staff are hired in the lowest quartile of the salary range. "Minimum" salary is the lowest salary which may be offered in the salary range; "maximum" is the highest salary which may be attained in the range. Salary ranges increase by the amount of the annual general adjustment.

You can see a copy of the responsibility levels chart by clicking [here](#). You can see a copy of the organizational chart by clicking [here](#).

VACATION

Salaried employees earn vacation hours on a monthly basis. The rate varies according to length of service. Consult the [*LCC Legislative Plan for Employee Benefits*](#) for specific rates. Employees may use vacation as soon as it is earned, but may not use more vacation than they have accrued. Part-time salaried employees accrue vacation leave on a prorated basis.

Vacation requests must be approved by the employee's supervisor and the director. Limited vacation may be used during the legislative session.

Hourly employees may take vacation without pay with the approval of the supervisor and the director.

LRL SESSION VACATION POLICY:

The primary purposes of permitting session vacation are to enable a brief break from the stress of session and to spread some of the use of vacation from summer to the remainder of the year. When planning vacation during session, it is critical to remember that the Library's work continues at the same pace and must be covered by staff who are not on vacation. Therefore, firm restrictions must be placed on the number of people who are permitted to be gone at any one time in order to ensure that the work of the Library and the Legislature is accomplished. If it is abused, the policy of permitting vacations during session will be curtailed.

Each salaried staff person may take a maximum of 5 vacation days during session. From the first day of session through March 15, only two nonconsecutive days may be taken. Only one staff member may be gone for a complete day at any one time. Any vacation days must be approved by the supervisor and the director at least one week in advance. There will be no exceptions to this policy except in cases of extreme emergency.

For part-time staff a "day" is a normal working day.

SICK LEAVE

Salaried employees earn sick leave hours on a monthly basis. Consult the *LCC Legislative Plan for Employee Benefits* for specific rates and uses of sick leave. Hourly employees are not paid for sick leave. Part-time salaried employees accrue sick leave on a prorated basis.

If possible, employees should notify the supervisor before taking sick leave. When not possible, employee should contact the supervisor or the director to notify them of absence.

HOLIDAYS

Salaried employees are paid for the following holidays:

New Years Day	Labor Day
Martin Luther King Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day - (4th of July)	The Day Following Thanksgiving
	Christmas Day

Any holiday falling on Saturday will be observed on the prior Friday. Any holiday falling on a Sunday will be observed on the succeeding Monday.

Salaried employees also receive two floating holidays each calendar year. The employee earns one floating holiday if the employee works any part of the six month period beginning January 1st, and another if the employee works any part of the six month period beginning July 1st. Floating holidays must be used before December 31 of each year or they are lost. You must get prior approval from the supervisor and the director to use a floating holiday. Part-time salaried employees receive floating holidays and holiday pay on a prorated basis.

Hourly employees are entitled to holiday pay if they work their scheduled hours before and after the holiday. Hourly employees are paid for a holiday in the proportion that the time normally worked bears to full time.

INSURANCE

Hourly employees may enroll in hospital and medical coverages provided by the state at their own expense.

Halftime salaried employees may choose to pay 25% of the premium for employee only coverage and dependent coverage for the medical and dental coverages provided by the state. The state will contribute the remaining portion of the premium.

All salaried employees, who work at least 75% time, are eligible for the many medical and dental plans offered by the state. Coverage takes effect 28 days after your first day of employment. If you are transferring from another state agency, with no lapse of time, you are covered immediately.

Dependent coverage is available for employees who want it.

Open enrollment on health insurance occurs every year in the fall, and any changes become effective on January 1st of the following year. Open enrollment for dental insurance happens every other year.

DEPENDENT CARE AND MEDICAL/DENTAL EXPENSE ACCOUNT

The Dependent Care Expense Account (DCEA) is a plan offered by the legislature to its employees that enables you to pay certain dependent care expenses with tax-free dollars. The plan works through payroll deduction. You decide at the time you enroll how much money will go into your DCEA account for the year. Once you have incurred an eligible expense, you file a claim. You are then reimbursed from your DCEA account.

The Medical/Dental Expense Account (MDEA) is a plan offered by the legislature to its employees that enables you to pay for eligible unreimbursed medical expenses with pre-tax dollars. You decide at the time you enroll how much money should go into your MDEA account for the year. Once you have incurred an eligible expense, you file a claim and are reimbursed from your MDEA account.

For more information on either of these accounts, see Sandy Gulbranson in the LCC Personnel Office, Room 198 S.O.B. Open enrollment for both of these accounts usually takes place in October.

RETIREMENT

As legislative employees, salaried staff belong to the unclassified retirement plan. Upon leaving legislative employment, an employee may choose a lump sum payment of the value of the account or annuity payments which are paid upon retirement. A penalty will be assessed if you choose the lump sum payment option. There is no minimum length of service requirement to qualify.

Salaried employees have 4% of their paycheck automatically deposited into their retirement fund, and the employer contributes 6% of the employee's current salary to their retirement fund.

There are several investment options for you to choose from. If you would like more information or your address changes, please contact the Minnesota State Retirement Office at:

Minnesota State Retirement System
Minnesota State Bank Building, 3rd Floor
175 West Lafayette Frontage Road
St. Paul, MN 55107-1425
296-2761

DEFERRED COMPENSATION PLAN

The legislature offers its salaried employees the option of establishing a deferred compensation plan which allows you to set aside a portion of your income and accumulate it on a tax-deferred basis. Your deferred amount is not subject to current income tax. Those dollars, and the interest you earn, accumulate on a tax-deferred basis and are not taxed until you start drawing money out, normally at retirement.

If you would like more information, contact the Business Manager.

PERMISSION TO ATTEND CONFERENCES/TRAINING/SEMINARS

Many upcoming conferences and training opportunities are posted outside the staff lounge. If you would like to participate in any of these activities, submit a request form (available from the business manager) to your supervisor along with any information you have on the conference/seminar/training event attached.

The director has final approval.

MEAL ALLOWANCE AND AUTOMOBILE EXPENSE

When employees are required to use their own automobile to conduct authorized library business, the library will reimburse the employee at the rate of 32.5 cents per mile, as approved by the director. You are paid for mileage based on the most direct route according to the Minnesota Department of Transportation records. Toll charges and parking fees actually paid will also be reimbursed.

Employees are reimbursed for meals if they are out of town on a library assignment. Employees are also reimbursed for meals in connection with conferences and meetings if approved in advance by the library director.

Maximum reimbursement for meals, including tax and gratuity are:

Within the State		Outside the State	
Breakfast	\$ 7.00	Breakfast	\$ 8.00
Lunch	\$ 9.00	Lunch	\$10.00
Dinner	<u>\$15.00</u>	Dinner	<u>\$17.00</u>
	\$31.00		\$35.00

If the employee is traveling during two or more meals, they are reimbursed for the actual costs of the meals up to a combined maximum not to exceed \$31.00 per day for instate meals nor \$35.00 for outstate meals.

Details on all employee benefits and policies are contained in the Legislative Plan for Employee Benefits and Policies which is provided to all salaried staff.

GRIEVANCES

In the event you are having a problem with a staff member

- (1) try to resolve it with the person directly.

If this is impossible or has been nonproductive, use the following chain of command to voice your grievance:

- (2) Supervisor
- (3) Library Director
- (4) Staff Director of the LCC (Room 85 S.O.B.)
- (5) Chair of the Library Subcommittee of the LCC

Employees should take advantage of the annual supervisor evaluation, but should not let problems fester for a long period of time.

Grievances relating to sexual harassment or equal employment opportunities have established procedures. Information concerning these two areas can be obtained from the LCC office, (297-3697), as well as from your supervisor.

DRESS CODE

There is no formal dress code in the Library, but because we work with the Legislature, your dress is expected to be businesslike, neat and clean. Shorts are discouraged.

WEATHER EMERGENCY

When the library is closed due to a severe weather emergency, library staff will be excused from their jobs with full pay. Listen to WCCO (830 AM) for official information about weather emergencies. We are not considered state employees, so listen for them to announce legislative employees. If in doubt, call the Director at home.

PARKING

If you need a guaranteed parking spot, contact the business manager. The library has no assigned parking spots, but parking is usually available. There is a monthly fee for parking spots.

TELEPHONES

Staff members should answer any ringing telephone, even if it is not their own, and relay any messages that are given.

When a person calls LRL they should immediately be told:

1. that the caller has reached the Legislative Library
2. the name of the person answering

The library has a WATS line for long distance calling. Consult the State Telephone Directory for instructions on how to use it. The WATS line is to be used for library-related calls only, not for personal long distance calls. Personal calls constitute illegal avoidance of State and Federal taxes. Further, personal calls, when charged to the State, are contrary to the proper usage of these facilities for state business only. Such calls must be charged to one's residence telephone, personal credit card or made from a pay station. Audits are made of telephone statements. Bills are based on use, not a flat rate. Each month the library receives a detailed statement of calls made from each telephone line. This statement includes the number dialed, the city and state and the length of the call. Individuals making personal long distance calls from state facilities will be subject to applicable legal sanctions and will be required to reimburse the Legislature.

Most of the telephones in the library are equipped with special features, such as call forwarding, call transfer, and three way conference calling. You will be trained on the use of these features. If you have questions on phones in general, contact the business manager.

SUPPLIES

The library keeps an inventory of the most popular office supplies in the supply room cupboards. If you need a supply item, check the cupboards first. If you notice that a supply is getting low or is gone, please let the business manager know. If the item is not kept on hand, you must put in a request for it. Supply requests should be given to the business manager.

The business manager must receive all requests by Wednesday morning. Supplies are ordered every Thursday morning.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Minnesota State Employee Assistance Program (EAP) is available for the use of Library employees. The EAP is staffed by professionals dedicated to solving problems that affect personal well-being and performance. Services are confidential and free of charge. For more information, or to request an appointment, staff may contact the EAP office at 296-0765.

STATE CAPITOL CREDIT UNION - AFFINITY PLUS

The services of the credit union, now called Affinity Plus, are available to all state and legislative employees. They provide a variety of banking services, including direct depositing of payroll checks.

Contact Affinity Plus for more information.

General Information Number	(651)291-3700
New Account Information	(651)291-3713

LACTATION ROOM

The House has a space in the State Office Building being used as a lactation room. It is available for use by House members and staff, commission employees, and the public.

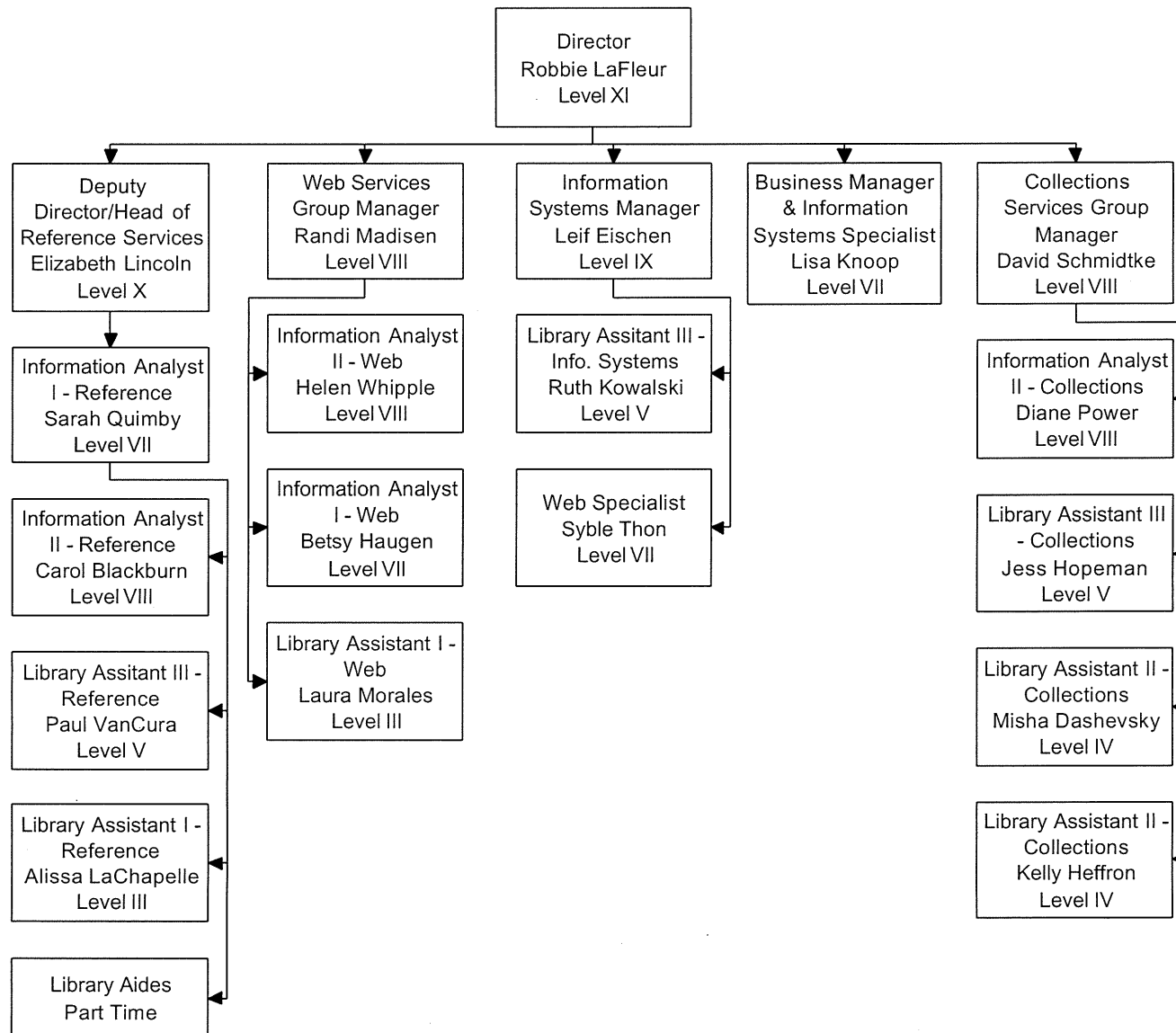
The room is Room G-30, located on the ground floor, near House supply. Kelly Knight has keys available for check out for those wishing to use the room on a regular basis. For those wishing to use it less regularly, a key may be requested in House Supply (G-35).

SALARY ZONES WITHIN RESPONSIBILITY LEVELS
LEGISLATIVE COORDINATING COMMISSION
JULY 1, 2000

RESPONSIBILITY
LEVEL

	<u>Minimum</u>			<u>Maximum</u>	
I	\$24,442				
	<div><div></div><div></div><div></div><div></div></div>				
	\$16,990	\$20,716		\$28,169	\$31,895
II	\$29,961				
	<div><div></div><div></div><div></div><div></div></div>				
	\$20,419	\$25,190		\$34,732	\$39,503
III	\$33,336				
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	\$23,363	\$28,350		\$38,323	\$43,310
IV	\$36,166				
	<div><div></div><div></div><div></div><div></div></div>				
	\$24,835	\$30,501		\$41,832	\$47,497
V	\$39,688				
	<div><div></div><div></div><div></div><div></div></div>				
	\$27,741	\$33,715		\$45,662	\$51,636
VI	\$43,090				
	<div><div></div><div></div><div></div><div></div></div>				
	\$29,544	\$36,317		\$49,863	\$56,635
VII	\$47,425				
	<div><div></div><div></div><div></div><div></div></div>				
	\$32,718	\$40,071		\$54,779	\$62,132
VIII	\$53,684				
	<div><div></div><div></div><div></div><div></div></div>				
	\$36,945	\$45,315		\$62,054	\$70,424
IX	\$60,689				
	<div><div></div><div></div><div></div><div></div></div>				
	\$41,531	\$51,110		\$70,268	\$79,848
X	\$67,658				
	<div><div></div><div></div><div></div><div></div></div>				
	\$46,084	\$56,871		\$78,445	\$89,232
XI	\$76,019				
	<div><div></div><div></div><div></div><div></div></div>				
	\$52,294	\$64,156		\$87,881	\$99,743
XII	\$85,420				
	<div><div></div><div></div><div></div><div></div></div>				
	\$59,328	\$72,374		\$98,466	\$111,512
XIII	\$96,453				
	<div><div></div><div></div><div></div><div></div></div>				
	\$67,108	\$81,780		\$111,126	\$125,798
XIV	\$109,172				
	<div><div></div><div></div><div></div><div></div></div>				
	\$76,403	\$92,788		\$125,557	\$141,941

LEGISLATIVE REFERENCE LIBRARY ORGANIZATION CHART



LEGISLATIVE REFERENCE LIBRARY



Welcome To the Legislative Reference Library

This informational packet has been prepared to orient you with the Legislative Reference Library. It is meant as a general guide, so if you have further questions, feel free to ask your supervisor.

On the left hand side of your folder you will find personnel forms to read and fill out. On the right hand side of your folder you will find some informational brochures, a listing of LRL staff addresses and phone numbers, and some of the publications put out by LRL. We have also attached a business card with the Library's address and phone number on it for you to keep at home.

Also included is an informational sheet on the Capitol Complex area. It will hopefully make it easier for you to locate things during your first few weeks with us.

There are a microwave and a refrigerator in the staff lounge, feel free to make use of them. We also offer a beverage service with a variety of brands. If you would like to join, it costs \$1.50 initially and then each can of pop will cost \$.40. There are vending machines in the basement of this building where you can purchase cans of pop for \$.60 each. There is also coffee available in the staff lounge. To join the coffee group, pay Lisa \$2.00 plus buy a 2# can of coffee and put it in the staff lounge. The extra money collected is for filters, extra pots, etc. If you are an occasional drinker of coffee, cost per cup is 50 cents. There is a coin box near the coffee to deposit your quarters.

We are pleased you have joined our staff and we look forward to working with you.



PROCEDURES FOR FILLING OUT TRAINING/SEMINAR/CONFERENCE REQUEST FORMS

Fill out a request form when you would like permission to attend a seminar, conference or some sort of training. Please fill out the form even when the activity has been job assigned. If it is job assigned, please indicate this in the "Reason for Request" section of the form.

Attach any information about the event to your request form and give the form to your supervisor for review.

Your supervisor will review - approve it or deny it - and pass on to the Director.

The Director will review - approve it or deny it - and give me a copy of the form for your personnel records and return the original to the requestor.

If it is training that needs to be arranged by me (such as DOER, InterTech, Ameridata, etc.) I will take care of it when Robbie gives me a copy of the form. If it is something that has to be arranged by you or another member of the staff, please let me know once the details have been finalized.

I will mark the day(s) or hour(s) you will be gone on the calendar. All job related activities are marked in Red.

If for some reason the event has been cancelled or you have decided not to attend, please let me know and I will remove it from your file.

I have attached a request form for you. If you need more, please see me!

Lisa

VISITOR INFORMATION

Visitor Parking (unhooded meters)

- Lot Q, north of Capitol Building, Cedar and Sherburne.
- Centennial Ramp, east of the Centennial Office Building, Central Ave. and E. Central Park Place (orange level).
- Aurora Street, in front of the Capitol (not open to the public during session).
- Between Lots D and E, west of State Office Building, Rice Street.
- Lot F, west of Transportation Building on Rice Street (limited space available).
- Public metered street parking.
- Handicapped parking is available in back of the State Capitol Building (Lot N) and in most of the above. (The blue level in the Centennial Ramp is easily accessible to the building.)

Where to Eat State Capitol

- Basement level, north wing
- Second floor snack bar (during session only)

State Office Building

- Basement level

Transportation Building

- Ground floor

Veterans Service Building

- Fifth floor

Centennial Office Building

- Ground floor

Capitol Square Building

- Lower level

Restrooms

State Capitol

- Basement: women - Rm. B26; men - Rm. B23
- Ground floor: women - Rm. 16; men - Rm. 5
- First floor: men - Rm. 117
- Second floor: women - Rm. 215
- Third floor: women - Rm. 313; men - Rm. 314

State Office Building

- Men and Women across from elevators on all floors

Pay Phones

State Capitol

- Ground floor - south wall
- First floor - south wall next to information desk
- Second floor - near elevators, south wing

State Office Building

- Ground floor - turn left from elevator
- First floor - across from elevators

Tunnel System

An underground tunnel system connects the buildings of the State Capitol complex. Entrances are on the lower levels of the State Capitol Building, State Office Building, Veterans Service Building, Transportation Building, Historical Society Building, and the Centennial Office Building.

Exits/Entrances

Exits from the Capitol Building are on ground and first floors. The entrance for the handicapped is on the ground level on the northwest side of the Capitol.

People may come into the Capitol after hours for public meetings through the ground floor northwest and southwest doors and the main front entrance. The two ground floor doors have intercoms if you need help.

To get into the State Office Building, go to the north, Leif Erikson Park entrance or the south, plaza entrance. Both doors have intercoms if you need help.

Tours

The Minnesota Historical Society's Capitol Historic Site Program offers tours of the Capitol Monday through Sunday on the hour. The Capitol is open: Monday through Friday, 8:30 a.m. to 5 p.m.; Saturday, 10 a.m. to 4 p.m.; and Sunday, 1 a.m. to 4 p.m. Groups of 10 or more should make reservations with the Historical Society at least 14 days in advance.

The Capitol Historic Site Program also plans tours of the Legislature for groups. House members may be available to speak to a group if you make reservations well in advance.

For reservations, write to:

Tour Reservationist
Minnesota Historical Society
690 Cedar Street
St. Paul, MN 55101
or telephone: (612) 296-2881

Other Offices

Governor

Room 130, west wing, State Capitol

Lieutenant Governor

Room 122, east wing, State Capitol

Attorney General

Room 102, across from Governor's Office, State Capitol

Secretary of State

Room 180, State Office Building

Senate offices*

Ground, first, second, and third floors of State Capitol and first floor of State Office Building

Secretary of Senate—Room 231, State Capitol

Supreme Court

Second floor, east wing, State Capitol

Information Desk

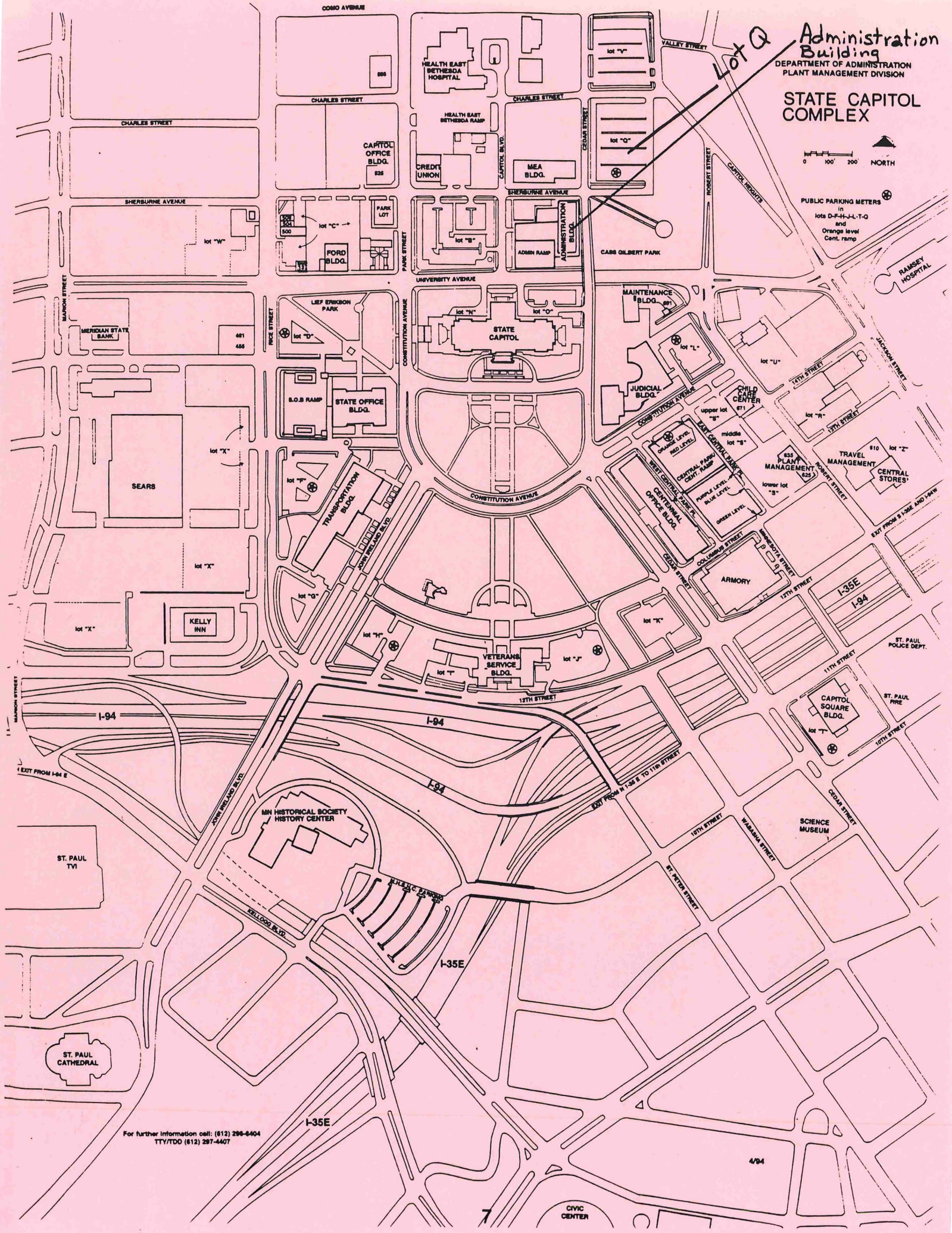
First floor, State Capitol (612) 296-3962/2739

Security

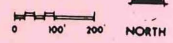
Basement, Room B4, in tunnel (612) 296-6741

***House offices** are in the State Office Building except for the Chief Clerk's Office (including the Clerk's Front Office and Index Department) which are in the Capitol.

Emergency: 296-2100



Administration Building
DEPARTMENT OF ADMINISTRATION
PLANT MANAGEMENT DIVISION
STATE CAPITOL COMPLEX



PUBLIC PARKING METERS
in
lots D-F-H-J-L-T-Q
and
Orange level
Cent. ramp

For further information call: (612) 298-6404
TTY/TDD (612) 287-4407

CIVIC CENTER

Legislative Reference Library
Job Performance Evaluation

Name _____ Position Title _____

Supervisor _____

Your evaluation is based upon performance of the responsibilities listed in your current job description, your general performance as an employee and contributions you have made to the functioning of the library. This is also an opportunity to plan your goals for next year and make any changes in your job description.

1. Your performance in the following areas was outstanding and contributed significantly to the success of the Legislative Reference Library:

-

2. Your performance in the following areas was completely satisfactory:

-

3. Your performance in the following areas needs improvement:

-

4. Goals for the coming year: (Should include training goals as well as goals related specifically to the position. This section should also address any performance deficiencies and propose a plan for correction.)

-

1. **Job Knowledge** – How well does this employee understand and carry out job requirements?

- ☐ Outstanding
- ☐ Fully Successful
- ☐ Needs Improvement

2. **Quality of Work** – How accurate and complete is the work?

- ☐ Outstanding
- ☐ Fully Successful
- ☐ Needs Improvement

3. **Cooperation** – Does this employee work harmoniously and effectively with co-workers and supervisor?

- ☐ Outstanding
- ☐ Fully Successful
- ☐ Needs Improvement

4. **Responsibility** – How does this employee accept all the responsibilities of the job?

- ☐ Outstanding
- ☐ Fully Successful
- ☐ Needs Improvement

5. **Initiative** – How well does this employee identify ways to do their job better and take responsibility for proposing changes?

- ☐ Outstanding
- ☐ Fully Successful
- ☐ Needs Improvement

6. **Quantity of Work** – How much satisfactory work is consistently turned out by this employee?

- ☐ Outstanding
- ☐ Fully Successful
- ☐ Needs Improvement

7. **Dependability** – How faithful is this employee in reporting to work and staying on the job?

- ☐ Outstanding
- ☐ Fully Successful
- ☐ Needs Improvement

5. Comments by the Supervisor:

6. Employee Comments:

If there are changes in the position description, please attach the description with changes noted.

Signature means only that the employee had read this document and does not necessarily indicate agreement.

Signature of Supervisor

Signature of Employee

Signature of Director

Date Employee Reviewed

NAME: _____ DATE: _____

EMPLOYEE'S COMMENTS

Examples of my quality work and accomplishments in the last year include:

-

Since all positions change over time, please list any changes which should be made to your position description.

DROP:

ADD:

If there is a problem in my job, it is:

In order to work to your full potential, in what areas do you feel you need added support, structure, and direction? (This section could include specific training courses, or general areas of knowledge you would like to strengthen.)

**Legislative Reference Library
Supervisory Performance Evaluation**

Department: _____ Supervisor: _____

Evaluation forms are completely anonymous - don't sign your name. To preserve anonymity, Section B could be typed. Forms will be kept in confidence by the director until all non-supervisory reviews are completed. Thus, your responses will not affect your performance evaluation. Following the completion of non-supervisory performance evaluations, results will be shared with individual supervisors as one component of their performance evaluations.

Section A:

For each statement in Section A, indicate the statement which most closely describes your supervisor.

Section B:

This is the space to comment on supervisory performance and/or elaborate on any of the statements in Section A.

Section A:

1. My supervisor treats staff fairly.

Always
Most of the Time
Sometimes
Rarely

2. My supervisor is consistent with all staff supervised.

Always
Most of the Time
Sometimes
Rarely

3. My supervisor encourages open communication and cooperation within our department.

Always
Most of the Time
Sometimes
Rarely

4. My supervisor provides leadership and vision in achieving the library's mission.

Always
Most of the Time
Sometimes
Rarely

5. My supervisor takes requests and complaints seriously and responds promptly.

Always
Most of the Time
Sometimes
Rarely

6. My supervisor acknowledges when good work has been accomplished.

Always
Most of the Time
Sometimes
Rarely

7. My supervisor works toward achieving a high level of staff morale.

Always
Most of the Time
Sometimes
Rarely

Section A (Continued):

8. My supervisor lets me work without interference when appropriate.

Always
Most of the Time
Sometimes
Rarely

9. My supervisor allows me to try new ways of doing my job.

Always
Most of the Time
Sometimes
Rarely

10. My supervisor clearly states his/her expectations of me in my job.

Always
Most of the Time
Sometimes
Rarely

11. My supervisor takes action to correct performance deficiencies and to deal with disciplinary situations.

Always
Most of the Time
Sometimes
Rarely

12. My supervisor keeps me informed about library policies and events.

Always
Most of the Time
Sometimes
Rarely

13. My supervisor shows interest in my professional development and recommends training and orientation, as appropriate.

Always
Most of the Time
Sometimes
Rarely

Section B:

1. What do you consider the library's greatest success to have been within the last 12 months?

2. In a period of nearly constant adjustment, are there any changes the library should pursue?

3. Any concerns?

Thank You!

**TRAINING/SEMINAR/CONFERENCE
REQUEST FORM**

DATE: _____

YOUR NAME: _____

NAME OF ACTIVITY: _____

SPONSORING AGENCY OR VENDOR: _____

COST: _____

DATE/S: _____

TIME/S: _____

REASON FOR REQUEST:

SIGNATURES OF APPROVAL:

SUPERVISOR: _____ **DIRECTOR:** _____