

POSITION AVAILABLE  
LIBRARY AIDE – Part-Time (20 hrs/wk)

The City of Stewartville is seeking applicants for the position of Part-time Library Aide.

Job Description: Perform paraprofessional work to assist in overseeing the operation of the library. This includes working at circulation desk. Helping with library programming and setting up and executing program for children and young adults. Respond to inquiries from the general public. Assist patrons in the use of computers. Package and wrap library materials. Register library patrons as needed.

Must have high school diploma or equivalent. Completion of keyboarding class or equivalent experience. Willingness to attend continuing education classes.

Starting wage - \$12.71/hr - depending upon qualifications.

Benefits are available on a pro-rated basis.

Applicants can obtain an application at City Hall or thru our website:  
[www.stewartvillemn.com/government/publicnotices/employment-opportunities](http://www.stewartvillemn.com/government/publicnotices/employment-opportunities)

Please submit your application to City of Stewartville, PO Box 275 - 105 East First St., Stewartville or by e-mail to City Clerk, Cheryl Roeder – [croeder@stewartvillemn.com](mailto:croeder@stewartvillemn.com) by 5:00 pm on September 2, 2019.

Cheryl Roeder  
City Clerk



www.stewartvillemn.com

We welcome you as an applicant for employment with the City of Stewartville, MN. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Stewartville to provide equal opportunity employment to all persons. This policy prohibits discrimination because of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status with regard to public assistance or disability, as is consistent with the City's policy of hiring a well-qualified person so as to maintain the high standards of public service required of all City employees. This policy applies to all phases of permanent and part-time employment by the City of Stewartville. Please furnish with us complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

*Please print neatly in ink or use a typewriter*

## GENERAL INFORMATION

**Position: LIBRARY AIDE**

**Application Due: September 2, 2019**

Date Available to Start: \_\_\_\_\_

Last Name:	First Name:		MI	
Street Address:	City	State	Zip:	Cell No.

E-MAIL ADDRESS: \_\_\_\_\_

Are you under 18 years of age? Yes \_\_\_\_ No \_\_\_\_

Are you willing to work overtime if required: Yes \_\_\_\_ No \_\_\_\_

Are you a United States Citizen? Yes \_\_\_\_ No \_\_\_\_

**Education /Training**

High School Graduate: \_\_\_\_\_ GED: \_\_\_\_\_ College: \_\_\_\_\_

School Name & Address	Diploma, Degree, Certificate of Credits Earned	Major
High School/GED		
College or University		
Graduate School		
Technical		

List any correspondence courses, special courses, seminars, workshops, and/or training programs you have attended, or registrations, licenses, or certificates you have that might relate to this position.  
**Please review the job description before responding.**

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**Driver's License Information**

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License No: \_\_\_\_\_

State of Issuance: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Have you had any moving violations in the last five (5) years? Yes No

If yes, please explain: \_\_\_\_\_

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## Computer Experience

List any computer software you can operate proficiently:

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## Labor and Skilled Trade Positions Only

Apprenticeship(s): \_\_\_\_\_

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List all machines and equipment that you have experience operating: \_\_\_\_\_

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## Employment History

Experience and training rating are determined by this information. Please be complete. List most recent employers first. (Use additional sheets if necessary).

Present or Last Employer:			
Address:		City	State      Zip
Supervisor Title & Name		Phone # (    )	May we Contact? Yes      No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

<b>Present or Last Employer:</b>			
Address:		City	State      Zip
Supervisor Title & Name		Phone # (    )	May we Contact? Yes      No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

<b>Present or Last Employer:</b>			
Address:		City	State      Zip
Supervisor Title & Name		Phone # (    )	May we Contact? Yes      No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

## Supervision

Have you ever supervised people? Yes \_\_\_\_ No \_\_\_\_

Company Name(s) \_\_\_\_\_

Check the functions you have performed as a supervisor:

\_\_\_\_ Interviewed Candidates      \_\_\_\_ Conducted Performance Evaluations      \_\_\_\_ Disciplined Employees  
\_\_\_\_ Hired/Recommended for Hire      \_\_\_\_ Recommended Salary Adjustments      \_\_\_\_ Terminated Employees  
\_\_\_\_ Established Objectives

## Military Experience

Complete this section only if you served in the U.S. Armed Forces.

Describe your duties and any special training:	Branch of Service	Period of Active Duty From                  To
	Rank at Discharge	Type of Discharge
	Date of Final Discharge	

## Volunteer/Unsalariated Experience

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No. (    )	
Dates of Participation		Hours Per Week	
Skills Learned			

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Street	City	State	Zip
Immediate Supervisor		Phone No. (    )	
Dates of Participation		Hours Per Week	
Skills Learned			

### Accommodations

Do you have any physical or health limitations that would require special or reasonable accommodations by the City:    Yes\_\_\_\_    No \_\_\_\_

If yes, please describe the nature of the accommodation: \_\_\_\_\_

### Employment of Relatives

List any relatives currently employed by the City of Stewartville

Name	Relationship to You
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### Personal References (Not former employees or relatives)

Name & Occupation	Address	Phone Number

# **TENNENSEN WARNING**

## **I. Personnel Data**

MN Stat. 13.43 classifies all personnel data. This section has a fundamental difference from other statutes in the Act. Under section 13.43, all personnel data is considered private data on individuals, unless there is a classification that makes the data public.

Section 34.43 provides that the following data on current and former employees is public: name; actual gross salary; salary range, contract fees; actual gross pensions, the value and nature of employer paid fringe benefits; the basis for any added remuneration; job title; job description; education and training background; previous work experience; date of first and last employment; existence and status of any complaints for charges against the employee; the final disposition of any disciplinary action together with the specific reasons and data documenting the basis of the action; the terms of any agreement settling a dispute arising out of the employment relationship; work location; work telephone number; badge number; honors and awards; and payroll time sheets.

Personnel data which is not public is classified as private. Private personnel data is not accessible to the public, but is accessible to the individual subject of the data. Minn. Stat. 13.02, subd. 12.

An employee's home address, spouse/dependent names, and individual medical history are private personnel data. MN Stat. 13.43, subd. 4,

### **1. Social Security Numbers**

An employee's social security number is private personnel data. MN Stat. 13.49, subd. 1. Social security numbers of an employee's spouse and dependents are also private.

In addition, there are federal laws pertaining to social security numbers. No federal, state or local government entity can lawfully deny an individual any right, benefit, or privilege provided by law if that individual refuses to disclose her/his social security number, unless the collection is for the administration of any tax, general public assistance, or driver's license or motor vehicle registration. When asked to provide her/his social security number, an individual must be informed of the uses to which the number will be put, and whether the disclosure is voluntary or mandatory. Public law 93-597, Section 7; 42 U.S.C. 405(2)(c)(I) and (iii).

## **II. Collection of Private and Confidential Personnel Data**

An employee asked to supply private or confidential data must be informed of the reason for collecting such data and the intended use of the data. MN Stat. 13.04, subd. 2.

The purpose of this notice - called a Tennessen Warning - is to enable the individual to make an informed decision as to whether she/he wishes to provide the requested information to the government entity. It essentially serves as a privacy protection, whereby the individual may protect



her/his privacy by deciding not to provide the data to the government. MN Dept. of Admin., Advisory Opinion 98-003.

An employer may still require an employee to provide private information as a condition of employment or of receiving certain benefits. The law is established only to guarantee informed choice, not to eliminate an employer's right to collect private or confidential information.

A. Tennesen Warning

An individual asked to supply private or confidential data concerning the individual shall be informed of (a) the purpose and intended use of the requested data within the ... political subdivision...; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequences arising from supplying or refusing to supply private or confidential data; and (d) the identity of other person or entities authorized by state or federal law to receive the data. MN Stat. 13.04, subd. 2.

By copy of this notice I have been advised of my right to refuse to provide certain confidential information and acknowledge receipt of the Tension Warning.

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Signature

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Date

# 2019 Employee Benefits Summary

## MEDICAL INSURANCE – Blue Cross Blue Shield

Plan Option	Monthly Premium	City Contribution	Employee Cost	City Monthly Contribution to HSA	Employee Monthly Contribution to HSA
<b>\$2,200/\$4,400 High Deductible* w/HSA</b>					
Employee	\$476.06-\$1461.18	\$465.06 - \$1461.18	\$0	108.33	58.34
Employee + Children	1036.46	777.35	259.12	216.66	116.66
Employee + Spouse	2273.10	1545.71	727.39	216.66	116.66
Family	2624.76	1968.57	656.19	216.66	116.66

## DENTAL INSURANCE – Delta Dental

Plan Option	Monthly Premium	City Contribution	Employee Cost
Employee	38.15	38.15	\$0
Employee + 1	78.50	58.87	18.69
Family	126.25	94.68	30.05
Coverage is effective the first day of the month following date of hire for benefit eligible employees.			

## LIFE INSURANCE – Sun Life

The City provides Basic Term Life Insurance in the amount of \$25,000 to all benefit eligible employees. This benefit includes a matching amount of Accidental Death & Dismemberment. Employee's coverage begins on the first day of employment.

## SHORT-TERM DISABILITY – Sun Life

Short-Term Disability pays you a weekly income while you recover from an illness, injury, or pregnancy related disability. Benefits begin on the 6th day of an illness or a non-job related accident and are payable up to 13 weeks or until Long-Term Disability Benefits commence, whichever comes first.

All regular full and part-time employees are covered in the Short-Term Disability program after successful completion of 180 day s of the employee's probationary period. The Short-Term Disability program will cover 66.67% of the current employee salary up through a maximum of 13 weeks of coverage.

The City pays 100% of the premium with no cost to the employee.

## LONG-TERM DISABILITY – Madison National

Long-Term Disability pays you while you recover from a covered illness or accident. Benefits begin 90 days after suffering a covered illness or injury and are payable up to your normal retirement age, as defined by Social Security. The benefit to the employee is 66.67% of the employee's current salary.

The City pays 100% of the premium with no cost to the employee.

## PERA – Public Employees Retirement Association

Participation in PERA is mandatory for most employees. Contributions begin immediately. Employees are fully vested after 5 years of service (after 3 years for employees hired prior to July 1, 2010).

LMC Contribution	Employee Contribution
7.50% gross salary	6.50% gross salary

## DIRECT DEPOSIT

Employees are required to have their paychecks directly deposited into the bank of their choice. Employees will receive an earnings statement showing gross salary, taxes, other deductions and net pay.

## DEFERRED COMPENSATION

Employees have the opportunity to enroll in deferred compensation via payroll deductions through ICMA (International City/County Management Association Retirement Trust). Employees may enroll at any time throughout the year.

## PTO – PERSONAL TIME OFF

Years of Service	Accrual per Pay Period	Days per Year
0-1	5.5 hours	17.9 days
2-5	6.36 hours	20.7 days
6-10	7.33 hours	23.8 days
11-15	8.28 hours	26.9 days
16-20	9.21 hours	29.96 days
20+	10.35 hours	33.66 days

Part-time employees working at least 30 hrs/wk will accrue vacation on a pro-rata basis of full-time employees.

Hours accrued shall not exceed 720 hours at the end of the last pay period December. Any hours over 720 will be lost after the last pay period in December.

Participants who have used at least 80 hours of PTO in a Calendar year shall have the option to sell back up to 80 hours of unused PTO at the end of the last pay period in December so long as the balance does not go below 80 hours.

## HOLIDAYS

11 paid holidays per year as listed below. In the case of a holiday falling on a Saturday, the preceding Friday will be the observed holiday, and in the case of a holiday falling on a Sunday, the following Monday will be the observed holiday.

New Year's Day	Veterans Day
Martin Luther King Day Observed	Thanksgiving Day
President's Day	Day Following Thanksgiving
Memorial Day Observed	Christmas Day
Independence Day	Floating Holiday – Employee vote conducted in October to determine if the day before or after Christmas.
Labor Day Observed	

## **CLOTHING ALLOWANCE**

Permanent full-time and part-time employees working at least 30 hrs/wk will be eligible to purchase work related clothing. An annual allowance is granted. Permanent part-time benefits are pro-rated.

Public Works Employees	Other Staff
\$550 per year	\$250 per year

## **UNION DUES**

Public Works employees belong to the I.U.O.E union. Monthly union dues are paid by the employee through monthly payroll deductions.

Union Dues (as of August 2018)
\$35.00 per month

**All benefits are reviewed by Council and can be changed by formal action.**