



**CITY OF MARSHALL  
PERSONNEL COMMITTEE  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Sheila Dubs
<b>Meeting Date:</b>	Tuesday, December 5, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Request for amendment to the Personnel Policy manual relating to Sick Leave Policies
<b>Background Information:</b>	<p>Minnesota recently passed new legislation that provides earned sick and safe time leave to employees effective 01/01/2024. Our current policy on sick leave requires amendment to comply with this new law.</p> <p>Attached for your consideration is a revision of our current sick leave policy. Staff have requested review of these policies by our Labor Attorney, Susan Hansen. Approval of this policy will bring the City into compliance with the new law. This policy revision does <u>not</u> provide employees with additional sick leave accruals; full-time employees will continue to accrue at the same rates. Rather, the policy will cross-designate the first 48 hours of sick leave used per calendar year as earned sick and safe time leave. Only those first 48 hours of sick leave used per year will be subject to the requirements of the new law. The remaining sick leave accruals used by an employee will be subject to our existing requirements.</p> <p>Also attached for your consideration is a new sick leave policy that is applicable to our part-time, paid-on-call, temporary, and seasonal staff, that follows the minimum requirements established by MN statute. This policy has also been reviewed by our Labor Attorney, Susan Hansen. This constitutes a new benefit that is required by state law. Part-time, paid-on-call, temporary, and seasonal staff that work 80 hours in a calendar year will earn 1 hour of sick leave for every 30 hours worked, up to a maximum of 48 hours per year. Employees may carry-over a maximum of 80 hours of sick leave from one calendar year to the next. This policy will be administered in accordance with state law.</p>
<b>Fiscal Impact:</b>	
<b>Alternative/ Variations:</b>	None recommended. The city is required to comply with the new earned sick and safe time leave law effective 01/01/2024.
<b>Recommendations:</b>	Staff recommends the Personnel Committee pass a motion to recommend to the City Council to approve the draft personnel policies with an effective date of 01/01/2024.