



CITY OF MARSHALL AGENDA ITEM REPORT

Meeting Date:	Tuesday, July 22, 2025
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of amendments to the Personnel Policy Manual
Background Information:	<p>Staff are proposing amendments to the Personnel Policy Manual. The Minnesota legislature made recent changes to several laws that affect our policy language.</p> <p>5.6 Meal Breaks and Rest Periods: update to comply with recently amended Minn. Statute language.</p> <p>7.1 and 7.2 Sick Leave: updates to comply with recently amended Minn. Statute language on Earned Safe and Sick Time leave as well as to follow recommendations by the City's labor attorney to ensure continuity between labor agreements and the Policy manual.</p> <p>7.7 Pregnancy and Parenting leave: updates to comply with recently amended Minn. Statute language.</p> <p>7.10, 7.11, 7.12 Policies related to Military Leaves: staff performed a review of our existing language and propose the following amendments, which serve to comply with MN law and inform employees of their rights.</p> <ul style="list-style-type: none"> • 7.10 updates to align with the model LMC policy; complies with MN law; • 7.11 new policy as recommended by the LMC; complies with MN law; • 7.12 new policy as recommended by the LMC; complies with MN law. <p>If approved by the City Council, staff would proceed with updating the cover page (date of revision) and table of contents (date of revision).</p>
Fiscal Impact:	
Alternative/ Variations:	<p>None recommended. The amendments are proposed to comply with language in Minn. Statutes.</p> <p>If the Council desires additional discussion on this proposal, Staff will schedule a Personnel Committee meeting.</p>
Recommendations:	To approve amendment of the Personnel Policy manual