



## CITY OF MARSHALL AGENDA ITEM REPORT

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| <b>Meeting Date:</b>           | Tuesday, February 22, 2022   |
| <b>Category:</b>               | CONSENT AGENDA   |
| <b>Type:</b>                   | ACTION   |
| <b>Subject:</b>                | Consider approval of amendments to the Personnel Policy Manual   |
| <b>Background Information:</b> | <p>Attached for your review and consideration is a redlined (amendments are shown with double-underlining or strikeouts) copy of Chapter 4 of the Personnel Policy Manual.</p> <p>The Council Personnel Committee met on February 23, 2022, and unanimously recommended approval of the amendments.</p> <p>Chapter 4 of the Personnel Policies deal with several topics related to the Classification and Compensation study report that the Council accepted at the February 22, 2022 meeting. Both technical and new language revisions are recommended.</p> <p>4.1 Technical amendments are being recommended. The City now utilizes the Decision Band Method of job evaluation, the new language removes the former Hay pointing detail and inserts the new detail. Additionally, the word “salary” is amended to “compensation” to alleviate employee confusion related to pay on a salary or hourly basis.</p> <p>4.2 All full-time employees who were grandfathered in on the fire department have now retired or resigned from the fire department; therefore this sentence is no longer needed.</p> <p>4.4 Technical amendments are being recommended. The word “salary” is amended throughout this section and replaced with more appropriate language.</p> <p>4.5 Staff recommend new language that requires an extension of the probationary period when an employee has received approval for a leave of absence during the probationary period. Staff also recommend language that employees in their probationary periods do not have grievance rights over discipline or dismissal decisions (this language is already included in the union contracts). Staff also recommend new language, as recommended by the League of Minnesota Cities policy template, that provides that employees do not have a vested interest or property right to continued City employment following completion of the probationary period.</p> <p>4.6 The first sentence states that employees are eligible for step increases upon receipt of a satisfactory performance evaluation. In cases of substandard performance, and depending on the performance issue to be resolved, the employee is typically placed on a performance improvement plan and given a designated amount of time to achieve a satisfactory performance level. The recommended language clarifies that employees are not eligible for a retroactive step increase in cases of substandard performance. If appropriate and approved by the Director and City Administrator, an employee may become eligible for a step increase upon achieving a satisfactory performance level.</p> <p>4.7 Technical changes recommended. The amendments recommended do not reflect a process change.</p> |

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|                                     | <p>Staff will continue to review the remaining chapters of the policy manual for legal compliance and other necessary technical changes. Future Personnel Committee meetings will be scheduled as these are completed and recommendations will be brought to the full Council for consideration.</p> <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> |
| <b>Fiscal Impact:</b>               |  |
| <b>Alternative/<br/>Variations:</b> | None recommended. If the Council recommends further changes, the item may be referred back to the Personnel Committee for discussion.  |
| <b>Recommendations:</b>             | To approve amendments to the Personnel Policy Manual.  |