



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, December 12, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of amendments to the Personnel Policy manual relating to Sick Leave Policies
Background Information:	<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. Additionally, a new sick leave policy applicable to part-time, paid-on-call, temporary, and seasonal staff is also required to comply with the new law.</p> <p>The Personnel Committee reviewed this policy on December 5 and recommended approval.</p> <p>Attached for your consideration is a revision of our current sick leave policy that has been reviewed by staff and our Labor Attorney, Susan Hansen. Approval of this policy, with an effective date of 01/01/2024, 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> <p>If approved by the City Council, staff would proceed with updating the Personnel Policy Manual cover page (date of revision), table of contents, and amended numbering system for the section.</p>
Fiscal Impact:	
Alternative/ Variations:	None recommended. The city is required to comply with the new earned sick and safe time leave law effective 01/01/2024.
Recommendations:	That the City Council approve the amended personnel policies with an effective date of 01/01/2024.