



## **Personnel Policy Manual**

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**CITY OF MARSHALL  
PERSONNEL POLICY MANUAL**

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## Chapter 1: INTRODUCTION

### 1.9 REASONABLE BREAK TIME FOR NURSING MOTHERS AND LACTATING EMPLOYEES

Amendments to this policy comply with a new MN law.

~~A Nursing mothers and lactating employees~~ will be provided reasonable, paid break times to express milk ~~for her infant child during the 12 months following the birth of the child.~~ The break times ~~must~~ may, if possible, run concurrently with any break times already provided to the employee. The City will provide a clean, private, and secure room/location (other than a bathroom) that is in close proximity to her work area, shielded from view, free from intrusion, and includes access to an electrical outlet, where the ~~nursing mother~~ employee can express milk in private. Meal breaks (e.g., 30-minute unpaid lunches) may not be converted to paid time under this policy. The City will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under this policy. This policy will be administered in accordance with Minnesota law (Statute 181.939).

## Chapter 5: COMPENSATION

All employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been hired to or appointed. Expense reimbursement for travel expenses may be authorized in addition to regular pay (reference Chapter 11: Travel and Training Policy).

### 5.1 DIRECT DEPOSIT

As provided for in Minnesota law, all employees are required to participate in direct deposit for payroll purposes. Employees are responsible for notifying the ~~Finance~~ Human Resource Department of any change in status including changes in address, phone number, names of beneficiaries, marital status, relevant bank account information, etc. Employees receive a notice of deposit on the Friday following the close of the pay period.

### 5.7 OVERTIME / COMPENSATORY TIME

The City has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. In accordance with the Fair Labor Standards Act, the City Administrator will determine whether each employee is designated as *exempt* or *non-exempt* from earning overtime.

Overtime work is hours worked in addition to the established schedule, over 8 hours worked per day or the normally scheduled work day (i.e., 10-hour shift) and may only be performed with the approval of the appropriate division director or supervisor. Vacation, sick leave, paid holidays, compensatory time, and other types of leave do not count toward "hours worked". All authorized overtime for eligible employees shall be compensated at 1.5 times the employees regular base rate times the number of hours worked or taken as compensatory time off.

Overtime will be compensated for any authorized time worked over forty (40) hours during a normal work week; except for Public Safety employees that are normally scheduled to work more than an 8-hour work day, in which case, overtime will be calculated as being over 80 hours during a normal two-week work period.

Employees will be compensated for overtime over 8 hours worked per day or their normally scheduled work day (i.e., 10-hour shift), except upon employee request and supervisor approval, additional hours worked over 8 hours per day, or hours worked over the employee's normally scheduled work day (i.e., 10-hour shift), may be paid as regular time as long as hours worked do not exceed 40 hours worked per week.

Employees who are required to work overtime will be compensated on an overtime basis 1.5 times his/her regular rate. All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action up to and including termination. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action up to and including termination.

Compensatory time may be granted to an employee in lieu of overtime pay at the mutual agreement of the employee and supervisor, provided that such compensatory time earned does not exceed a total accumulation of 45 hours (equivalent to 30 hours of overtime work). Once an employee has accrued 45 hours of compensatory time, all further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The [Finance-Human Resource](#) Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time.

#### **5.10 EXEMPT (NON-OVERTIME-ELIGIBLE) EMPLOYEES**

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. The normal hours of business for management staff are Monday thru Friday, 8:00 a.m. to 5:4:30 p.m., plus evening meetings as necessary. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day. Absences of less than four (4) hours do not require use of paid leave as it is presumed that the employee regularly puts in work hours above and beyond the normal 8:00 a.m. to 5:4:30 p.m. Monday thru Friday requirement. Management employees must communicate their absence to the City Administrator or his/her designee.

The City will only make deductions from the weekly salary of an exempt employee in the following situations:

- Deductions for the first and last workweek of employment, when only part of the week is worked by the employee.
- Deductions when the employee is absent for a full day due to sickness or disability and is either not yet qualified to use the paid leave or has exhausted all of the paid leave.
- Deductions when the employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (e.g., an employee may have exhausted all paid leave).
- Deductions when the employee is absent for a partial day due to personal reasons, illness, or injury, and:
  - paid leave has not been approved or has been denied;
  - paid leave has been exhausted; or
  - the employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- Deductions for unpaid leave taken in accordance with approved absences under the Family Medical Leave Act or the MN Parental Leave Act.
- The City may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program, and under this program, may make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

If an exempt employee regularly absents him/herself from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than eighty (80) hours per pay period is needed to fulfill the position's responsibilities,

the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

The City will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness, but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees. Exempt employees on paid vacation or using floating holiday leaves for jury duty or attendance as a witness will not be required to submit amounts received as jury duty or witness fees.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. Exempt employees who find it necessary to adjust their working schedules to accommodate business need may take time off during regular working hours with supervisory approval. These hours may not be on a one-for-one basis.

## Chapter 6: BENEFITS

~~Benefits are privileges granted to qualified employees in the form of paid leave including vacations, holidays, floating holidays, personal leave, military leave, funeral leave, sick leave, and retirement plans; benefits may also include insurance plans such as health, dental, life and long term disability, and any other benefits as approved by the City Council. No changes or modifications in employee benefits will be made without prior notification to all eligible employees.~~

### 6.1 ELIGIBILITY

Employee benefits are those established by the City Council and apply only to eligible employees. For the purposes of Chapter 6: Benefits, eligible employees are full-time and ¾-time employees. Part-time and temporary employees are not eligible for benefits.

¾-time employees are eligible for group medical insurance, dental insurance, long-term disability insurance, and life insurance at his/her option under the condition that 25% of the payment of the respective premium plus 25% of the percentage of the premium paid by full-time employees is the employee's obligation through the payroll deduction process. ¾-time employees are also entitled to 75% of ~~the vacation, sick leave, severance pay, holiday, and floating holiday, funeral leave, and personal leave~~ benefits.

Employee ~~personal time, floating holiday, and funeral~~ leave benefits are pro-rated based an employee's date of hire and again upon an employee's termination. Technical revisions: Deletions were moved to Section 7: Leave Policies.

### 6.2 GROUP HEALTH PLANS AND WELFARE

The City ~~participates offers in a~~ group health, dental, life, and long-term disability insurance and welfare programs. City Council establishes the group ~~health and welfare~~ benefits offered to City employees. The types of coverage and participation level, if any, are determined annually by the City Council. For information regarding coverage and eligibility requirements, employees should refer to the summary plan description or contact the ~~Finance Human Resource~~ Department.

All eligible employees may enroll within the first 30 days of employment for group coverage. Group coverage for enrolled employees will begin the first of the month following ~~30 days~~ the first date of ¾-time ~~or full-time~~ employment.

When an eligible employee's employment is terminated, benefit coverage will cease at the end of the month in which the termination occurs.

All eligible employees will have the option of remaining under the employee group insurance plan upon retirement from the City. The employee is expected to pay the full premium for the coverage desired, plus the City's portion of the medical deductible (the City's self-insurance plan at an additional premium). In the event of death of an employee who qualifies under this Section (6.2), the eligible dependents have the right to exercise this option. In accordance with State law, eligible dependents include husband or wife and all

unmarried children to age 25. Employees should notify the [Finance-Human Resource](#) Department when a child is no longer an IRS tax dependent.

#### **6.5 PUBLIC EMPLOYEES RETIREMENT FUND (PERA)**

The City participates in the Public Employees Retirement Fund to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law. All eligible employees of the City are under the provisions of the Public Employees Retirement Association (PERA) and when applicable, the provisions of the federal Social Security Act. For information about PERA eligibility and contribution requirements contact the [Finance-Human Resource](#) Department.

#### **6.7 WORKERS COMPENSATION INSURANCE**

If an employee suffers from an illness or injury that is related to work, the employee may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. If an employee becomes injured or ill through work, the employee is required to inform the supervisor immediately regardless of how minor the injury or illness might be. The supervisor will file the report with the [Finance-Human Resource](#) Department within ten (10) calendar days; unless in cases of serious injury or death, notification must be received within 24 hours of the event.

Employees entitled to the benefits of the Workers' Compensation Act, because of injury or illness resulting from employment by the City, will be paid workers' compensation insurance benefits and supplemented by the City with the employee's accrued leave balances to equal the employee's normal rate of compensation. The employee will be charged with any accrued leave for that portion paid by the City only. Employees are required to exhaust all sick, vacation, floating holidays, holiday, compensatory time, and personal leave accruals prior to the approval of unpaid leave.

Failure to promptly report work related injuries may result in disciplinary action up to and including termination of employment. In addition, failure to promptly report an illness or injury that is related to work may result in the loss of Workers' Compensation benefits.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

#### **6.8 LONG-TERM DISABILITY INSURANCE**

City sponsored long-term disability insurance is provided to eligible employees on the first of the month following ~~the first date 30-days~~ of employment. For additional information, contact the [Finance-Human Resource](#) Department.

## ***Chapter 7: LEAVE POLICIES***

The following leave policies are intended to be general summaries and may have state or federal statute applicability. Each leave request will be evaluated on a case-by-case basis and administered in accordance with applicable federal and state laws. Depending upon an employee's situation, more than one form of leave may apply during the same period of time. An employee will need to meet the requirements of each form of leave separately.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes if there are requirements for such time off that are not described in the personnel policies.

All leave benefits will accrue during the probationary period. If paid leave is granted during the probationary period and employment is voluntarily or involuntarily terminated prior to completion of the probationary period, any pro-rated paid leave must be reimbursed to the City or withheld from the employee's last pay check.



The leave related portions of this clause were moved from section 6.1. It is more appropriate for this section describing Leave benefits.

¾-time employees are also entitled to 75% of vacation, sick, funeral, and personal leave benefits.

Employee leave benefits are pro-rated based on an employee's date of hire and again upon an employee's termination.

If any specific provisions of these leave policies conflict with any current union agreement, the union agreement will prevail for that respective bargaining unit.

**7.1 SICK LEAVE** Amendments are in the process of being drafted to comply with new MN law.

**7.2 VACATION LEAVE**

The City believes that vacation time is important to the health and well-being of our employees and as such, provides paid vacation for eligible employees for rest and recuperation.

Full-time employees earn vacation in accordance with the schedule below. ¾ time employees will accrue vacation leave on a pro-rated basis of the full-time employee schedule. Part-time and temporary/seasonal employees are not eligible to earn vacation leave.

For the purposes of determining an employee's vacation accrual rate, year of service will include all continuous time that the employee has worked for the City, including authorized unpaid leave in accordance with state and federal laws. Employees who are rehired after terminating City employment will not receive credit for prior service, unless specifically agreed upon at the time of rehire. Vacation is earned and credited to an employee's record after each bi-weekly pay period according to years of service at the following rates:

Amendments to the chart below are for clarification only—the amendments do not change the years of service schedule.

<b>Years of Service</b>	<b>Hours per Year of Service</b>	<b>Maximum Accrual</b>
0 to <del>5</del> 4 years	80 hours (10 days)	160 hours
<u>Start of year 5 to 10 years</u>	120 hours (15 days)	240 hours
<u>Start of year 10 to 15 years</u>	144 hours (18 days)	288 hours
<u>Start of year 15 to 20 years</u>	160 hours (20 days)	320 hours
<u>Start of year 20+ years</u>	200 hours (25 days)	400 hours

All vacations must be arranged with the employee's supervisor and with reasonable advance notice. Employees will be given the opportunity to select vacation periods in so far as is practical. Employees are strongly encouraged to take at least one (1) full week of vacation per year. Employees are required to exhaust their vacation leave balance prior to approval of an unpaid leave of absence. Vacation time does not accrue while an employee is on an unpaid leave of absence. Only the payroll and attendance records maintained by the Finance-Human Resource Department will be considered official.

When a recognized holiday falls on a working day during an employee's vacation, the day of the holiday will not be counted as a day of vacation.

An employee who terminates employment within their probationary period will not receive vacation pay upon termination and will be required to reimburse the City for any vacation pay received. An employee who terminates employment after successful completion of their probationary period will receive their accumulated vacation pay.

**7.3 VACATION DONATION**

The purpose of vacation donation is to provide financial assistance during approved unpaid leaves related to life-threatening illness, injury of self or immediate family members, for childbirth, adoption, and foster care placement, or death of an immediate family member. Employees eligible under this policy are full-time and ¾-time employees.

Employees may voluntarily and anonymously donate accrued vacation time in whole hours (minimum of one hour per donation) to an eligible recipient. The City will not inform the recipient of the names of those donating hours or the number of hours donated. The donated vacation will be converted to dollars by the City by multiplying the number of hours donated by the donor's hourly base pay rate at the time of processing. The resulting amount, less mandatory withholding (specified below), will be paid to the designated recipient, not to exceed the recipient's normal rate of pay per pay period.

Under a similar program, the IRS has ruled that these payments are to be considered wages, and therefore taxable income to the recipient. As a result, the payment will be included in the annual Form W-2 prepared for the recipient and State and Federal income tax, FICA/Medicare taxes, and supplemental retirement contributions depending on the eligibility of the recipient, will be withheld by the City at the time of payment. The IRS has also ruled that the donating employee realizes no income and incurs no tax deductible expense or loss, either upon donation or payment to the recipient.

Program information maintained by the City shall be handled in accordance with the Government Data Practices Act, M.S. 13.43, subd. 2. This policy will be administered by the Human Resource Department, office of the Finance Director/City Clerk.

#### **7.5 FUNERAL / BEREAVEMENT LEAVE**

In the case of death in an employee's immediate family, as well as brothers, sisters, step-siblings, brothers and sisters-in-law, son/daughter-in-law, mother, father, parents-in-law, grandchildren, grandparents, and grandparents-in-law, the employee's supervisor may authorize a maximum of three (3) consecutive working days with pay for each emergency, as funeral leave. Funeral leave may not exceed forty (40) hours per year and may not be carried over to the following year. This leave is granted for the purposes of: attending the funeral, services, ceremonies, and/or interment; making necessary arrangements; travel related to the death; and bereavement time.

#### **7.6 PREGNANCY AND PARENTING LEAVE**

Amendments to this policy comply with a new MN law

All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Employees who work twenty (20) hours or more per week and have been employed at least 12 months preceding the request are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Eligible employees for this leave are female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, or a biological or adoptive parent in conjunction with/after the birth or adoption of a child. The leave may not exceed 12 weeks, and must begin within 12 months of the birth or adoption of the child; except when a newborn remains in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

Employees must provide reasonable notice, verbal or written, ~~notice~~ to the supervisor of the date the leave is to commence and the estimated duration of the leave at least 30 days prior to the date on which leave is to begin, or if 30 days' notice cannot be given, as much notice as practical.

Employees ~~are will be~~ required to use and/or exhaust all applicable other accrued leave balances during the leave, as applicable, prior to the approval of unpaid leave.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage, if applicable, will remain available while the employee is on unpaid leave; however, the employee will be responsible for the entire premium unless otherwise provided in City policies (i.e., where leave is also FMLA qualifying). An employee granted an unpaid, non-FMLA leave under this policy must make arrangements for the payment of the employee and employer's contributions towards health insurance benefits with the Finance-Human Resource Department.

If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

The City will inform employees of their parental leave rights at the time of hire, and when an employee makes an inquiry about, or requests parental leave.

The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

This leave will be administered in accordance with the Minnesota Pregnancy and Parenting Leave Act.

#### **7.7 SCHOOL CONFERENCE / ACTIVITY LEAVE**

Amendments to this policy comply with a new MN law.

Any All employees who has worked half-time or more for more than twelve (12) consecutive months, may are eligible to take unpaid leave for up to a total of sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's child (child must be under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. Employees must provide reasonable prior notice of leave whenever possible and make a reasonable effort to schedule the leave so as not to disrupt the department operations. Employees may substitute accrued vacation or other appropriate paid leave time available, but are not required to do so.

#### **7.11 LEAVE OF ABSENCE WITH / WITHOUT PAY**

A period of leave time requested by an employee exceeding 15 workdays must be accompanied by a written leave of absence request. Upon request of an employee, a leave of absence with/without pay may be granted by the City Administrator. All leave balances, except sick time, must be exhausted prior to approval of an unpaid, non-medical, leave of absence. All leave balances must be exhausted prior to approval of an unpaid medical leave of absence. Such leaves of absence may be granted for justifiable reasons on a case-by-case basis. Leaves of absence without pay should not exceed 90 days; and in no case, will leave without pay exceed one (1) year.

A leave of absence with/without pay may also be granted by the City Administrator in the case of physical or mental disability in cases where the employee cannot satisfactorily perform work for the City and the request must be accompanied by a physician's statement identifying the employee's restrictions and/or essential functions of the job that cannot be completed by the employee. No vacation, sick leave benefits, or length of service will accrue during an employee's period of leave of absence without pay if the leave extends 14 or more consecutive calendar days.

All employees on approved leave of absence will be required to contact their supervisor two weeks prior to the agreed upon return to work date, or other agreed upon advance notification, on their status and intention to return to work. The employee should immediately contact his/her supervisor if his/her medical condition changes or the employee decides that he/she will not be returning to work. While on leave, any employee who does not comply with the terms of the approved leave of absence or does not provide timely and/or appropriate documentation will be considered to have voluntarily resigned.

During a leave of absence without pay, employees may continue medical, dental, and life insurances on the City's plan; however, it is the employee's responsibility to pay for the City's and the employee's costs of the insurance premiums, as well as the City's portion of the medical deductible.

#### **7.16 BONE MARROW AND ~~KIDNEY ORGAN~~ DONATION LEAVE**

Amendments to this policy comply with a new MN law.

The City will provide a maximum of forty (40) hours of paid leave to an employee who seeks to undergo a medical procedure to donate bone marrow or a kidney organ. This leave requires approval by the City Administrator. Employees requesting leave for bone marrow or kidney organ donation surgery are required to provide the City with a physician's verification for the purpose and length of the leave requested. FMLA leave will run concurrently with this leave for eligible employees if the beneficiary of the donated bone marrow or kidney organ is the employee's spouse or child as defined by the Family and Medical Leave Act. The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation rights or remedies.

These leaves will be administered in accordance with applicable Minnesota Statutes.

#### **7.17 ELECTIONS / VOTING**

**Amendments to this policy comply with a new MN law.**

All employees eligible to vote ~~at a state primary or general election, at an election to fill a vacancy in the office of United States senator or representative, or at an election to fill a vacancy in the office of state senator or state representative in an election~~ will be allowed time off with pay to vote on the day of that election ~~or during the time period allowed under Minnesota law (Minn. Stat. 203B.081) for voting in-person before election day.~~ Employees wanting to take advantage of such leave are required to arrange for time off with his/her respective supervisor, in advance, in order to minimize the disruption of the department's normal activities.

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice. The written notice to be absent from work must be accompanied by a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. Employees will be required to turn over any compensation they receive for service as an election judge, minus mileage reimbursement, to the City in order to receive their regular wages for the period.

The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge.

These leaves will be administered in accordance with the applicable Minnesota Statutes.

## ***Chapter 8: PERFORMANCE AND CONDUCT STANDARDS***

### **8.4 CLOTHING ALLOWANCE**

The City provides a clothing allowance to selected positions based on the nature of the employee's responsibilities. All garment purchases must be approved by the respective Division Director. Clothing and other gear provided as a part of this allowance is the required attire. Employees may reference their respective bargaining agreements for specific provisions regarding clothing allowance. Employees not subject to a bargaining agreement may consult with their supervisor or the Finance-Human Resources Department for additional information.

### **8.6 USE OF CITY-OWNED VEHICLES**

This policy applies to all employees who drive City-owned vehicles. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record. City vehicles are furnished for business use only and may not be used for personal reasons, except as specifically required and authorized by the Division Director or City Administrator. City-owned vehicles assigned to employees for commuting purposes may be used for breaks and meal period stops taken in the course of employment. Non-City employees are not permitted to ride in City-owned vehicles except under circumstances involving the advancement of City business, as specifically authorized by the Division Director or City Administrator.

Prohibited personal use of city-owned vehicles includes, but is not limited to, travel to any place other than directly between home and work except as specifically required and authorized for the performance of City duties. Examples of prohibited travel include travel to a bank, shopping, medical appointments, personal business, entertainment, restaurants (except as specifically authorized for breaks and meal periods), picking up children at daycare or school, etc.

The City will examine employee driving records in accordance with the following schedule: a) as a condition of employment, prior to hire, when applicable to the job requirements, and b) once per year for all-employees who are covered by the Federal Motor Carrier Safety Administration (FMCSA) regulations-this policy to determine compliance with this policy. Employees who are issued a citation while using City-owned vehicle, have their driver's license revoked, or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. Reference the Drug Free Workplace policy for additional compliance requirements. The City will determine appropriate action on a case-by-case basis.

All City vehicles, in their entirety, shall be designated as tobacco-free, meaning that no person will smoke tobacco or other substances or use smokeless tobacco while in a City vehicle.

No City vehicles may be used for transportation to and from work by employees residing outside the Marshall City limits.

## **8.18 SOCIAL MEDIA**

### **Scope**

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Marshall by all City representatives, includes its employees and agents, Council members, appointed board or commission members and volunteers to the extent it affects the City. This policy also covers the private use of the City's social media accounts by all City employees and representatives. Questions regarding the scope of this policy should be directed to the City Administrator.

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, [X \(formerly known as Twitter\)](#)
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

As used in this policy, "employees and agents" means all City representatives, including its employees, and other agents of the city, such as independent contractors or Council members.

## **Chapter 9: SAFETY**

### **9.1 WORKPLACE ACCIDENTS, INJURIES, AND ILLNESSES**

Both Minnesota Workers' Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses (no matter how minor) be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called. If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Such reports are necessary to comply with state and federal laws and initiate insurance and workers' compensation benefits procedures. The employee's immediate supervisor is required to complete a [First Supervisor's Report of Injury-Accident](#) and any other forms that may be necessary related to an injury or illness on the job. In incidents of death or serious injury, a [Supervisor's Report of Accident First-Report-of Injury](#) form must be submitted to the City [Finance-Human Resource](#) Department within 24 hours. All other [Supervisor's Report of Accident First-Report-of Injury](#) (medical only or lost time claim) forms must be submitted no later than ten (10) days after actual knowledge of the injury was obtained. [Human Resources will complete the First Report of Injury form for submission to the insurance company and/or OSHA.](#)

## **Chapter 10: DRUG-FREE WORKPLACE**

***Amendments to this chapter are presented in a separate document.***

## **Chapter 11: TRAVEL AND TRAINING**

#### 11.5 TRAVEL ADVANCES

Employees may request a lodging ~~reimbursement advance~~ when expenses are estimated to exceed \$200. The employee shall request approval through the expense reimbursement process expressly stating that it is an "Advance Request." The employee must make such request at least three (3) weeks in advance of the first date of the travel. No other types of expense advancements are allowed.

Lodging receipts, where required, shall be provided to the City within five (5) business days following a return to work from travel status. If the amount advanced to the employee exceeds the actual expenses listed on the receipts, the employee shall return the amount due to the City within five (5) business days following notice to the employee of the excess amount. Failure to provide the receipts and, if applicable, reimbursement of an excess amount, to the City within these timelines shall result in a permanent loss of privileges to request future travel advances under this provision and may result in disciplinary action.

**City of Marshall Personnel Policy Manual  
SCHEDULE OF FEES AND RATES**

Applicable Policy	Fees / Rates	
6.6	COBRA Administration Fee	2%
9.2	Safety Equipment/Gear Safety Footwear—initial or replacement	Maximum reimbursement  \$150.00 per calendar year <u>applicable to non-union employees</u>  <del>\$175 per calendar year for AFSCME job classifications requiring protective footwear (e.g., steel toe boots)</del>
11.7	Maximum Meal Allowance Rates for *Local Travel Breakfast Lunch Dinner  *Reference Appendix B for Non-Local Travel Rates	Rates include tax and gratuity <del>\$9.50</del> 13.00 <del>\$12.50</del> 15.00 <del>\$20.00</del> 26.00
11.11	Vehicle Allowance—approved positions: Director of Public Works/City Engineer Director of Public Safety	\$250.00 per month
12.4	Mobile Communication Device Allowances Tier 1--City Administrator and Division Director Tier 2 --Personnel under the management of the City Administrator or Division Director Data Service Plan	\$40 per month \$30 per month  \$40 per month

**City of Marshall Personnel Policy Manual**  
**MAXIMUM ALLOWABLE REIMBURSEMENT / PER DIEM RATES**  
**FOR NON-LOCAL TRAVEL**

**Lodging and Meal Expenses – Effective October 1, ~~2022-2023~~ thru September 30, ~~2023~~2024**

*To view rates outside of Minnesota, go to <a href="http://www.gsa.gov">www.gsa.gov</a> and reference “Per Diem Rates” for the state of your primary designation to determine which lodging and meal rates apply. When applying meal per diems to out-of-state locations, subtract the incidental per diem from the total per diem rate.						
Primary Destination	County	Season Begin Date	Season End Date	Lodging (not including taxes)	Meal Per Diems	Total Meal Per Diems will be reduced when meals are furnished to travelers as part of conference fees paid by the City.
Standard Rate This rate applies to all MN destinations or counties not specifically listed below.				<del>\$98</del> 107	\$54	Breakfast--\$13 Lunch--\$15 Dinner--\$26
Duluth	St. Louis	10/01/ <del>2223</del>	10/31/ <del>2224</del>	<del>\$494</del> 200	\$74	Breakfast--\$18 Lunch--\$20 Dinner--\$36
Duluth	St. Louis	11/01/ <del>2223</del>	05/31/ <del>2324</del>	<del>\$140</del> 148		
Duluth	St. Louis	06/01/ <del>2324</del>	09/30/ <del>2324</del>	<del>\$194</del> 200		
<del>Eagan / Burnsville / Mendota Heights / Lakeville / Inver Grove Heights</del>	<del>Dakota</del>			<del>\$100</del>	<del>\$64</del>	<del>Breakfast--\$16 Lunch--\$17 Dinner--\$34</del>
Minneapolis / St. Paul	Hennepin and Ramsey			\$148	\$74	Breakfast--\$18 Lunch--\$20 Dinner--\$36
Rochester	Olmsted			\$133	\$59	Breakfast--\$14 Lunch--\$16 Dinner--\$29