



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

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| Presenter: | Sheila Dubs |
| Meeting Date: | Tuesday, September 12, 2023 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Consider Personnel Policy amendments |
| Background Information: | <p>City staff is proposing amendments to the Personnel Policy. Staff will review these amendment recommendations at the committee meeting.</p> <p>There are 3 categories of amendments.</p> <ol style="list-style-type: none"> 1) New MN laws; 2) Recommended: to clarify or clean up language, or to more closely align with the LMC model policy; and 3) Technical amendments (i.e., title/department changes, etc.) <p>Amendments due to new MN laws:</p> <p>1.9—Reasonable Break Time for Nursing Mothers 7.6—Pregnancy and Parenting Leave 7.7—School Conference/Activity Leave 7.16—Bone Marrow and Organ Donation Leave 7.17—Elections/Voting Chapter 10—Drug Free Workplace</p> <p>Recommended amendments:</p> <p>7.2—Vacation Leave 7.5—Funeral/Bereavement Leave 8.6—Use of City-owned vehicles Appendix A and B</p> <p>Technical amendments:</p> <p>5.1—Direct Deposit 5.7—Overtime/Compensatory Time 5.10—Exempt Employees 6.1--Eligibility 6.2—Group Health and Welfare 6.5—Public Employees Retirement Fund 6.7 --Workers Compensation Insurance 6.8—Disability Insurance 7.0—Leave policies—introduction section 7.3—Vacation Donation</p> |

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| | <p>7.11—Leave of Absence without Pay</p> <p>8.4—Clothing Allowance</p> <p>8.18—Social Media</p> <p>9.1--Workplace Accidents, Injuries, and Illnesses</p> <p>11.5-Travel Advances</p> <p>12.5—Employee Responsibilities</p> |
| Fiscal Impact: | |
| Alternative/ Variations: | <p>Several revisions are required in order to comply with new Minnesota laws that were effective on 07/01/2023. If the Committee desires additional discussion on one or more policies, staff request the Committee consider approval of the policies that can move forward for Council consideration, and staff will schedule another committee meeting for those policies that require further discussion.</p> |
| Recommendations: | <p>motion to recommend approval to the City Council.</p> |