

-UNAPPROVED-

MINUTES  
PERSONNEL COMMITTEE MEETING  
December 5, 2023, at 4:30 p.m.

MEMBERS PRESENT: Steven Meister and Amanda Schroeder

MEMBERS ABSENT: Craig Schafer

STAFF PRESENT: Sheila Dubs, Human Resource Manager; Sharon Hanson, City Administrator; and E.J. Moberg, Director of Administrative Services; and Eric Luther, Liquor Store Manager.

The meeting was called to order at 4:30 PM.

MOTION BY Schroeder, SECONDED BY Meister to approve the Minutes of the September 12, 2023 meeting. ALL VOTED IN FAVOR 2-0.

Chairperson Meister requested Human Resource Manager Dubs, introduce the first agenda item under consideration, amendments to the personnel policy manual relating to sick leave policies.

Dubs reviewed that Minnesota recently passed new legislation that provides earned sick and safe time leave to employees effective January 1, 2024. Our current sick leave policy for full-time and ¾-time employees requires amendment to comply with this new law, and we also need a new policy for our part-time, temporary, seasonal and paid-on-call staff as this law also applies to these classifications of employees. Dubs explained that for full-time and ¾-time employees, employees will continue to accrue sick leave at the same rate as they do now, this law doesn't require that we provide more sick leave hours. Our policy will require that the first 48 hours of paid sick leave used by an employee per calendar year will be cross-designated as earned sick and safe time leave. Supervisors will comply with the earned sick and safe time leave law in terms of eligible uses, eligible family members, advance notice procedures, and protections afforded by this law. After 48 hours of paid earned sick and safe time leave are designated, any additional sick leave accruals used by an employee will be subject to our existing policy requirements. Dubs reviewed the new policy for part-time, paid-on-call, temporary and seasonal employees. This is a new benefit that will be provided in accordance with the minimum requirements of the law. Employees in these classifications will earn 1 hour of sick and safe time leave for every 30 hours worked, upon meeting the 80 hours worked eligibility requirement. Dubs reviewed the maximum accrual limit of 48 hours per year, and the maximum carryover limit of 80 hours. Dubs also reviewed the proposed addition to the full-time and ¾-time policy relating to allowing the use of a maximum of 40 hours of sick leave following the death of an employee's spouse/domestic partner, child, or step-child.

Committee members asked clarifying questions about the current accrual schedule, current maximum accrual and carryover rates, and how the first 48 hours of paid sick leave will be designated as earned sick and safe time leave.

MOTION BY Schroeder, SECONDED BY Meister to approve the amendments to the sick leave policies. ALL VOTED IN FAVOR 2-0.

Dubs reviewed the proposed amendments to the 2024 wage schedule for temporary and seasonal employees. Six amendments to the pay schedule are being proposed to stay competitive and maintain our ability to hire seasonal employees. One amendment is proposed that reflects a title change that better reflects the duties to attract applicants to the position.

MOTION BY Meister, SECONDED BY Schroeder to approve the amendments to the 2024 wage schedule for temporary and seasonal employees. ALL VOTED IN FAVOR 2-0.

Dubs reviewed the proposed amendment to the employee recognition policy to extend the recognition awards to include 45- and 50-year service milestones. Dubs explained that we have an employee who has reached the 45-year milestone in 2023. Dubs also reviewed the proposed service award gift schedule with the committee. Staff are recommending \$400 for the 45-year milestone and \$425 for the 50-year service milestone. Councilmember Meister recommended an increase to the recommended service award amounts to \$450 for the 45-year milestone and to \$500 for the 50-year milestone, corresponding to \$10 for each year of service.

MOTION BY Meister, SECONDED BY Schroeder to approve the amended personnel policy and revised service award schedule. ALL VOTED IN FAVOR 2-0.

Dubs reviewed the proposed amendment to the holiday policy. Dubs explained that it is becoming increasingly difficult to staff the liquor store for many of the state and federal holidays. Staff propose to incentivize our part-time staff to accept holiday hours by paying a holiday premium pay of 1.5 times the regular rate for all hours worked on the holiday. Staff are also proposing an amendment for full-time employees who work at Tall Grass that allows the employee to substitute an alternative date as a holiday when he/she is required to work on the observed holiday, in lieu of being paid for the holiday and surrendering the day off.

E.J. Moberg, Director of Administrative Services explained that the majority of part-time staff have full-time jobs with other employers, which makes it difficult to staff the day shift hours on weekday holidays. Offering a holiday premium pay incentive to part-time staff will help with scheduling when holidays fall on weekends, and offering our full-time employees the opportunity to substitute a different day as the holiday will also help with scheduling.

Dubs indicated that we are recommending this policy be effective immediately upon Council approval.

MOTION BY Schroeder, SECONDED BY Meister to approve the amended holiday policy with an effective date immediately after Council approval. ALL VOTED IN FAVOR 2-0.

MOTION BY Schroeder, SECONDED BY Meister to adjourn the meeting. Meeting adjourned at 5:11 PM. ALL VOTED IN FAVOR 2-0.

Respectfully Submitted,

Sheila Dubs  
Human Resource Manager