



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, September 26, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Consider approval of Personnel Policy amendments
Background Information:	<p>Staff are proposing amendments to the Personnel Policy manual. The Personnel Committee met on September 12, 2023, reviewed the changes in detail, and voted unanimously to approve.</p> <p>There are 3 categories of amendments.</p> <ol style="list-style-type: none"> 1) New MN laws; 2) Recommended: to clarify language, or to more closely align with the LMC model policy; and 3) Technical amendments (i.e., title/department changes, etc.) <p><u>Amendments due to new MN laws:</u></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><u>Recommended amendments:</u></p> <p>7.2—Vacation Leave 7.5—Funeral/Bereavement Leave 8.6—Use of City-owned vehicles Appendices A and B</p> <p><u>Technical amendments:</u></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 7.11—Leave of Absence without Pay</p>

	<p>8.4—Clothing Allowance 8.18—Social Media 9.1--Workplace Accidents, Injuries, and Illnesses 11.5-Travel Advances 12.5—Employee Responsibilities</p> <p>Staff recommend approval.</p>
Fiscal Impact:	
Alternative/ Variations:	<p>None. Failure to approve several of the policy amendments will result in non-compliance with new Minnesota laws.</p> <p>If the Council desires additional discussion on one or more specific policies, staff request that the Council refer it back to the Personnel Committee for review, and consider approval of the remaining policies to maintain legal compliance.</p>
Recommendations:	That the Council approve the Personnel Policy amendments