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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROBIN PIKAL, FINANCE DIRECTOR
CC: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: PERSONNEL POLICY HANDBOOK UPDATES
DATE: DECEMBER 18TH, 2023

Enclosed are the proposed updates to the Personnel Policy Handbook. The proposed changes are for ESST – Emergency Sick and Safe Time effective January 1, 2024, see information below from the department of Labor. As discussed with the Council this fall, vacation accrual is also updated.

The proposed ESST updates primarily originate from an example Abdo shared as part of a small group workshop and Abdo has provided their professional review of our proposed changes. Although notice of this change has been available since the summertime, clarifying questions on enforcing the new law were not released until December. Part of the law requires notices due to employees by January 1, we are seeking council consideration at the December 18th regular meeting.

From Department of Labor and Industry:

Effective Jan. 1, 2024, Minnesota's ESST law requires employers to provide paid leave to employees who work in the state.

Sick and safe time is paid leave that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking.

Employers must provide employees with one hour of sick and safe time for every 30 hours worked, up to at least 48 hours each year, unless the employer agrees to a higher amount.

Employers have other responsibilities under the ESST law, including providing the total number of ESST hours available for use and the total number of ESST hours used on employees' earnings statements or paystubs at the end of each pay period.

Also, employers must provide employees with a notice by Jan. 1, 2024, or at the start of employment, whichever is later. The notice must be provided in English and in an employee's primary language if that is not English.

Recommendation:

Staff recommends approval of the proposed changes to the Personnel Policy Handbook.