



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

---

---

**MEMORANDUM**

---

---

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** PERSONNEL HANDBOOK UPDATES  
**DATE:** OCTOBER 2ND, 2024

---

Attached is a proposed update to the Personnel Policy Handbook, updating language regarding stand-by duty for wastewater personnel, insurance benefit eligibility and updating the probationary period.

The update to stand by duty language is a change from 30 minutes to 45 minutes for wastewater personnel. This proposal is due to most of the plant being on the SCADA software and not requiring an onsite visit for each notification. In the scenario an onsite visit is required, the additional 15 minutes will not cause an issue. This change could also attract a wider applicant pool for those commuting.

The update to insurance benefits is to indicate when employee benefit coverage begins. Past practice has been eligibility the month following hire but was not indicated within the handbook.

The update to the probationary period is from 90 days to 180 days, this is to allow ample time for employee training and supervisor evaluation or performance and suitability. Additionally, I propose to remove the sentence stating employees are not eligible for City benefits during the probationary period as our practice has been eligibility on the 1<sup>st</sup> of the month after the hire date.

**Recommendation**

Staff recommend approval of the changes to stand-by duty and the probationary period within the Personnel Policy Handbook.