

**CITY OF PIPESTONE
PERSONNEL POLICY VII**

A. PURPOSE

It shall be the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Pipestone. The fundamental objective of these policies shall be to:

1. Promote and increase economy and efficiency in City employment.
2. Provide fair and equal opportunity to all qualified persons who enter City employment on the basis of demonstrated merit and fitness and to deal with employees in a consistent manner utilizing policies to provide fairness.
3. Develop a program of recruitment, advancement and tenure that will make the City service attractive and encourage each employee to give their best service to the City.
4. Promote high morale among City employees by providing good working conditions, opportunity for advancement, consideration for employee welfare and a basis of understanding of City affairs.

The provisions of this Personnel Policy may be revised or amended at any time at the sole discretion of the City. Interpretation of these policies or decisions on items not covered within them will be made by the City Administrator.

The policies described in this document are not conditions of employment, and the language is not intended to create a contract between Pipestone and its employees. The policies are intended as a general guide to employees. They are not intended to be all inclusive or to cover every situation which may occur.

B. PERSONNEL COVERED

This personnel policy applies to all City employees except as otherwise indicated. Also included with respect to applicable portions of the policy are:

1. All elected officials and members of boards, commissions and committees.
2. Members of the volunteer fire department.

C. DEFINITIONS

The words and phrases defined below shall have the meaning assigned herein consistent with all personnel rules, policies, procedures and transactions.

1. **Type of Appointment**
 - a. "City" means City of Pipestone.
 - b. "City Council" means City Council of the City of Pipestone.
 - c. "Exempt Employee" means employees not covered by the Fair Labor Standards Act.
 - d. "Non-Exempt Employee" means employees covered by the Fair Labor Standards Act.

- e. "Part-time Employee" means one who is employed on a schedule of less than 40 hours per week and has successfully completed the required six-month probationary period.
- f. "Probationary Employee" means one who has been assigned to a full-time or part-time position, but who has not completed the required six-month probationary period. Immediately prior to the expiration of the probationary period, the department head shall notify the Council whether or not the employee shall become a regular employee.
- g. "Probationary Period" means a special period of time at the beginning of employment (or the beginning period of a promotion or transfer) that is designated as a trial period. During this period, as well as at any other time during employment, the City reserves the right to terminate the employee without cause. This probationary period does not create any right to continued employment of the employee. Satisfactory completion of the probationary period does not insure continued employment or an increase in pay. The City acknowledges that probationary periods do not apply to an employee who is a veteran.
- h. "Regular Employee" means one who is employed on a full-time or part-time, year-round basis and who has successfully completed the required six-month probationary period.
- i. "Temporary Employee" means one who has been appointed for full-time or part-time work on a temporary or seasonal basis.

2. **Benefits**

Benefits such as paid holidays, sick leave, retirement plans, health plans and other benefits as approved by the City Council, accrue to regular full-time employees only. Part-time, seasonal, and temporary employees are not eligible for coverage, except as provided in this policy.

3. **Fiscal Year**

Fiscal year is the period of January 1 to December 31, inclusive.

4. **Departments**

Policies included hereunder shall be in effect for all employees except in the case of similar items and policies covered by a Bargaining Agreement. Items covered in the Bargaining Agreement take precedence over those items in this personnel policy for employees included in the Bargaining Agreement.

5. **Line of Responsibility and Authority**

The line of responsibility and authority shall be as follows:

The City Administrator shall be the chief administrative officer of the City and have general supervisory and administrative authority over and coordination between all offices, departments and department heads and through any department head, the employees of his or her department. The City Administrator shall have the authority to hire, fire, promote,

demote and transfer all employees of the City provided that no action affecting a department head shall be final until approved by the Council.

D. WORKING HOURS, HOURS OF WORK, ATTENDANCE, VACATION AND HOLIDAYS:

All employees of the City will be compensated according to the wages or salaries established annually by the City Council, provided that the Council may change or modify any wages or salary of any employee at any time for budget reasons.

1. **Work Week**

The working time per week shall normally be forty (40) hours. However, administrative staff and department heads may be required to work additional hours to meet existing conditions or emergency contingencies.

2. **Hours of Work**

The hours during which City offices and departments shall be open for business shall be determined by the City Council. The hours during which City Hall shall be open for business shall be 8:00 a.m. to 4:30 p.m., Monday through Friday. The hours during which the Public Works Department and the Water/Wastewater Department shall be open for business shall be 7:00 a.m. to 4:00 p.m., Monday through Friday. The hours of all other departments shall be determined by the appropriate board or commission overseeing the department with the final approval for hours of operation being approved by the City Council.

3. **Attendance**

Employees shall be at their place of work in accordance with these rules and general or departmental regulations or union contract. All departments shall maintain daily attendance records of employees. Good attendance is an essential requirement of all City positions.

4. **Paychecks**

Employees will normally be paid by check on a bi-weekly basis, on alternate Fridays, and the pay received will be exclusively for the hours worked during the pay period plus any holidays, compensatory time, vacation days and sick days as applicable.

5. **Work Periods**

The regularly scheduled work week for full-time non-supervisory employees is eight (8) hours per day and forty (40) hours per week, including two 15-minute rest periods. Employees working a schedule of 8:00 a.m. to 4:30 p.m. will receive a half hour lunch period and employees working a schedule of 7:00 a.m. to 4:00 p.m. will receive an hour lunch period.

There may be other exceptions as determined by the department head in accordance with the needs and/or customs of the department. It is recognized that jobs and work schedules may change over time to respond to the changing needs of the organization.

All employees are expected to perform their regular work duties when required to do so by

proper authority, including situations where the workday or workweek requires additional hours or different hours from that normally scheduled.

It is expected that all employees will report to work on time, use their available hours to the best advantage, and leave only after the regular working hours are completed.

6. **Rest Breaks**

When working under conditions where the use of a rest break is practical, City employees will be allowed to take a 15- minute break approximately midway through each four-hour shift. The timing of the break is subject to the approval of the supervisor. Unused rest breaks may not be accumulated, nor may they be used for any purpose other than a mid-shift rest period.

7. **Compensatory Time/Overtime**

The City of Pipestone has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, all employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

Non-Exempt (Overtime-Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one work week. City recognized holidays shall count towards “hours worked”. Vacation, sick leave, and non-recognized holidays shall not count towards “hours worked”. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee and the department head mutually agree in advance that the overtime will be banked as compensatory time in lieu of payment.

The maximum compensatory time accumulation is 60 hours unless a lower amount is established by the City Administrator. Any hours accrued in excess of 60 at any point will be subject to forfeiture.

Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The payroll department will maintain compensatory time records. All

compensatory time accrued, up to the maximum established amount of 60 hours, will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Exempt (Non-Overtime Eligible) Employees

Exempt employees are expected to work whatever hours are necessary in order to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Full-time exempt employees are expected to fulfill their responsibilities and tasks regardless of the number of hours required. Exempt employees are eligible for compensatory time under the following conditions:

- Full-time exempt employees need to account for a minimum of 80 hours per pay period.
- In exceptional circumstances when hours worked substantially exceed the normal 40-hour work week, exempt employees may receive compensatory time. The employee shall record all hours on his/her timesheet.
- The employee may receive comp time at the rate of one hour of comp time for each hour of work done in excess of 40 hours in exceptional circumstances.
- No more than 40 hours of comp time may be accrued. Any hours accrued in excess of 40 at any point will be subject to forfeiture.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Pipestone will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:

- Paid leave has not been requested or has been denied;
- Paid leave is exhausted;
- The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the Family and Medical Leave Act (FMLA).

The City of Pipestone will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

Requirement to Work Overtime

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Complaint Procedure

An employee who has a complaint about how this policy has been implemented should direct the complaint to the City Administrator. The complaint will be responded to by the City Administrator within ten working days of its receipt.

Buying Down Compensatory Time

The City Council may, at its sole discretion, compensate employees for accrued compensatory time if the Council determines that it is in the best interests of the City to do so. If the Council decides to “buy down” compensatory time, the compensatory time will be paid at the hourly rate the employee is earning at that time.

8. **Holidays**

The following holidays shall be declared official holidays for non-union City employees:

New Years Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Indigenous Peoples Day*	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve***	December 24 (Noon to Close)
Christmas Day	December 25
Personal Day**	

- * In lieu of taking this day as a holiday, personnel may select to take the day after Thanksgiving or one day immediately before or after Christmas.
- ** The Personal Day shall be selected by each regular full-time employee and must be taken in 8 hr. increments. The Personal Day may be taken at any time after the employee's first anniversary of employment. Personal Days cannot be banked beyond one year from the date of accrual.
- *** City offices will close at 12:00 noon on December 24 when that day falls on a Monday through Thursday. Employees providing services from 12:00 noon until the close of business shall be compensated at 1 ½ times their regular rate of pay.
- a. Employees wishing to observe religious holidays not listed herein shall, at their option, be given time off without pay or have the time charged to their vacation.
- b. Temporary seasonal and part-time employees, if not scheduled to work, shall be given holidays off without pay.
- c. When a holiday occurs on a Saturday, it will be observed on a Friday before; if it occurs on a Sunday, it will be observed on the following Monday.

9. **Vacation**

In accruing and computing vacation leave, the following schedule will apply: All regular employees of the City shall be entitled to a paid vacation. The purpose of the vacation is for the rest and relaxation and the general welfare of the employee, therefore, employees are encouraged to use most, if not all, of their vacation days earned each year.

Employees shall accrue vacation at the following rate:

- * Start date through fifth year – 1 normal working day per month.
- * Beginning with sixth year through tenth year – 1-1/4 normal working days per month.
- * Beginning with eleventh year through fifteen year – 1-1/2 normal working days per month.
- * Beginning with sixteenth year through nineteenth year – 1-3/4 normal working days per month.
- * Beginning with twentieth year and beyond – 2 normal working days per month.

Vacation day accrual shall begin on the first day of employment. It shall accrue during the period of probation, but may not be taken until after the probationary period ends.

Employees may use their vacation at any time, but may use no more than two working weeks consecutively provided they have time earned, and may not have more than 240 hours of vacation time accrued at any time.

Employees must receive permission from their immediate supervisor for the vacation days

they desire. All vacation time must be taken in no less than a one-half hour increments.

10. **Resignation**

Any employee wishing to leave the City in good standing must submit a written resignation to their supervisor per the following schedule:

Department Heads	28 Calendar Days
All Other Employees	14 Calendar Days

The resignation must state the effective date of the resignation. The City Administrator may waive the notice requirement if it is determined to be in the best interest of the City.

Failure to comply with this procedure may be considered cause for denying future employment with the City and denying severance pay.

E. SICK AND SAFE LEAVE

1. **Purpose/Eligibility**

The City's current sick leave policy exceeds the accrual requirements for earned sick and safe time under Minnesota Statutes, sections 181.9445 through 181.9448. Sick leave under this policy is intended to comply with the Minnesota Sick and Safe Time law, effective January 1, 2024. Sick and safe leave will be available to eligible employees for the purposes described in this policy. Eligible employees are those employees who perform work for at least 80 hours in a year for the City. For purposes of this policy, a year is a calendar year – January 1 to December 31.

2. **Accrual for Regular full-time employees**

Sick and safe leave shall be accrued as earned by all regular and probationary employees on the basis of twelve working days for each full year of employment. Sick and safe leave may be accumulated to a maximum of 75 working days and any unused sick leave accumulated during the calendar year shall be carried to the employee's credit for the next year provided it does not exceed the maximum. Employees who have accumulated seventy-five (75) days of sick and safe leave shall have four (4) hours of sick and safe leave per month credited to a deferred sick leave account. Deferred sick and safe leave can be accumulated up to a maximum of fifteen (15) days. The deferred sick and safe leave can only be used after the seventy-five (75) days of regular sick and safe leave have been depleted.

3. **Accrual for part-time, temporary, and seasonal employees, including fire department officers**

These employees will accrue sick and safe leave at the rate of one hour per 30 hours worked, up to a maximum of 48 hours of leave per year. Employees may carry over accrued but unused hours into the following year, but the total hours may not exceed 80 hours. Regular part-time employees may use earned sick leave as soon as it is accrued. Temporary and seasonal employees may begin using accrued hours after they have worked 80 hours in a year for the City.

4. **Notice**
If the need for sick and safe leave is foreseeable, the City requires 7 days' advance notice. If an employee needs to use sick and safe leave for an eligible purpose and cannot report for work, their absence must be reported to their immediate supervisor or department head at least 30 minutes prior to their regular reporting time or as soon as practicable
5. **Probationary employees**
Accrued sick and safe leave may be used by employees during their probationary period. In the event an employee uses more sick and safe leave than they have accrued during their probationary period, their salary will be reduced by an amount equal to the number of days of sick and safe leave used in excess of the accrued amount times 8 hours times that employee's hourly rate.
6. An employee begins to accrue sick and safe leave as earned starting the first day of employment. Employees will continue to accrue sick and safe leave as long as they are employed including time on sick or vacation leave.
7. **Documentation**
When an employee uses sick and safe leave for more than three consecutive days, the City may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, sick and safe leave for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition.
8. **Eligible Uses**
Employees may use available sick and safe leave as allowed under state law. Leave may be used in one-hour increments for the following circumstances:
 - a. An employee's own:
 - Mental or physical illness, injury, or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - Injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
 - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the

potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.

- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
- Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
- Obtain services from a victim services organization
- Obtain psychological or other counseling
- Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

b. Care of a family member:

- With mental or physical illness, injury or other health condition
- Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
- Who needs preventative medical or health care
- Whose school or place of care has been closed due to weather or other public emergency
- When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

9. **Family Members**

For sick and safe leave purposes, “family member” includes an employee’s:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

10. **Retaliation Prohibited**

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting sick and safe leave rights, requesting a sick and safe leave absence, or pursuing remedies. Further, the use of sick and safe leave will not be factored into any attendance point system the City may use. Additionally, it is unlawful to report or threaten to report a person or a family member’s immigration status for exercising a right under the sick and safe leave law.

11. **Benefits and return to work protections**

During an employee’s use of sick and safe leave, an employee will continue to receive the City’s employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using sick and safe leave is entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee’s time off. Seniority during sick and safe leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the City and the employee is rehired again

within 180 days of separation, previously accrued sick and safe leave that had not been used will be reinstated. An employee is entitled to use and accrue sick and safe leave at the commencement of reemployment.

12. **Separation from Employment**

Upon retirement in good standing with the City of Pipestone, an employee shall receive an amount equal to the following table (Table 1) of their unused sick and safe leave, at their current hourly rate, as severance pay:

13. **Notice or Rights and Remedies**

Written notice of employees’ rights and remedies related to sick and safe leave under state law is provided as an attachment at the end of this personnel policy. The City will also post notice at city hall and provide written or electronic copy of the notice to all employees.

<u>Years of Employment</u>	<u>% Payment of Unused Sick Leave</u>
10 years	10%
15 years	20%
20 years	30%
25 years	40%
30 years	50%

14. In the event of a serious illness of an employee and the employee has exhausted all available sick and safe leave and vacation, fellow employees shall be allowed, at their discretion, to donate any number of hours from their sick and safe leave accumulation to the employee in need.

F. FEDERAL FAMILY MEDICAL LEAVE

1. **Eligible Employees**

An employee must have been employed by the City for at least twelve (12) months and have worked at least 1,250 hours in the twelve months preceding the commencement of the leave.

2. **Eligible Reasons for FMLA Leave**

An eligible employee is entitled to twelve (12) weeks leave in a 12-month period measured forward from the date an employee’s first FMLA leave begins. FMLA may be used for the following reasons:

- a. Birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care.

The entitlement, in this case, expires twelve (12) months after the birth or placement. There is no maximum age limit for adoption or foster care placement.

- b. To care for the employee's spouse, son, daughter or parent who has a serious health condition.

Caring for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "son or daughter" is defined as a person under 18 years of age or an individual under age 20 who is still attending secondary school (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster or step-child, a ward of the employee or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

An eligible "parent" includes a biological parent or a person who was charged with the parent's right, duties and responsibilities over the employee when the employee was under the legal age, but doesn't include in-laws.

- c. Because of a serious health condition making the employee unable to perform the essential functions of their position.
- d. Serious health condition is defined in Federal Law 29 C.F.R. §825.114, but generally includes incapacity requiring absence from work of more than three (3) days that also involves continuing treatment by a health care provider (also includes prenatal care).

3. Notice Requirements

Thirty (30) days verbal or written notice is required if the leave is foreseeable. If thirty (30) days' notice is not possible, as much notice as practical must be given. Planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations. The City may require periodic statements regarding the employee's status and intent to return to work.

4. Effect on Health Insurance

Health insurance coverage will be maintained at the same level and under the same terms as if the employee continued working.

Arrangements for payment of the employee's portion of premiums must be made by the employee through the Administrative Staff.

5. Increments of Time

Family and medical leave may be taken in increments up to the full twelve (12) weeks and as small as one (1) hour, depending on the circumstances.

6. Use of Accrued Sick Leave, Compensatory Time and Vacation During Family and Medical Leave

During the family and medical leave, employees must use accrued sick leave, vacation leave and compensatory time prior to taking an unpaid leave (except where the leave also qualifies for parental leave).

The employee is entitled to retain benefits which were accrued prior to the beginning of the leave, and to receive any non-seniority-based pay adjustments that accrued during the leave.

7. Medical and Fitness for Duty Certification

a. Medical Certification

Certification by the employee's physician may be required for FMLA leave due to an employee's serious health condition or that of a child, parent or spouse. A second opinion may be requested by the City. If requested, the City will pay for the cost of the second opinion and will select a health care provider not regularly associated with the City.

b. Re-certification

Re-certification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Re-certification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

c. Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty reports must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of the job.

d. Reinstatement/Return to Work

The employee is entitled to reinstatement to the position held before the leave or to an equivalent position with the equivalent benefits, pay and other terms and conditions of employment. Employees returning from FMLA caused by a child with a serious health condition will be returned to the same position.

8. Records Retention

Medical certifications and related documents are maintained as confidential medical records in separate files.

9. PERA

FMLA leave counts as continued service for purposes of retirement or pension plans.

10. Training

Employees who have missed training sessions while FMLA leave will be given a reasonable opportunity to make them up.

G. MINNESOTA PAID LEAVE (Effective January 1, 2026)

This policy outlines the City’s commitment to comply with the Minnesota Paid Leave program, which offers eligible employees paid time off for specific family and medical reasons.

1. Eligible Employees

The program applies to all employers of the City, including part-time employees, volunteer firefighters and election judges. The program does not apply to independent contractors.

2. Minnesota Paid Leave Program

Paid Leave is a State program that begins on January 1, 2026. It provides paid time off when a serious health condition prevents an employee from working, when an employee needs time to care for a family member or a new child, for certain military-related events and for certain personal safety issues. It is important to know that Minnesota’s Paid Leave Program is separate and distinct from earned sick and safe time, which is addressed separately in this Personnel Policy.

The program also provides a maximum of 20 weeks of partial wage replacement per benefit year for family and medical leave funded through a payroll tax applied to all employers. For each program leave type, an employee can take 12 weeks of leave, up to a combined total of 20 weeks under the program.

The program will be administered by the Minnesota Department of Employment and Economic Development (DEED), and questions with regard to the program can be directed to DEED.

3. Types of Leave

The types of leave include:

Family Leave (Care for a family member with a serious health condition, bonding with a new baby or child in your family, your safety or the safety of a family member and active-duty family member)

Medical Leave (Your own serious health condition prevents you from working)

The program also provides job protections, including restoration to the same or equivalent position upon return with the same pay, seniority, etc. Job protections become available 90 calendar days after the date of hire.

4. Application Process

Employees are requested to notify the City of their need for leave and then apply for benefits through the Minnesota Department of Employment and Economic Development (DEED).

5. Benefit Payment

The State of Minnesota will pay approved benefits directly to the employee. The amount of

the weekly benefit depends on the employee's average weekly wage.

6. **Premium Contributions**

The Minnesota Paid Leave program is funded by premiums split between the employer and employees. The City will pay 50% of the premium and will deduct the remaining 50% from employee wages. The premium rates are established by the State and may vary year-to-year.

7. **Notice Requirements**

The City will prominently display a workforce poster detailing the benefits available under the Paid Leave programs, in English and in other required languages.

Individual employees will also be notified about the availability of benefits by December 1, 2025, or within 30 days of hire, whichever is later.

8. **Coordination with other Benefits**

a. **FMLA and Pregnancy and Parenting Leave**

Paid Leave will run concurrently with the federal Family and Medical Leave or the leave required under Minnesota Statutes, section 181.941 (Pregnancy and Parenting Leave). The City will ensure employees are receiving the highest level of benefits available to them under both laws when both apply.

b. **Earned Sick and Safe Time**

In general, earned sick and safe time is intended to cover employees in situations resulting in short-term leave, including a brief illness, sick children who cannot attend daycare, etc. Such leave shall be administered by the City as set forth in this policy. Minnesota's Paid Leave program is intended for long-term and extended leave and requires DEED approval based on necessity and eligibility. It is intended to cover more extreme accidents or illnesses, maternity/paternity leave, qualified exigency leave, safety leave, or care for a family member.

c. **PERA**

Per PERA, State Paid Leave payments are not eligible salary for PERA contributions or service credit. Further, employer-paid leave, including sick and vacation, used to supplement Paid Leave is not eligible salary for PERA contributions unless the employee is on medical leave and the employer-paid leave represents at least 50% of the average earnings that would have been received if the person was not on leave. PERA members may purchase salary and service credit lost during a period of authorized leave.

d. **Other Leave**

An employee is not required to do so, but they can choose to use vacation, sick or other paid time off, or disability insurance payments in lieu of the Minnesota Paid Leave program. During the period of time an employee is using other leave instead of Minnesota Paid Leave, the employee is entitled to the employment protections of

the Minnesota Paid Leave program.

9. **Data Practices Classification**

The State has classified Minnesota Paid Leave data as private, subject to some exceptions for exchanging information with certain state and federal agencies, employers and health care providers

H. MINNESOTA PARENTAL LEAVE

All employees are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Unpaid pregnancy and parenting leave for up to 12 weeks is available to female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, as well as for biological or adoptive parents in conjunction with the birth or adoption of a child. For leave related to the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice. If the leave must be taken in less than three (3) days, the employee should give as much notice as practicable.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the leave.

If the employee has any FMLA leave eligibility remaining at the time this leave commences, this leave will also count toward FMLA leave. The two leaves will run concurrently until the 12-week FMLA eligibility is exhausted.

The employee may use accrued sick leave for either FMLA leave or Parental leave. However, use of accrued sick leave is not required for the portion of the leave counted as parental leave.

The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

I. LEAVE OF ABSENSE

1. **Regular Leave Without Pay**

Employees may be eligible for regular leave without pay upon expiration of FMLA leave or for reasons not covered by FMLA leave.

An immediate supervisor may authorize regular leave without pay for up to two (2) weeks. Leave without pay for periods of time between two (2) weeks and three (3) months may be granted by the City Administrator. Leave for greater periods must be authorized by the City Council.

No employee benefits will be earned by an employee while on regular leave without pay and an employee will not accrue, or be paid, holiday pay, vacation or sick leave while on leave

without pay.

Employees receiving regular leave without pay in excess of sixty (60) days or for reasons other than those qualifying for FMLA, cannot be guaranteed return to their original or similar position.

If the original position or a position of similar or lesser status and salary is available, it may be offered at the discretion of the City Administrator. Employees will not accrue seniority during periods of leave without pay.

2. **Civic Duties**

All employees entitled to vote at National, State, County or Municipal elections may, when necessary, be allowed sufficient time off with pay to exercise this right on Election Day if the employee is unable to vote during non-work hours. Employees will also be allowed paid time off to vote during the time allowed for voting in person before Election Day.

3. **Jury Service or Court Leave**

Employees who are required by due process of law to render jury services or court services, shall receive their regular pay during such period, less any jury pay (excluding mileage reimbursement) so that no loss of pay occurs due to jury duty. The time spent in such service shall be reported as Jury Service or Court Leave.

4. **Extended Leave of Absence**

Extended or emergency leave of absence shall only be granted on the recommendation of the City Administrator. This rule of employment applies to all employees. If an employee, due to an extended period of illness or other legitimate reason, shall have used all their sick, vacation and compensatory leave, this section shall apply. The City reserves the right to determine, by medical, psychiatric, or other opinion, the ability of the employee to maintain their present position and by medical, psychiatric, or other recommendation the likelihood of the employee to return to work. In the event the City determines that the employee may not return in a timely manner and may not be able to fulfill their duties, the City may terminate the person's employment.

5. **Military Leave**

Leaves for military duty will be granted with or without pay in accordance with the Minnesota Statutes Section 192.26 and Section 192.261 or U.S.C.A., Title 38, Section 2021.

6. **Absence Without Pay Leave**

An employee who fails to show up for work for any reason shall be required to notify the Department Head of their department, stating a reason for such absence. Failure of an employee to comply with this regulation shall automatically be considered as a voluntary resignation.

7. **Emergency Leave**

An employee may be granted emergency leave with pay in the event of a death, serious injury, serious or contagious illness within the immediate family, to include wife, son, husband, daughter, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or bona-fide members of their household.

- a. **Limitations:** Emergency leave shall not exceed the time needed for the emergency, and in any event, no more than a total of six days per calendar year, except in very unusual cases. In considering the request for emergency leave, the City Administrator shall give careful consideration to whether or not the circumstances warrant emergency leave under the intent and purpose of this section. The request for emergency leave, with a complete description of the circumstances causing the emergency, shall be made in order that the City Administrator may give fair consideration to the request.

8. **School Conference and Activities Leave**

Any employee may request leave up to a total of 16 hours during a 12-month period to attend school related activities related to an employee's child, provided the employee cannot schedule the conferences or classroom activities during non-work hours. This leave also applies to child care services or pre-kindergarten or special education programs. (Minn. Stat. Chapter 341 7-1-96).

When the employee cannot schedule the leave during non-work hours and can foresee the need for the leave, the employee must give reasonable notice prior to the leave and make reasonable efforts to schedule the leave so that it does not unduly disrupt the operation of the employer. This leave may or may not be paid. However, an employee may substitute any accrued paid vacation leave or other appropriate paid leave for any part of the leave this portion of the law allows.

9. **Bone Marrow/Organ Donation Leave**

Employees working an average of twenty (20) or more hours per week may take paid leave, not to exceed forty (40) hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

10. **Reasonable Paid Work Time for Nursing Mothers**

Nursing mothers will be provided reasonable paid break time to express breast milk. The break time, if possible, should run concurrently with rest and meal periods already provided to the employee. The city will provide a clean, private, secure room or location (other than a bathroom or toilet stall) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private. The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

11. **Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy**

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating;
- Limits on lifting over twenty (20) pounds;
- Modification in work schedule or job assignments; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation. The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

I. EMPLOYEE RECORDS

Records containing information pertinent to this employment will be maintained for all employees and will be available at any time for their own review in accordance with the Minnesota Government Data Practices Act.

Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, record performance, etc.

No piece of information is retained unless required for a specific purpose. Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained and disseminated according to the Minnesota Government Data Practices Act.

A representative (City Administrator or his/her designated representative) must always be present when personnel records are being reviewed by employees.

J. SMOKING

Smoking within City buildings, offices and work sites is governed by the Minnesota Clean Air Act.

Approved smoking areas must be clearly designated. If smoking results in discomfort to others, smokers are required to stop smoking. Smoking in unapproved areas may result in disciplinary action.

K. SAFETY

The personal health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each department head.

Worker's compensation benefits and OSHA (job safety law) require that all on the job accidents and sickness be reported as soon as possible by the employee, or on behalf of the injured or sick employee, to his or her department head.

Any employee routinely exposed to hazardous substances or infectious agents as defined in the Minnesota Employee Right to Know Act of 1983 (Laws 1983, Ch. 316, Minn. Stat. 182.65-182.675) will be trained before being assigned or reassigned to work which exposes the employee to such substances or agents, and shall be given training annually thereafter. Training shall include an explanation of how and where information about hazards is stored in the workplace, how the hazards are labeled and where to obtain specific information.

The department head shall provide for such training and for compliance with the "Minnesota Employee Right to Know Act of 1983", including the establishment of specific policies to ensure compliance with the state law and regulations. An employee acting in good faith has the right to refuse to work under conditions which the employee reasonably believes present an imminent danger of death or serious physical harm to the employee.

Employees, who are trained in first aid and required by the City to provide medical assistance as part of their job, will receive training in preventing or limiting exposure and in the use of protective equipment and/or clothing. All employee exposure to blood and/or bodily fluids should be reported immediately to the employee's supervisor.

Exposure incidents should be documented and reviewed to determine whether adequate safety measures were taken and whether additional training or changes in procedures are necessary.

Hepatitis B vaccinations will be offered to any employee who is exposed to blood or potentially infectious materials.

L. EMPLOYEE PERFORMANCE APPRAISALS

Employees will normally have their performance evaluated at least once immediately following the completion of their probationary period and shall also have their performance evaluated annually thereafter on their performance anniversary date. Performance evaluations will be maintained in employee personnel files and will be considered when personnel action or increases in salary are contemplated. Performance appraisals will be conducted in accordance with the established

performance appraisal system.

1. **Pay Increases**

The City utilizes a “Step Plan”. The Step Plan provides the City with a uniform process to reward the satisfactory performance of its employees. The Step Plan provides employees with an incentive to perform their duties in a satisfactory manner. **A STEP PLAN DOES NOT GUARANTEE EMPLOYMENT OR PAY INCREASES TO ANY EMPLOYEE. THE STEP PLAN DOES NOT CREATE AN EMPLOYMENT CONTRACT WITH ANY EMPLOYEES.**

Advancing to the next level on the Step Plan requires a satisfactory performance evaluation to be completed in advance of the employee’s performance anniversary date. Each employee’s anniversary date will fall on either January 1 or July 1 for budgeting purposes. If an employee was hired between January 1 and June 30, the employee’s performance anniversary date will be January 1 of that time period. If an employee was hired between July 1 and December 31, the employee’s anniversary date will be July 1 of that time period. Supervisors must submit the completed evaluation forms of their employees to the City Administrator for his/her review and approval. Performance evaluations will be maintained in employee personnel files and will be considered when personnel actions are contemplated. Performance appraisals will be conducted in accordance with the established performance appraisal system.

The Step Plan contains 14 steps for regular full-time employees and 14 steps for Department Heads. Once an employee has reached the 14th step, he/she has reached the maximum rate of compensation for that position. After reaching that step, the employee will only receive the Cost-of-Living Adjustments to his/her salary plus a lump sum performance increase of two percent (2%) of the employee’s annual base salary for that year, pending a positive performance review by the department head and/or the City Administrator.

The Cost-of-Living Adjustment (COLA) increases shall be granted to all regularly scheduled full-time and part-time employees at the discretion of the City Council and shall be dependent upon the City’s fiscal status with consideration of the COLA rate established for Federal Social Security benefits. The Cost-of-Living Adjustments shall be granted, at the Council’s discretion, at the first Council meeting in December and take effect with the first payroll of the new year.

An employee may be considered for advancement beyond the next step or grade level if he/she has obtained additional job duties or licensing and his/her supervisor recommends advancement beyond the next available step. The supervisor must make his/her recommendation in writing detailing the reasons for the recommendation. The recommendation will be presented to the City Administrator who shall review the recommendation. Advancement beyond the next available step shall be at the discretion of the City Administrator.

M. JOB DESCRIPTIONS

The City will maintain records of position titles, classes, compensation by position and/or class, job descriptions for each class, and other appropriate information. New positions will be developed as needed, but shall be approved by the personnel committee, or as needed, prior to filling the position.

N. ASSIGNMENT OF WORK

Assignment of work duties and scheduling work is the responsibility of the department head. It is recognized that jobs may change over time to respond to the changing needs of the organization. Job descriptions will be prepared for each job class. These descriptions will normally be updated periodically as duties or assignments change.

O. INSURANCE

1. The City of Pipestone shall participate in a group health program. All full-time employees are eligible for group coverage. The City of Pipestone shall participate in the cost of group coverage by paying 100% of the cost of the individual employee coverage and pay the balance remaining of the monthly premium after the employee contribution of \$325.00 for family coverage. The Council reserves the right to increase the employee contribution in higher amounts as economic needs of the city dictate. The City and employee contribution amounts shall be reviewed annually by the City Administrator and City Council. The group coverage shall include, but not necessarily be limited to, major medical insurance, life insurance, dental insurance, and accident death and disability insurance. The benefits of the group coverage are described in the individual policies for each type of coverage.
2. The City shall furnish each eligible employee the amount of premium for the City's Group Disability Insurance Plan. The premium amount will be subject to taxes the same as wages. There will be no compensation provided should an employee choose not to participate for whatever reason.

P. EMPLOYEE ASSISTANCE PROGRAM (EAP) - DRUG AND ALCOHOL

Employees are prohibited from possessing or consuming alcohol, cannabis, cannabinoid products, or non-prescribed drugs while on the job. Any employee who reports to work incapacitated or whose performance is impaired through the use of alcohol, cannabis, cannabinoid products, or non-prescribed drugs is subject to disciplinary action.

In instances where it is necessary, sick leave may be granted for evaluation, treatment, or rehabilitation on the same basis as is granted for ordinary health problems. Consideration will be given for the use of leave of absence without pay as defined.

In accordance with Federal Law, the City of Pipestone has adopted the following policy on drugs in the workplace:

1. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is our intent and obligation to provide a drug-free, safe, and secure work environment.
2. The unlawful manufacture, distribution, possession, or use of a controlled substance, alcohol,

and cannabis and cannabinoid products on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

3. The City recognizes drug dependency as an illness and a major health problem. The City also recognizes drug abuse as a potential health, safety and security problem. Employees needing assistance in dealing with such problems are encouraged to use the Employee Assistance Program (EAP).
4. Employees must, as a condition of employment, abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off the work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

This program applies to all employees and/or members of their families. Specifically, it is the City's desire, in accordance with general personnel policies, to continue to view our employees as an individual, as well as a valuable asset to our Company, and:

1. It is the City's intention through the EAP to assist, in a confidential manner, all employees and their immediate family members who may be having problems at work because of alcohol or drug dependency.
2. The City believes it is in the best interest of our employees and our Company, for employees with these problems to voluntarily seek help at the earliest opportunity and follow the plan of treatment.
3. The City also believes that employees or members of their families who are affected by alcohol or drug dependency can and should be treated for these in the same manner as any other illness and can be helped and should be offered this assistance.
4. Although the City encourages the voluntary seeking of assistance, should the need arise, the decision to request and accept treatment or assistance is the personal responsibility of the employee or family member involved.
5. This policy and subsequent procedures are not intended to supplant the normal disciplinary process.
6. It will be the responsibility of all management to implement this program and to follow the procedures which have been designed to assure that no person will have either their present job security or future promotional opportunities jeopardized by a request for assistance.
7. Employees and family members desiring to seek assistance for themselves or a family member should contact a State licensed Treatment Center. Employees should review their current health insurance plan to determine the extent of coverage for Drug and Alcohol Treatment.

Q. RETIREMENT PROGRAMS AND POLICY

All "regular employees" of the City of Pipestone shall come under the provision of the Public Employees Retirement Association, except employees excluded from PERA under the provisions of Minnesota Statutes Section 353.028; and when applicable, the provisions of the Federal Social Security Act. Each employee shall contribute a percentage of their salary as required.

R. GRIEVANCE POLICY

It is the policy of the City to prevent, whenever possible, the occurrence of grievances and to promptly deal with those that do occur. Grievances should be directed to the supervisor whenever possible, but may be made directly to a higher level (Administrator/Personnel Committee) within the City.

S. LAY OFFS

The Council may, by providing two weeks notice, lay off any employee whenever necessary due to shortage of funds, abolition of position or changes in the organizational structure of the City. No regular, full-time employee shall be laid off while a temporary employee is serving in a similar capacity in a position for which the full-time employee would be eligible.

T. DISCIPLINE

Supervisors are responsible for maintaining compliance with City standards of employee conduct. City employees are expected to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct. Failure to do so may result in disciplinary action.

Discipline will be administered in a non-discriminatory manner. The supervisor will normally investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

The City will normally use progressive discipline with full-time and part-time regular employees. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. The normal process is as follows:

Disciplinary actions for property damage and safety handbook violations shall follow the guidelines and procedures found in Section IX of the Safety Handbook of the City of Pipestone.

It shall be the responsibility of the Supervisor, with the approval of the City Administrator, to determine whether or not an employee's previous written safety violations shall be included in the progressive discipline process for conduct (non-safety) violations as written below. An employee shall be notified in writing by his/her supervisor and signed by the City Administrator that his/her written safety violation is also being recorded in their personnel file as a conduct (non-safety) violation.

1. Oral Warning

Oral warnings should normally be given for first infractions to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the changes must be. There may be times when the first infraction is so serious that an oral warning may be insufficient.

2. Written Warning

A written warning shall normally state the reason for the warning along with a description of the events/problems that led to the warning. It shall normally describe actions taken by

the supervisor to correct the problem, if applicable, including any timetables or goals set for improvement. It will indicate further disciplinary action that could result if the problem continues or related problems occur.

The warning will be given to the employee to sign, acknowledging that he or she has received the warning and given a copy to keep. A copy will also be placed in the employee's personnel file.

Written warnings are more serious than oral warnings and normally follow oral warnings when the problem is not corrected or the behavior is not consistently improved, given a reasonable period of time for improvement. Serious infractions may require skipping either the oral or written warnings or both.

3. **Suspension**

The employee will normally be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. Upon the employee's return to work, the employee will be given a written statement outlining further disciplinary action possible should the problem continue or reoccur. A copy of the written document shall be placed in the employee's personnel file. An employee may be suspended pending an investigation of an allegation.

4. **Dismissal**

The Council may dismiss any employee at any time for just cause. No dismissal of a regular employee will take effect unless, prior to the effective date, the City Administrator with direction from the Council gives to the employee a statement setting forth the reasons for the dismissal.

Removal of veterans may be made only for incompetence or misconduct shown after a hearing with due notice (M.S. 197.46).

U. **TRAINING**

Employees are encouraged to take advantage of training opportunities to help them improve the performance of their present work assignments and to prepare them for future assignments. This may include seminars, lectures, workshops and tuition-assisted course work at accredited institutions. Cost, staffing issues, need, benefit to the City and other appropriate issues will be considered by the supervisor in approving requests or assigning training. Time to attend required training will normally be paid time.

Advance payment may be authorized for conference registration fees. Once paid, employees may be held responsible for those fees if the employee later chooses not to attend. Other expenses eligible for reimbursement require receipt or appropriate documentation. Required documentation and receipts vary depending on the event. Meals, lodging and parking require itemized receipts. Other documentation will be specified by the City Administrator.

V. **CDL LICENSE REQUIREMENT AND TRAINING PROCEDURE**

In order to drive certain commercial motor vehicles, drivers are required to have a commercial driver's license. The Federal Motor Carrier Safety Administration (FMCSA) has developed and issued standards for State testing and licensing of CDL holders. Because of the gross vehicle weight of the commercial motor vehicles that employees in the Public Works and Water/Wastewater Departments operate, the City of Pipestone requires that any Public Works and Water/Wastewater employees either hold or have the ability to obtain a Class B driver's license with air brake endorsement within six months of being hired with the City of Pipestone. Knowing the expenses involved and process involved in obtaining a new CDL, the city is willing to assist a new employee obtain a Class B drivers license with air brake endorsement. The following process/procedure will need to be followed:

1. Prior approval for the training will need to be approved in advance by the City Administrator, not after the fact;
2. Training is for obtaining a new CDL license only, training for maintaining a CDL license is excluded;
3. Employee must pass the written exam and obtain the permit at the local DMV and obtain a health card on their own their own expense. Once these are obtained, the City will pay the \$895.00, or the current established, non-refundable fee for CDL testing with vehicle equipped with air brakes to a CDL training entity approved by the City Administrator;
4. Employee must complete a City Travel Expense Form designed by the City Administrator and detailing all expenses;
5. Reimbursement for any over-night lodging shall not exceed the actual hotel or motel room cost and must be documented by an actual receipt;
6. Meals will only be reimbursed while traveling to and from the training and while attending the training and documented by a detailed receipt;
7. Mileage for use of personal vehicles shall be at the approved Federal rate per mile. Insofar as practical, mileage inside Minnesota shall be reimbursed on the basis of the official state mileage between cities as contained on the official state map plus any local miles traveled by the employees;
8. No reimbursement under any circumstance shall be made for alcohol, tobacco or other non-essential expenses;
9. The above limitations grant discretion to both the employee and supervisors. All expenses, whether for lodging or meals, shall be reasonable and customary for the location and type of travel conducted by the employee. It shall be the duty of all employees to conserve as much as possible in the selection of hotels and eating establishments;
10. The City Administrator is hereby instructed and directed to make such advance payments for travel only when deemed necessary so as to not be a financial burden on the employee. All advances should be requested by the employee and authorized by their supervisor. In making payments in advance, however, only one-half of the mileage figure will be paid;
11. Hourly paid employees shall be compensated for their time to and from meetings, conferences, etc. if their attendance has been previously approved by the City Administrator or City Council. Compensation shall be identified as the normal rate of pay that is currently earned by the employee. Upon return, the employee must immediately document all expenses incurred and reimburse the City for any overpayment;
12. If the employee leaves employment with city within one-year of receiving their CDL license,

employee will reimburse the City 50% of the cost of the \$895.00 non-refundable fee paid to the CDL training entity approved by the City Administrator through payroll deduction.

W. TRAVEL

1. Prior approval of all travel must be made by the City Administrator or its authorized designee and funds budgeted for said travel expenses;
2. All employees on authorized travel must complete a uniform City Travel Expense Form designed by the City Administrator and detailing all expenses;
3. Reimbursement for any over-night lodging shall not exceed the actual hotel or motel room cost and must be documented by an actual receipt;
4. Reimbursement for meals shall not exceed the sum of \$45.00 per day. The employee shall break all meal costs down to the per meal cost and be documented by a receipt.
5. Employees attending conventions may exceed the above maximum reimbursement for meals when such meals are part of the convention program;
6. Mileage for use of personal vehicles shall be at the approved Federal rate per mile. Insofar as practical, mileage inside Minnesota shall be reimbursed on the basis of the official state mileage between cities as contained on the official state map plus any local miles traveled by the employees;
7. No reimbursement under any circumstance shall be made for alcohol, tobacco or other non-essential expenses;
8. The above limitations grant discretion to both the employee and supervisors. All expenses, whether for lodging or meals, shall be reasonable and customary for the location and type of travel conducted by the employee. It shall be the duty of all employees to conserve as much as possible in the selection of hotels and eating establishments;
9. The City Administrator is hereby instructed and directed to make such advance payments for travel only when deemed necessary so as to not be a financial burden on the employee. All advances should be requested by the employee and authorized by their supervisor. In making payments in advance, however, only one-half of the mileage figure will be paid.
10. Hourly paid employees shall be compensated for their time to and from meetings, conferences, etc. if their attendance has been previously approved by the City Administrator or City Council. Compensation shall be identified as the normal rate of pay that is currently earned by the employee.

Upon return, the employee must immediately document all expenses incurred and reimburse the City for any overpayment.

X. USE OF CITY VEHICLES

City owned vehicles are to be used for City business only. Any other use of vehicles must be purely incidental to City business or specifically approved by the City Administrator. Only City employees and City Council Members, may drive City vehicles and comply with the following criteria:

1. All drivers must be City employees.
2. All drivers must be properly licensed.
3. All drivers must record driver's license information with City Hall.

4. Persons other than City employees are allowed as passengers only when it is necessary for conducting City business or otherwise authorized by the City Administrator.
5. The City Administrator may approve taking City vehicles home during non-working hours when necessary for City business or employees subject to emergency on-call or call-back.
6. Travel outside the city limits with City vehicles must be approved by your department supervisor and "logged in and out" with City Hall staff so it is known where personnel and vehicles are at all times. This does not apply if an employee is in a direct route to and from a City facility.

When a City vehicle is involved in an accident, the following procedure will be followed:

1. Check for injury and possible hazardous conditions.
2. Call law enforcement and appropriate emergency help.
3. Remain at the scene of the accident until released by authorities.
4. Public Works employees with a Class B or higher license will be mandated to submit to a drug and alcohol test administered by the City's certified medical lab (Pipestone Medical Center).
5. Get a copy of "Minnesota Accident Report" from the law enforcement officer in charge.
6. Do not admit liability or responsibility.
7. Inform a supervisor or City Administrator of the accident and details at the earliest possible time.
8. An accident report must be filed with City Hall within eight (8) working hours of the time of the accident.

Traffic violations, including parking violations, shall be the responsibility of the employee involved. Personal vehicles are not

Y. HEALTH AND WELLNESS OF EMPLOYEE

The City of Pipestone values the health and wellness of its employees and their families and agrees to provide a one hundred percent (100%) discount to full-time employees. If an employee wants to include their family in this membership, they will be required to pay the difference between an adult and family membership that applies.

Z. AREA RESIDENCY REQUIREMENTS

All essential City employees must reside within a ten (10) minute response time of the place that employee normally reports to work. Essential City employees include the following:

1. Firefighters
2. Public Works Director
3. Water/Wastewater Superintendent

MANAGEMENT PHILOSOPHY STATEMENT OF THE CITY OF PIPESTONE

Following is an outline of the elements that the City Council believes are essential to establishing a truly effective organization. Understanding these will assist significantly in understanding the expectations of the City Council and the framework within which the Council and employees work; and within which the Council will review, consider and make decisions.

The qualities summarized below are not in any priority order other than the first quality of trust. The City Council feels that trust is indispensable in establishing meaningful and effective personal and professional relationships. The other qualities listed after trust contribute to establishing trusting relationships. In fact, trust may be an automatic by-product of the other qualities listed.

Trust

Trust is displayed by an attitude of openness and a willingness to listen and hear what others say. This entails a great deal of risk in that an open and trusting person can be taken advantage of by others who do not value trust so highly. Trust must, therefore, be tempered by experience, common sense, individual situations and knowledge of each person you work with. A trusting environment results from free and open communications and from treating all employees respectfully, fairly and equitable.

Competence

Each person should strive to be assuredly competent in the job they are performing. Competence is displayed by depth of knowledge and understanding, courage of convictions and personal and professional integrity. An assuredly competent person is willing to voice opinions, to make difficult decisions and to recognize and admit mistakes.

Quality

A commitment to quality is displayed by sensitivity to customers. Government organizations have a natural tendency to develop cavalier attitudes towards customers. Sensitivity toward customers means knowing who the customers are, knowing what the customer needs, knowing what the customer's problems are and tailoring services to satisfy the needs and attempt to eliminate problems. Sensitivity toward customers requires regular and frequent communication with the customers. The cost of service is always a priority concern of all customers. The City must continually provide satisfactory services to customers at the lowest possible price.

"If our customers had a choice, would they purchase our service?"

Reality

The City operates in a political environment. Political considerations enter into many decisions and sometimes result in different decisions than would be made in the absence of the political environment. Each Department Head must be aware of and have an understanding of the political forces at work within the community. While not compromising professional and personal integrity, each Department Head must develop an understanding of and tolerance for the political reality in which we work.

Flexibility

The ability to change, try new ideas, collect additional information, consider new thoughts or questions is indispensable to a Department Head. In today's rapidly changing world, an inflexible Department Head is obsolete.

Delegation

In order to accomplish the most with the least amount of personnel and to develop employees, effective delegation is a requirement of all Department Heads. Delegation entails risk in that responsibility for results must be turned over to someone else while accountability for those results must be retained by the Department Head. Effective delegation requires releasing some meaningful, challenging assignments to subordinates. Releasing only the routine or mundane is not delegating, it is dumping and will work against personnel. Delegation also requires recognition of employees who adequately handle the responsibility delegated to them. A Department Head should assure that credit for good work is given to the person actually responsible for the work.

Responsibility

Each Department Head has to make decisions and review other decisions made by subordinates. The Department Head must accept responsibility for all those decisions, whether right or wrong. Decision making means there is some uncertainty concerning what to do - if there is no uncertainty, there is no decision to be made. Decision making is risk taking and, invariably, some decisions will prove to be wrong. Each Department Head must accept responsibility for wrong decisions and attempt to learn from them to improve the future decision-making process.

Sense of Humor

Each Department Head should be able to laugh at situations and at himself/herself in order to maintain balance and perspective. The organization should have a sense of humor wherein the employees can laugh with each other rather than at each other.

Personal/Job Balance

Each Department Head should develop and encourage support among subordinates, a healthy balance between personal and professional goals, interests and activities. This balance must be determined by each individual, but once achieved, will result in more well-rounded, satisfied and productive employees.

HARASSMENT POLICY OF THE CITY OF PIPESTONE

The City is committed to providing a work environment free of harassment and discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting harassment, including sexual harassment. Harassment includes, but is not limited to, offensive verbal comments related to gender, race, religion, color, age, disability, national origin, sexual orientation or identity, familial status, or any other status protected by the law; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact; and unwelcome sexual attention. This policy prohibits harassment in any form, including verbal and physical harassment. This policy applies to all employees and elected officials.

This policy statement is intended to make all employees and elected officials sensitive to the matter of harassment, to express the City's strong disapproval of harassment, to advise employees of their behavioral obligations and to inform them of their rights.

To provide employees and elected officials with a better understanding of what constitutes sexual harassment, the following definition, based on Minnesota Statutes, is provided:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- a. submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment and the employer knows or should have known of the existence of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include, but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

The City of Pipestone recognizes the need to educate its employees and elected officials on the subject of harassment and stands committed to provide information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from harassment. Violations of this policy may result in discipline, including possible discharge. Each situation will be evaluated on a case-by-case basis depending on the severity and the circumstances involved.

In order for a harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management. An employee who believes he or she has been harassed by a co-worker, supervisor or agent of the City should promptly report the facts of the incident or incidents and the names of the individuals involved to your supervisor, City Administrator, Administrative Staff, City Attorney, Mayor or a Council member who will investigate such claims and take appropriate action.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps:

- a. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
- b. Document the occurrences of harassment.
- c. Submit the documented complaints to your supervisor, the City Administrator, Administrative Staff, City Attorney, Mayor or Council member. The City urges the employee to put the complaint in writing.
- d. Document any further harassment or reprisals that occur after the complaint is made.

Employees have the right to raise the issue of harassment and to file complaints with respect to such harassment without reprisal. The City recognizes that there are inherent difficulties in developing evidence and maintaining close working relationships among employees in instances where harassment has occurred. Because of this, the City urges that conduct which is viewed as offensive, be reported immediately to allow for corrective action to be taken through education and initial counseling, if appropriate.

Management has the obligation to provide an environment free of harassment. The City is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

COMPUTER USE POLICY OF THE CITY OF PIPESTONE

General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator.

Beyond this policy, the city's Administrator or Information Technology (IT) department may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the Information Technology Director or his or her designee. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. IT of Administrative staff will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to the City Administrator or City Council for a determination.

Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to the City Administrator and IT Department.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's supervisor and department head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is strictly prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Software

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to the City Administrator and IT Department.

Employees shall not download or install any software on their computer without the prior approval of the IT Department. Exceptions to this include updates to software approved by Information Technology such as Microsoft updates, or other productivity software updates. The City Administrator and IT Department may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic Mail: The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).

- Do not open email attachments or links from an unknown sender. Delete junk or “spam” email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Instant Messaging: Due to data retention concerns, Instant Messaging (IM) is only allowed for work related transitory discussions and should be deleted after use. Employees are not allowed to use IM as a mechanism for personal communication through the City’s computer network or when using City equipment, and are not allowed to download or install any other personal IM software package on their City computer.

Personal Devices: Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City’s email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: Employees are responsible for maintaining computer/network passwords. Passwords should not be shared or told to other staff. If it is necessary to access an employee’s computer when he or she is absent, contact the City Administrator or the IT Director.

- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords when prompted.

Network access: Non-City-owned computer equipment used in the City’s building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City’s computer network via a network cable. Exceptions may be granted by the City Administrator or IT Director.

Remote Access to the Network: Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), or Windows Remote Sessions. While connected to City computer resources remotely, all aspects of the City’s Computer Use Policy will apply, including the following:

- Remote access to the City’s network requires a request from a supervisor and approval from the IT Department. Remote access privileges may be revoked at any time by an employee’s supervisor.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.

- Recreational use of remote connections to the City’s network is strictly forbidden. An example of this would be a family member utilizing the City’s internet connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee’s use of the Internet is compromising the integrity of the City’s network, administrative staff may temporarily restrict that employee’s access to the Internet. If Administrative staff does restrict access, they will notify the employee, HR, and the employee’s manager as soon as possible, and work with the employee and manager to rectify the situation.
- The City may monitor or restrict any employee’s use of the Internet without prior notice, as deemed appropriate by the City Administrator.
- Employees may use low-risk data with Artificial Intelligence (AI) technology to perform their work. Low-risk data is defined by Minnesota Statutes Chapter 13 as “public” and is intended to be available to the public. If you are unsure whether the data you enter into AI applications is classified as public data, consult your City’s responsible authority or designee prior to using AI technologies. All data created with the use of AI is to be retained according to the City’s records retention schedule.

Data Retention

Electronic data should be stored and retained in accordance with the City’s records retention schedule.

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the IT Director.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on identified network drives and folder locations. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored in designated locations on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media; the IT Department can assist in the encryption of media.

Failure to follow this policy may result in disciplinary action, including revocation of system privileges or termination.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT OF THE CITY OF PIPESTONE

This is to affirm the City of Pipestone's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363.

The City of Pipestone will not discriminate against or harass any employee or applicant for employment because of race (including traits associated with race, including but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, religion, national origin, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

The City of Pipestone will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The City of Pipestone will commit the necessary time and resources, both financial and human, to achieve the goals of Equal Employment Opportunity and Affirmative Action.

The City of Pipestone fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

The City of Pipestone will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of the City who does not comply with the Equal Employment Opportunities Policy and Procedures set forth in this Statement and Plan, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363, will be subject to appropriate legal sanctions.

The City of Pipestone has appointed the City Administrator to manage the Equal Employment Opportunity Program. The City Administrator's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Federal, State and Local agencies. The City Administrator of the City of Pipestone will receive and review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact the City Administrator's Office, 119 Second Avenue SW, Pipestone MN 56164 or call (507) 825-3324.

EARNED SICK AND SAFE TIME EMPLOYEE NOTICE

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. If Employees work at least 80hrs in a year, employees shall accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. A year for purposes of the employee's earned sick and safe time accrual is: the calendar year, January 1st – December 31st. All City Employees, excluding Full-Time Employees, can bank hours up to a balance of 80 hours.

The earned sick and safe time hours the employee has available shall be indicated on the employee's earnings statement that they receive at the end of each pay period. Earned sick and safe time must be paid at the same hourly rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.

Notifying employer, documentation

If an employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, inform their direct supervisor or the City Administrator by phone, email or other communication as far in advance as possible, but at least seven days in advance. In situations where an employee cannot provide advance notice, the employee should contact City Administrator at 507-825-3324 as soon as they know they will be unable to work.

If more than three consecutive days of earned sick and safe time are used, the City of Pipestone requires all employees to provide certain documentation regarding the reason for their use of earned sick and safe time.

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry's Labor Standards Division at 651-284-5075 or dli.laborstandards@state.mn.us or visit the department's earned sick and safe time webpage at dli.mn.gov/sick-leave.

This document contains important information about your employment.

Minnesota Workers' Compensation System Employee Information Sheet

What does workers' compensation pay for?

- Medical care for the work injury, as long as it is reasonable and necessary
- Wage-loss benefits for part of your lost income (there is a three-calendar-day waiting period before these benefits start)
- Benefits for permanent damage or loss of function of a body part
- Benefits to your spouse and/or dependents if you die of a work injury
- Vocational rehabilitation services if you cannot return to your pre-injury job or to your pre-injury employer.

How are workers' compensation benefits paid?

Your workers' compensation benefits are paid by an insurance company or your employer, if your employer is self-insured. State law sets the benefit levels. Please note: pursuant to statute, the insurer can obtain medical information specific to your work injury without your authorization.

If the insurer accepts your claim for wage loss benefits and you have been disabled for more than three calendar days:

- The insurer will send you a copy of the Notice of Insurer's Primary Liability Determination form stating your claim is accepted.
- The insurer must start paying wage-loss benefits within 14 days of the date your employer knows about your work injury and lost wages. The insurer must pay benefits on time. Wage-loss benefits are paid at the same intervals as your work paychecks.

If the insurer denies your claim for wage loss benefits:

- The insurer will send you a copy of the Notice of Insurer's Primary Liability Determination form stating it is denying primary liability for your claim. The form must clearly explain the facts and reasons why the insurer believes your injury or illness did not result from your work.
- If you disagree with the denial, you should talk with the insurance claims adjuster who is handling your claim. Your employer's insurance company can answer most questions about your claim.

Insurer name: League of Minnesota Cities Insurance Trust

Phone: 651-281-1200 or 1800-925-1122

- If you are not satisfied with the response you receive from the insurer and still disagree with the denial, you should contact the Department of Labor and Industry at one of the numbers listed below to see what to do next.

If you have other questions or need more help, call:

Minnesota Department of Labor and Industry Worker's Compensation Hotline:

Twin Cities and Southern Minnesota: **(651) 284-5005 or 1-800-342-5354; TTY (651) 297-4198**

Duluth and Northern Minnesota: **(218) 733-7810 or 1-800-342-5354**

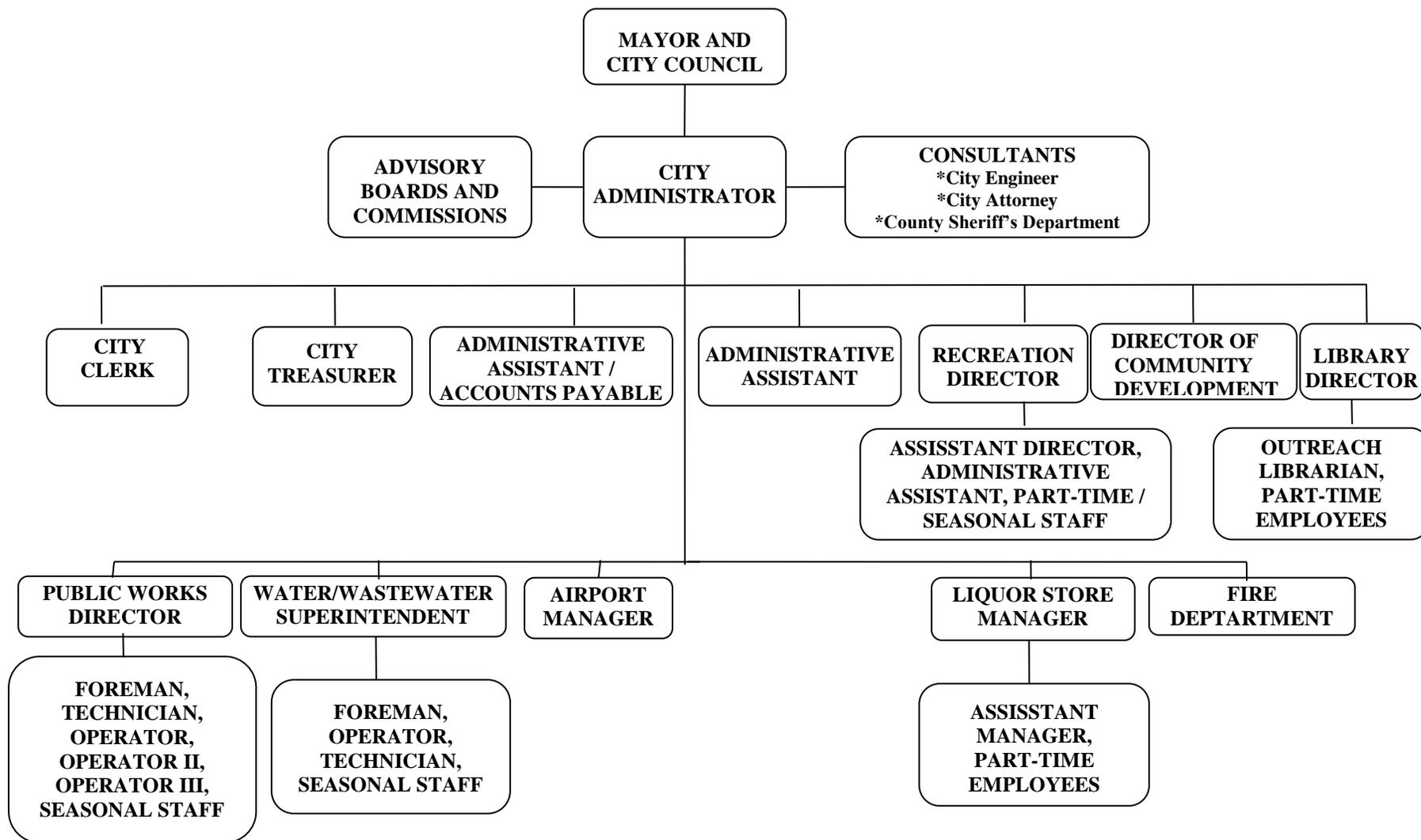
Your call will be answered by experienced workers' compensation specialists, who will provide **instant, accurate information and assistance.**

Additional workers' compensation information is available on the department's Web site at:

www.dli.mn.gov/WorkComp.asp

Your employer is required by law to give you this information. This material can be made available in different formats, such as large print, Braille or audio, by calling the numbers printed above.

CITY OF PIPESTONE ORGANIZATIONAL CHART





Personnel Policy Manual Receipt Acknowledgment

I acknowledge that I have received a copy of the policy and procedures manual, which describes important information about the City of Pipestone. I understand that I should consult the Human Resource department if I have questions.

I have entered into employment with the City of Pipestone voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or the City of Pipestone may terminate the relationship at will, with or without cause, at any time, for any reason or no reason. I understand that neither this manual nor any other City of Pipestone policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract. Since the information, policies and benefits described here are subject to change, I acknowledge that revisions to the manual may occur, except to City of Pipestone's policy of employment-at-will. I understand that the City of Pipestone may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished policies and procedures, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. The City of Pipestone Administrator and City Council shall have authority to add, delete or adopt revisions to the policies in this manual. Any written or oral statement by a supervisor, manager or department director contrary to the personnel policy manual is invalid and should not be relied upon by any employee.

I understand and agree that I will read and comply with the policies contained in this manual and any revisions, that I am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

Employee name (printed)

Employee signature

Date