



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: December 2, 2021

Subject: Personnel Policy Amendments

Human Resources is an ever changing field, with new laws and regulations being adopted that impact the personnel management of the City. Staff periodically reviews these changes as they relate to the City's Personnel Policy, and recommends changes to the City Council as appropriate.

Many of the changes proposed appear in the League of Minnesota Cities model personnel policy document. The City has largely built its personnel policy off of the model, making amendments as appropriate to our particular circumstances.

Below is a summary of the major changes proposed to the policy:

- Section 1.06. Amendments clarify the City's expectations of employees as it pertains to personal communications and the use of social media.
- Section 2.01. Establishes an expectation of honesty by our employees as part of the City's Code of Conduct.
- Section 2.04. Clarifies that employees may dress in accordance with their gender identity, within the constraints of the dress code adopted by the City.
- Section 3.29. Clarifies that training/probationary periods are 12 months in length. Previously, it ranged from 6 months to a year.
- Section 4.03. Provides examples of employment testing/job-related exams that may be asked of applicants for City positions.
- Section 7.03. Establishes a policy for how improper deductions from or overpayments to employees are handled.
- Section 7.04. Expands the City's policy on how we handle time reporting for full-time, non-exempt employees.
- Section 9.03. The City's tuition reimbursement policy was moved from the Employee Education and Training section to the Benefits section of the policy.
- Section 10.02. Grants pro-rated sick leave benefits for part-time employees working at least 20 hours per week.
- Section 10.03. Grants pro-rated vacation leave benefits for part time employees working at least 20 hours per week. Reduces the waiting period to use vacation time from one year to six months
- Section 10.07. Adds military leave provisions to comply with State and Federal law.

- Adds a new Section 10.18 providing unpaid leave to delegates of party conventions. This is in accordance with State Law.
- Section 10.21. Amends the City's FMLA policy to add provisions related to qualified exigency and military caregiver leave for those providing care to military members.
- Section 10.22. Updates the City's light duty/modified duty assignment policy.
- Adds new sections 10.23 and 10.24 to comply with State laws associated with reasonable accommodations to employees for health conditions related to pregnancy and athletic leaves of absence.
- Section 11. Moves dangerous weapon policy to another location (new Chapter 12) in the Personnel Policy Manual. Provides updates to the City's Respectful Workplace Policy, including adding language associated with retaliation against an employee who files a complaint about a violation of the City's Respectful Workplace policy.

The City Attorney has reviewed the proposed policy amendments and made corrections as necessary.

City staff recommends approval of the proposed personnel policy amendments.

If you have any questions, please don't hesitate to contact me at 763-784-6491.