



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: November 3, 2023

Subject: Personnel Policy Update

As you are aware, the 2023 Legislative Session was a consequential one. One of the areas that saw a lot of action was in the area of employment law. These law changes made it necessary for the City to update its personnel policy.

A summary of the proposed amendments is as follows:

- Amending Section 1.03 (EEO Policy Statement) adding “lawful participation in the Minnesota Medical Cannabis Patient Registry” as a protected class.
- Amending Section 9.04 (Holidays) to add Juneteenth to the list of observed holidays.
- Amending Section 10.02 to transition the City’s sick leave policy to the new “Earned Sick and Safe Leave” standards. The leave accumulations for Full and Part Time employees who work 20 or more hours a week is the same as current policy. The new policy allows those part time employees who work less than 20 hours a week, temporary employees and seasonal employees to earn 1 hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year.
- Amending Section 10.06 to add registered domestic partners to the bereavement leave policy.
- Updating Section 10.12 (Pregnancy and Parenting Leave) to allow all employees to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota, rather than those who work twenty or more hours per week.
- Updating Section 10.15 (School Conference Leave) to allow all employees to take unpaid leave up to a maximum of 16 hours in a 12 month period to attend conferences or classroom activities relating to the employee’s child.
- Updating various leave sections to add language stating that the “City shall not discharge, discipline, penalize, interfere with, or other retaliate or discriminate against an employee for asserting their rights under these leave laws.
- Updating Section 10.20 (Reasonable Unpaid Work Time for Working Mothers) providing reasonable paid break times.
- Updating Section 10.23 (Reasonable Accommodations) to require an employer to provide accommodations.

Staff recommends approval of the Personnel Policy updates. If you have any questions, please do not hesitate to contact at 763-784-6491.