



Memorandum

To: Mayor Nelson and Members of the City Council

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

Date: May 31, 2023

Subject: Personnel Policy Amendments

Staff is proposing three amendments to the Personnel Policy; two of which reflect changes in State Law and the third clarifies the training reimbursement policy.

The first change is to Section 9.04, updating the list of holidays to include Juneteenth.

The second change is to Sections 1.03 and 1.06 in include provisions of the CROWN (Creating a Respectful and Open World for Natural Hair) Act. This act expands the definition of race in the Minnesota Human Rights Act to be “inclusive of traits associated with race, including but not limited to hair texture and hair styles such as braids, locs and twists.”

The third change amends Section 16.08 to add language as follows:

- The City will not pay for, or reimburse, for events sponsored by or affiliated with political parties.
- The City will not reimburse employees for the costs of travel for family members.

This has not been an issue with our employees, but the language was included with the most recent version of the LMC’s model personnel policy.

Staff recommends approval of the proposed changes.

Additional changes will be forthcoming due to legislation adopted by the 2023 Legislature.

If you have any questions, please do not hesitate to contact me at 763-784-6491.