



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: November 7, 2025

Subject: 2025 Personnel Policy Amendments

The attached draft of the Personnel Policy Manual reflects a comprehensive update to align the City's employment policies with recent changes in state law and the League of Minnesota Cities (LMC) Model Personnel Policy. The revisions modernize language, clarify employee expectations, and ensure full compliance with state and federal employment requirements. The City Attorney has reviewed approved the proposed amendments and recommends approval.

Major policy updates include:

1. *Earned Sick and Safe Time (ESST)*. Revisions to Section 10.02 – Earned Sick and Safe Time align the City's policy with Minnesota Statutes §181.9445 et seq. and Department of Labor and Industry guidance. Key changes include:
 - Updated eligibility and accrual for temporary and seasonal employees (1 hour per 30 hours worked, up to 80 hours).
 - Clarified allowable uses, including family care, domestic abuse situations and weather emergencies.
 - Updated carryover, recordkeeping and reinstatement provisions consistent with state law.
2. *Minnesota Paid Leave Law*. A new Section 10.21 – Minnesota Paid Leave establishes procedures in anticipation of the statewide Paid Family and Medical Leave program effective January 1, 2026. This section:
 - Describes employee eligibility and coordination with City leave benefits.
 - Provides guidance for maintaining insurance coverage during leave.
 - Defines reinstatement rights and outlines how benefits will integrate with existing ESST and FMLA policies.
 - Clarifies that certain short-term “seasonal” positions may be exempt from coverage, consistent with statutory definitions.
3. *Respectful Workplace Policy*. The Respectful Workplace section has been fully rewritten to reflect the most recent LMC model policy and emerging best practices. Highlights include:
 - Broader definitions of disrespectful, discriminatory, and harassing behavior—both in person and online.
 - Detailed reporting and response procedures for employees and supervisors.
 - Clear protections against retaliation and enhanced confidentiality standards.

- Consolidation of related sections addressing harassment, workplace civility, and abusive customer conduct into one comprehensive policy.

The 2025 draft personnel policy also incorporates several additional changes:

1. *Definitions (Section 3)*: Updated to reflect current employment law, including references to gender identity, gender expression, and expanded protected class definitions.
2. *Social Media and Personal Communication (Section 1.06)*: Clarifies that off-duty online conduct may be subject to disciplinary action if it undermines workplace integrity or public trust.
3. *Computer and Software Use (Section 21)*: Updated to address modern IT security, software licensing, and cloud-based tools.
4. *Dress Code (Section 2.04)*: Adds accommodations for religious attire and gender expression.
5. *LMC Model Language Updates*: Incorporates 2024 model language on wage disclosure protections, nursing mother accommodations, and data practices compliance.

Staff recommends approval of the amended Personnel Policy Manual as presented. These updates bring the City into compliance with current employment law, promote a respectful workplace culture, and incorporate modern human resources best practices.

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