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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Personnel Policy Updates  
**DATE:** November 4, 2024

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**OVERVIEW:**

To ensure that our Personnel policies remain relevant staff will continue to review and suggest updates. All items would be effective immediately. For the 2024 updates, the following language updates are proposed:

**Section 1 – Definitions**

Add: "ELECTION JUDGES" – shall be identified as temporary employee who is not eligible for city benefits with the exception of ESST for work performed in excess of 80 hours per year.

**Section 3- Citywide work rules/ code of conduct**

Update:

**ABSENCE PROCEDURE**

Employees who are absent from work are required to notify their supervisor as soon as possible in advance of their absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should contact the City Administrator or a Deputy Administrator. leave a message with their direct supervisor, or his/her designee, including a telephone number where he/she can be reached or contact any other individual as may be designated by the supervisor. Abuse of this policy shall be grounds for disciplinary action (see Discipline Policy). Departments may establish more specific reporting procedures.

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## **Section 6 – Benefits**

Update to Health, Dental, Life, Short and Long-Term Disability:

An employee can elect to continue coverage while on leave of absence without pay. However, during this period, the employee shall be responsible for all dependent premiums due. Employee coverage will be maintained by the city up to a 12 week leave.

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Employees will be covered by the statutory paid leave program effective January 1, 2026. The City will pay the fifty percent (50%) premium required by Minn. Stat. Sec 268B.14 and the employee will pay 50% of the premium.

Update/Addition to Wellness Policy Including Public Safety Duty Disability

Additional health and wellness initiatives that are supported by the city include training, education and opportunities that will work and support all employees on prevention in major health issues. The city will participate in wellness initiatives and screenings that will be informative for all employees. If at any time an employee learns of an issue or concern, it is the responsibility of the employee to work with their healthcare provider/system. The city does not continue to treat or manage identified or diagnosed health care concerns through these initiatives or screenings.

## **Section 8 – Hours of Work**

Update:

Normal City Hall office hours are., Monday through Thursday, 7:00 a.m. to ~~5:30 p.m.~~ and Friday 7:00 a.m. to 11:00 a.m., unless otherwise stated by the department head, subject to City Administrator approval. A regular workday shall be ~~10 hours~~ vary by the employees designated work schedule.

## Section 9 - Leaves

Vacation - removed pre 2024 vacation schedule table.

### VACATION

- ▲ Unless as otherwise approved by the City Council or contained in a collective bargaining agreement, vacation leave shall be accrued per pay period by all regular and probationary employees pursuant to the following schedule:

~~Table effective until midnight, 12/31/2023. Vacation time for permanent full-time employees shall be credited during each two-week pay period. Employees will receive credit for vacation time at the following rates based on years of service:~~

<del>Years of Service</del>	<del>Days/Year</del>	<del>Hrs/Pay Period</del>	<del>Max Accumulation</del>
<del>0-5</del>	<del>10</del>	<del>3.077</del>	<del>120</del>
<del>6-10</del>	<del>15</del>	<del>4.615</del>	<del>180</del>
<del>11</del>	<del>16</del>	<del>4.923</del>	<del>180</del>
<del>12</del>	<del>17</del>	<del>5.231</del>	<del>180</del>
<del>13</del>	<del>18</del>	<del>5.538</del>	<del>180</del>
<del>14</del>	<del>19</del>	<del>5.846</del>	<del>180</del>
<del>15+</del>	<del>20</del>	<del>6.154</del>	<del>180</del>

~~A vacation day is calculated based on the employee's straight time pay rate times the number of hours the employee would have otherwise worked on that day.~~

The Personnel Committee pointed out that our parental leave policy was more restrictive and not aligned with Earned Sick and Safe Leave per State care definitions.

### PARENTING LEAVE

- A. Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed twelve weeks, and must begin not more than six (6) weeks after the birth or adoption of the child.
- B. Employees ~~are not required to use~~ may use EESL sick leave during parental leave ~~but may use sick leave at their option~~ for any period of this leave they are unable to work due to medical reasons ~~or in order to care for their spouse or child~~. ~~In addition, sick leave of up to three (3) days for a normal delivery and four (4) days for caesarean may be requested by employees in order to take their spouse to the hospital for delivery and during the days immediately following the birth including bringing the spouse and child home.~~

**Section 10 – Separation from Service**

Update to clarify section on Severance Pay timeframes

The payment for accrued sick leave shall be applied towards the Employee's Minnesota State Retirement Health Care Savings Plan.

Up to 8 years of service	50% of accrued sick leave
<del>9-8 years 1 day</del> to 16 years of service	65% of accrued sick leave
<del>17-16 years 1 day years</del> or more of service	80% of accrued sick leave

**Section 14 – Other Information**

Updated our Non-DOT Drug and Alcohol Testing and Drug Free Workplace Policy to align with LMC, State law and update requirements due to legalization of THC and CBD drugs.

**ACTION TO BE CONSIDERED:**

Council is requested to review and approve suggested updated policy language.

Attachments: none