
TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Personnel Policy Revisions
DATE: December 18, 2023

In May, Council approved several necessary housekeeping items related to the Personnel Policy. At that time, it was discussed that additional changes were expected, largely due to legislative responses and an update from Metro-Inet. Additionally, over the last six months, staff has also identified housekeeping items due to questions. Tonight's changes consist of:

Section 1 – Definitions

- Updates to existing definitions to align with State and LMC definitions that apply today.
- By definition, Firefighters now meet the definition as Part-Time employees. This is true in all part-time references within city policy and requires updates to city code.

Section 3 – Citywide Work Rules / Code of Conduct

- Attendance – provide language necessary for Earned Sick and Safety Leave

Section 4 – Employee Recruitment and Selection

- Updates to align with definition changes

Section 6 - Compensation

- Compensatory Time/Over Time
 - Clarification that staff are not required to use comp time before vacation although encouraged
- Health Insurance
 - Update to remove the “whichever is greater” clause
- Vision Insurance
 - Identify City and Employee responsibilities
- Wellness Policy Including Public Safety Duty Disability
 - In response to new legislation, city to increase opportunity for wellness visits and commitment to meet PERA Disability requirements.

Section 9 -Leaves

In 2023, the MN Legislators created the employment requirement of Earned Sick and Safety leave, setting many rules into place. As the City currently offers a sick leave policy to FT staff that is greater than the minimum Statutes for time provided, it is now required for all staff. It is proposed to transfer our current Sick Leave into the new ESSL use, expanding its use and definitions but allowing an easy transition in policy and payroll systems.

- Earned Sick and Sick and Safety Leave (ESSL)*
 - Full Time Employees are not gaining or losing any allocated sick leave not already in place. No existing benefit changes.
 - Part time, Seasonal and Temporary will gain one hour per 30 hours worked.
 - Updates for family, notice and administration as required.

** Staff may propose modifications to the policy in the future as the new program is rolled out and experience is gained on how the effects of the new policy are realized, or if there are new interpretations or directives from the State.*

- Holidays
 - Language clean up to include employee schedules that work Tuesday through Friday
 - Clean up due to definition updates
- Vacation
 - Clarification that hours of vacation are based on year.
 - Clarification that the max accumulation ending December 31, 2023 will follow the new schedule that transitions into 2024
 - Clean up due to definition updates
- Elections and Voting
 - Adding State Statute update

Section 14 – Other Information

- Computer Usage – Metro Inet Acceptable Use Policy
 - Updated Computer use policy.
 - Applies to all Staff and Council use Metro-Inet systems
 - Metro-Inet will be sending out the policy in a KnowBe4 format for all system users to review and acknowledge.

ACTION TO BE CONSIDERED:

Council requested to review and approve the Personnel Policy updates

Attachments: Personnel Policy changes for Section 1, 3, 4, 6, Section 9 and Section 14