

**Personnel/Budget Committee  
Meeting Agenda  
Fillmore Conference Room  
April 10, 2023 - 4:30 p.m.**

1. Personnel Budget Committee April 10, 2023 4:30 p.m.
2. Consider proposed updates to Personnel Policy.

**Members Present:** Councilor Mike Urban and Paul Novotny.

**Members Absent:** None.

**Others Present:** Kay Wangen, Brian Burkholder, and Joel Young.

Capitalization Policy: The committee reviewed changes that were proposed to the City's Capitalization policy. The primary change is how to characterize the collection of books at the library, the telephone system and other similar changes, all of which are administrative. The committee authorized it that the policy be sent to the city council for approval.

Administrative Code: The committee reviewed the proposed changes, which are primarily changes related to the city administrator and city clerk and changing the title of Superintendent of City Services to Public Works Director. The section related to the fire relief association and the section requiring an ordinance to sell property was also deleted. t

Public Works summer help & full-time position: The committee agreed that the three seasonal employees who are willing to come back should be hired. Burkholder asked that another full-time employee be added in the fall of the year. Burkholder reported that a city employee has obtained his boiler's license so is now capable of operating the boiler system at the Center for the Arts. He suggested that the City consider paying an additional stipend for someone holding the boiler's license. The intention is to wait until after the summer is over to reconsider the sixth full-time position.

# *General Personnel Policy – Effective January 1, 2023*

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CITY OF  
**CHATFIELD**  
MINNESOTA

## City of Chatfield, Minnesota General Personnel Policy

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## 1. Section 1 - Introduction

### 1.1.Purpose

It is the purpose of this policy to establish a uniform and equitable system of personnel administration for employees of the City of Chatfield. The policies described here are not conditions of employment, and the language is not intended to create a contract between the City of Chatfield and its employees. The policies are intended as a general guide to employees. They are not intended to be all-inclusive or to cover every situation, which may arise.

### 1.2.Scope

Except as otherwise specifically provided, this policy applies to all employees of the City except the following:

- All elected officials;
- The City attorney ~~and the health officer~~;
- Members of City boards, commissions and committees;
- Volunteer firefighters, volunteer ambulance personnel and other volunteer employees;
- Members of a collective bargaining unit. Refer to Labor Agreements for the Chatfield Police Department Officers ~~and for the Public Works Department~~.
- Other employees not regularly employed in a full-time or part-time position.

## 2. Section 2 – Definitions

- **Employee** – An individual who has successfully completed all stages of the selection process, including the probationary period.
- **Exempt Employee** – Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.
- **FICA (Federal Insurance Contributions Act)** – FICA is the federal requirement that a certain amount be automatically withheld from employees’ earnings. Specifically, FICA requires an employee contribution for Social Security and for Medicare. The city contributes a matching percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).
- **PERA – (Public Employees Retirement Association)** – Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee’s retirement account.
- **Regular Full-time Employee:** - An employee that works a normal 40-hour week year-round in an ongoing position and has successfully passed the probationary period. This employee may be either a salaried or hourly wage-earning employee.

~~In accordance with federal health care reform laws and regulations, the city must provide health insurance benefits to eligible employees and their dependents that work an average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. The City of~~



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~~Chatfield chooses to provide benefits to employees that work 20 hours or more per week on a prorated cost.~~

- **Regular Part-time Employee:** - An employee that normally works less than a 40-hour week year round in an ongoing position and successfully passed the probationary period. This employee may be either a salaried or hourly wage-earning employee.

In accordance with federal health care reform laws and regulations, the city must provide health insurance benefits to eligible employees and their dependents that work an average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. The City of Chatfield chooses to provide benefits to employees that work 20 hours or more per week on a prorated cost.

~~In accordance with federal health care reform laws and regulations, the city must provide health insurance benefits to eligible employees and their dependents that work an average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. The City of Chatfield chooses to provide benefits to employees that work 20 hours or more per week on a prorated cost.~~

- **Seasonal Employee** – Employees who work only part of the year (~~400~~ 185 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority
- **Temporary Employee:** - Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.
- **Retirement:** - An employee is considered retired if they separate from service in good standing and are eligible for benefits from the Public Employees Retirement Association (PERA) or Social Security.

## 3. Section 3 - Employment

### 3.1. Equal Opportunity Policy

It is the policy of the City of Chatfield to select the best-qualified person for each position in the organization. No employee or applicant for employment will be discriminated against because of race, creed, color, religion, sex, national origin, ancestry, age, or disability. This policy applies to all employment practices and personnel actions.

### 3.2. Recruitment and Selection

#### 3.2.1. Scope

The city ~~clerk-administrator~~ or a designee will manage the hiring process for positions within the city. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring

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decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

### **3.2.2. Features of the Recruitment System**

The city ~~clerk-administrator~~ or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city ~~clerk-administrator~~ or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline; in order to be considered for the position. The deadline for application may be extended by the city ~~clerk-administrator~~. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

### **3.2.3. Testing and Examinations**

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action, and asks the candidate to list and prioritize the steps they would take to complete the tasks)
- Mock presentation to the City Council for a planning director or other similar position.

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial probation period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

The city ~~clerk-administrator~~ or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

### **3.2.4. Pre-Employment Medical Exams**

The city ~~clerk-administrator~~ or designee may determine that a pre-employment medical examination, which may include psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

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When pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city [clerk-administrator](#) or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the city [clerk-administrator](#) or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

### **3.2.5. Selection Process**

The selection process will be a cooperative effort between the city [clerk-administrator](#) or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The city has the right to make the final hiring decision based on qualifications, abilities, experience and the City of Chatfield needs.

### **3.2.6. Background Checks**

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city [clerk-administrator](#) will determine the level of background check to be conducted based on the position being filled.

## **3.3. Probation Period**

The probationary period is an integral part of the selection process and shall be utilized for observing the employee's work, for securing the most effective adjustment of the employee to the position, and for rejecting any employee whose performance does not meet the required work standards.

Every original and every promotional appointment is subject to a probationary period of six months after appointment, except in the case of police officers, whose probationary period shall be for one year.

The appointing authority may terminate an employee at any time during the probationary period if, in the appointing authority's opinion, the working test indicates that the employee is unable or unwilling to perform the duties of the position satisfactorily or that his or her habits and dependability do not

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merit continuance in the position. The employee so terminated shall be notified in writing of the reasons for the termination and shall not have the right to appeal unless he/she is a veteran, in which case the procedure prescribed in Minnesota Statute 197.46 shall be followed.

A regular employee terminated during the probationary period from a position to which he or she was transferred or promoted and not terminated from the city service as provided in these rules shall be placed back in the class from which the employee was transferred or promoted. The employee who has been hired to fill the transferred or promoted employee's position shall be considered a temporary employee for the length of the probation period of the regular employee.

An employee who has completed the period of probationary service and who has not received, before completion of that period, a written notice from the department head or City ~~Clerk-Administrator~~ that his or her services are terminated shall be considered to have successfully completed the probationary period and attained the status of a regular employee.

In the event that an employee transfers to a new position within the city, the employee must serve a new probation period of three months. An employee may not transfer positions while currently serving a probationary period.

### **3.4. Organization**

#### **3.4.1. Job Descriptions**

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions should also describe the benefits offered. Good attendance and compliance with work rules and policies are essential functions of all city positions

Prior to posting a vacant position the existing job description is reviewed by the city ~~clerk-administrator~~ or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the city ~~clerk-administrator~~.

#### **3.4.2. Assigning and Scheduling Work**

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the city ~~clerk-administrator~~.

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### 3.4.3. Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city ~~clerk~~administrator.

### 3.5. Officials Under Workers' Compensation Act

Pursuant to Minnesota Statute 176.011, subdivision 9, clause 6, the elected officials of the City and those municipal officers appointed for a regular term of office are hereby included in the coverage of the Minnesota Worker's Compensation Act.

### 3.6. Compensation

The City's pay system is designed to ensure that pay equity is maintained for all employees, regardless of gender. This goal is measured through participation in the State of Minnesota's Pay Equity reporting system, which evaluates the City's pay system every third year.

The City's pay system is designed to clearly state the value of each position by establishing the minimum and maximum amount of money that the City will pay an employee in any particular pay grade. The system provides steps for employees to climb as they gain experience and expertise in their position.

The "minimum" is associated with the entry level pay the City is willing to pay an individual who is "minimally" qualified for the position.

The "midpoint," or Step 4 of the pay grade, is what the City typically expects to pay its fully contributing employees, employees who have spent some time on the job (perhaps 3 – 5 years) and are "up to speed" with all aspects of their position. The midpoint is usually a reflection of the average pay found in the market and was used in developing the pay structure currently in use.

The "maximum" represents the highest amount paid to employees for their continued successful performance. Each step above the mid-point, including the maximum, is pay above the market average and, as such, recognizes an employee's skills and overall work contribution.

The City routinely monitors pay made to similar positions in similarly situated cities and makes adjustments to the pay grid as needed to stay current with market conditions."

#### 3.6.1. Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the city clerk's office of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

#### 3.6.2. Hourly Wages or Salary

Employees of the city shall be compensated according to the schedule established by the City Council. Any hourly wage or salary so established is the total compensation for employment. Unless approved by the City Council, no employee shall receive pay from the City in addition to the salary authorized for the position to which he or she has been appointed. Temporary and seasonal employees are not entitled to sick leave, vacation leave or holidays with pay. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

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Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Sta. 13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. 181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn Stat. 181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

### **3.6.3. Hours Of Work**

#### *Work Hours*

The work week (two work weeks per pay period) and work day / shift for all City employees shall be determined by the department head. The regular work schedule shall conform to the provisions of the Fair Labor Standards act of 1974.

The normal work year consists of 2080 hours for full time employees, including all hours worked, assigned training and authorized absences for administration and public works and 2184 hours for the police department.

The normal pay period consists of;

- Administration – ten (10) eight (8) hour work-days / shifts.
- Police Department – seven (7) twelve (12) hour work-days / shifts
- Public Works – ten (10) eight (8) hour work-days / shifts.

Holidays and authorized leave time are to be calculated on the basis of the actual length of the normal work-day / shift

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Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the city [clerk-administrator](#).

For public works employees, the normally scheduled shifts shall be between the hours of 7 a.m. and 4:30 p.m., Monday through Friday. The Employer shall give seven days advance notice to the Employees affected by the establishment of scheduled shifts different from the Employees' normally scheduled shift. In the event work is required because of unusual circumstances such as but not limited to, fire, flood, snow, sleet, or breakdown of municipal equipment or facilities, no advance notice need be given.

Part-time, seasonal, and temporary positions: In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Employees in part-time and temporary positions will not be permitted to work more than 28 hours/week, including hours worked and paid leave (such as vacation leave, sick leave or holiday leave). All shifts, including schedule trades or picked-up shifts, must be pre-approved by supervisor. Unpaid furloughs may be imposed on employees who exceed 28 hours/week. Working a shift without prior approval may result in discipline, up to and including termination of employment. In some rare instances, a part-time, seasonal, or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

### **3.6.4. Meal Breaks and Rest Periods**

A paid (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

### **3.6.5. Time Reporting**

Employees are expected to work the number of hours per week as established for their position. Employees will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Reporting false information on a time sheet may be cause for immediate termination.

If the actual hours paid is different than what was submitted on the time sheet a signature authorizing the change is required by the employee, department head or City [ClerkAdministrator](#).

### **3.6.6. Overtime Pay / Compensatory Time / Shift Differential / Call-Back / Weekend Rounds**

The City of Chatfield has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The city [clerk-administrator](#) will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In

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general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

### *Non-Exempt (Overtime-Eligible) Employees*

The City recognizes some employees may be required to work extra hours in emergency situations and during peak workload periods. The scheduling and payment of compensatory time or overtime will be in accordance with the applicable Fair Labor Standards Act and the following:

The immediate supervisor must give specific approval prior to its being earned or used.

Pre-authorization may be presumed by employees in emergency situations such as excess snowfall, flood, severe storms, water main breaks, lift stations malfunctions or other similar situations where the immediate response of staff is required to avert endangerment of life, home or property.

Compensatory time off must receive prior approval from the immediate supervisor. The supervisor will normally consider workload and the potential for service interruptions when deciding whether it is possible to grant the time off. Compensatory time must be used or paid in cash in the same calendar year in which it is earned. If any compensatory time is remaining at the time of processing the last payroll of the calendar year, the cash value of that compensatory time will be paid to the employee with their regular pay.

Hourly employees will be compensated at one and one-half (1 ½) times the regular full time employee's regular base pay rate for hours worked in excess of the employee's regularly scheduled shift. Public Works shifts are typically eight hours and the Police Department shifts are typically 12 hours.

Overtime hours worked shall be paid either in the form of salary during the pay period in which they were earned or as compensatory time off at the employee's choice. Compensatory time will be earned at a rate of one and one-half (1 ½) times the actual overtime hours worked. Compensatory time may be accumulated to a maximum of Eighty 80 hours for Administration and Public Works / Eight Four(84) hours for PD. Compensatory time will be taken off in the same manner as vacation

Overtime will be calculated to the nearest fifteen (15) minutes.

If an employee is asked to work before or after the 7:00 a.m. – 4:30 p.m. timeframe, and if that work does not result in overtime pay, the hours worked before or after 7:00 a.m. – 4:30 p.m. will be paid at a rate of 1.10 times the regular rate of pay. (For example, if an employee begins plowing snow at 4:00 a.m. and stops working at 12:00 noon, which would be an eight hour day, the hours worked between 4:00 a.m. and 7:00 a.m. will be paid at a rate that is 10% higher than the employee's regular rate of pay.)



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**Call Back Time:** In the event that public works staff are called out to respond to a broken water main, sewer back-up or any other such matter, outside of normal working hours, they will be paid a minimum of two hours at their overtime rate of pay.

**Weekend Rounds:** In recognition of the fact that at least one public works employee is needed to monitor, and adjust as necessary, the wells and wastewater plant, and to address other minor needs on the weekend, three hours of overtime pay will be paid to the individual assigned to that duty on each Saturday and Sunday. If that person is also assigned to monitor and adjust the municipal swimming pool, another hour will be paid for each visit to the pool, to a maximum of two each day, on Saturday and Sunday while the pool is open. If an employee is assigned to monitor the swimming pool only, that person will be paid one hour for a morning check and one hour for the afternoon check.

### *Exempt (Non-Overtime-Eligible) Employees*

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive pay or compensatory time for the hours worked over 40 in one work week but are allowed to flex their schedules, complying with the requirements in the Leave Policy for Exempt Employees.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Chatfield will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
  - Paid leave has not been requested or has been denied.

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- Paid leave is exhausted.
- The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Chatfield may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Chatfield will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal need of their employees when assigning overtime work.

### **Leave Policy for Exempt Employees**

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff include their approved regular Monday through Friday schedule, plus evening meetings as necessary.

Absences of less than four (4) hours do not require advance notice as it is presumed that the staff member regularly puts in work hours above and beyond their regular required weekly schedule. Exempt employees must communicate any absence longer than four (4) hours to the city [clerk-administrator](#) or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the city [clerk-administrator](#) for specific situations as determined necessary.

### **3.6.7. Court Time –**

A police officer who is required to appear in Court during his scheduled off-duty time shall receive a minimum of four (4) hours' pay at one and one-half (1 ½) times the

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employee's base pay rate. An extension or early report to a regularly scheduled shift for Court appearance does not qualify the employee for the four (4) hour minimum.

When a police officer is placed on-call, or stand-by, for court and the on-call or stand-by is cancelled after 4:45 pm. on the business day immediately preceding the scheduled court appearance, the employee shall be paid the minimum court time provided in the paragraph above.

### **3.6.8. Pay Day**

Employees shall be paid every two weeks, on the Thursday following the end of the scheduled pay period. When a payday falls on a holiday, employees shall receive their pay the preceding workday.

If Regular Part-time employees scheduled work-day falls on a holiday, the employee will be paid regular pay for that day.

The City is required by law to make four deductions from paychecks - Social Security, PERA, Federal income tax and State income tax. Temporary, seasonal, and intern positions may not be eligible for PERA. Eligibility is determined on a case-by-case basis and generally depends on length of service and earnings.

### **3.6.9. Reimbursement – Travel / Mileage / Meals**

Employees who are required to use their personal vehicles for City business are entitled to reimbursement as per the IRS approved rate.

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the standard IRS mileage rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$35.00 per day will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

### **3.6.10. Adverse Weather Conditions**

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not

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normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time, compensatory time or sick time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Police Officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the city ~~clerk~~[administrator](#).

### **3.7. Leaves**

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a worker's compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, of there are requirement for such time off that are not described in the personnel policies.

#### **3.7.1. Administrative Leave**

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the city ~~clerk~~[administrator](#) with the approval of the City Council.

#### **3.7.2. Adoptive Parents [State Law requirement for cities with more than 21 employees]**

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

#### **3.7.3. Bone Marrow Donation Leave [State Law requirement for cities with more than 20 employees]**

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the city, to undergo medical procedures to donate bone marrow. The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

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### **3.7.4. Elections / Voting**

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of the United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

### **3.7.5. Funeral Leave**

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The amount of time off, and funeral leave approved, will be determined by the supervisor or city ~~clerk-administrator~~ depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.)

Sick leave may also be granted for a maximum of five days in addition to the 3-day funeral leave.

### **3.7.6. Holidays**

The following calendar days and such other days as the Council may fix are paid holidays:

- New Year's Day, January 1
- Martin Luther King Day, the third Monday in January
- President's Day, the third Monday in February
- Memorial Day, the last Monday in May
- Juneteenth, the 19<sup>th</sup> of June
- Independence Day, July 4
- Labor Day, the first Monday in September
- Veterans Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Eve Day – Close at Noon when the 24<sup>th</sup> is on a Monday – Thursday.
- Christmas Day, December 25

All employees in regular positions are entitled to time off with full pay on holidays. Temporary and seasonal employees are not entitled to holiday pay. City Hall shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the natures of their duties or other conditions require.

Regular employees who work on a holiday will be paid at the rate of one and one-half (1 ½) times the employee's base rate of pay for the number of actual hours worked and the employee will be

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paid straight time for the holiday shift. When a holiday falls on an employee's day off, that employee shall be given an additional paid shift off.

When New Year's Day, Juneteenth, Independence Day, Veteran's Day or Christmas Day fall on Sunday, the following Monday is a paid holiday, and if any such day falls on Saturday, the preceding Friday is a holiday. When a holiday falls on a day when a full-time police officer or Librarian is not regularly scheduled to work, that employee's holiday will be considered to be that regularly scheduled work day that is closest to the actual holiday. Regular part time employees are entitled to pay on a holiday only if they would normally be scheduled to work on the day of the week designated as the holiday and they will be paid only for the number of hours they would have worked.

If regular part-time employees scheduled day to work falls on a holiday, the employee will be paid regular pay for that day.

### **3.7.7. Job Related Injury or Illness**

All employees are required to report any job –related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of the injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

### **3.7.8. Jury Duty Leave**

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation, sick or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a

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temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

### **3.7.9. Leaves without Pay**

The city ~~clerk-administrator~~ may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked. Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave). Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city ~~clerk-administrator~~ subject to approval by the City Council.

Note: The Family and Medical Leave Act (29 CFR Part 825) provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave.

The FMLA applies to all public agencies, including state, local and federal employers, and local education agencies (schools). To be eligible for the FMLA leave, an employee must work for a covered employer and:

- Have worked for that employer for at least 12 months; and
- Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- Work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

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### **3.7.10. Military Leave**

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

### **3.7.11. Pregnancy and Parenting Leave**

Group insurance coverage will remain in effect during the leave, in which the employee must pay the full premium.

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 under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child is eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time of this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was



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receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (ie. Where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

### **3.7.12. Reasonable Unpaid Work Time for Nursing Mothers**

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

### **3.7.13. School Conference Leave**

Any employee who has worked half time or more for than 12 consecutive months may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation or sick leave hours for this absence in order to receive pay but are not required to do so.

### **3.7.14. Sick Leave**

Every regular full-time employee is entitled to sick leave with pay at the rate of one day for each calendar month of full-time service or major fraction thereof. Sick leave may be accumulated to a maximum of one hundred twenty (120) days / (960) hours. Sick leave does not accrue during an unpaid leave of absence.

Regular part-time employees who work an average of twenty (20) hours per week will accumulate sick leave at one-half the rate of full-time employees, up to a maximum of 480 hours. Regular part-time employees who work an average of thirty (30) hours per week will accumulate sick leave at three-fourths the rate of full-time employees, up to a maximum of 720 hours. Temporary and seasonal employees are not entitled to sick leave.

Sick leave is authorized absence from work with pay, granted to qualified regular full-time and part-time employees. Sick leave is a privilege.

Sick leave may also be granted for a maximum of five days in addition to the Funeral Leave benefit.

To be eligible for sick leave with pay, employees shall:

- Report as soon as possible to their department heads the reasons for this absence;

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- Keep their department head informed of their condition and if the absence is for more than five days duration, submit a medical certificate for any absence.
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it is required by the city.

Using or claiming sick leave for a purpose not authorized may be cause for disciplinary action.

For the purpose of accumulating additional vacation or sick leave, an employee using earned vacation or sick leave is considered to be working.

During the probationary period following an original appointment, an employee is not entitled to sick leave or vacation leave. After the end of the probationary period, an employee is entitled to sick leave and vacation leave accrued from the start of probationary employment.

Sick leave may be used as follows;

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Safety leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving

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assistance because they, or a relative is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Pursuant to Minn. Stat. 181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the city ~~clerk~~ administrator, to the extent the employee is entitled to such leave.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

### **3.7.15. Vacation Leave Benefit**

Every regular full-time employee of the City of Chatfield is entitled to the following paid vacation benefit:

- 6.70 hours of Vacation will accrue upon the completion of each calendar month in the first five years of employment.
- 10.00 hours of Vacation will accrue upon the completion of each calendar month after the completion of five years of service and this rate will continue through the tenth year of employment.
- 11.66 hours of Vacation will accrue upon the completion of each calendar month worked after the completion of ten years of service and this rate will continue through the fifteenth year of employment
- 13.33 hours of Vacation will accrue upon the completion of each calendar month worked after the completion of fifteen years of service and this rate will continue through the twentieth year of employment.
- 15.00 hours of Vacation will accrue upon the completion of each calendar month worked after the completion of twenty years of service and this rate will continue through the twenty-fifth of employment.
- 16.68 hours of Vacation will accrue upon the completion of each calendar month worked after the completion of twenty-five years of employment.

Vacation hours will be accrued per month and are available upon accrual after successfully completing their probationary period.

Vacation leave may be used as earned, subject to approval by the department head of the time at which it may be taken. No more than 320 hours of vacation leave can be carried at any given time for full-time employees.

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Regular part-time employees who work an average of twenty (20) hours per week will accrue vacation at one-half the rate of regular full-time employees and can carry no more than 160 hours of vacation leave. Regular part-time employees who work an average of thirty (30) hours per week will accumulate vacation leave at three-fourths the rate of full-time employees, up to a maximum of 240 hours. Temporary and seasonal employees are not entitled to vacation leave.

Any employee leaving the municipal service will be compensated for vacation leave accrued and unused to the date of separation.

### Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

### 3.7.16. Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members]

## 3.8. Insurance Benefits

### 3.8.1. Health

**Waiting Period:** New employees become eligible for coverage the first day of the month following completion of a thirty (30) day waiting period.

**Options:** The City offers three options of health insurance through Minnesota Public Employees Insurance Program. Regular full-time employees are eligible for health insurance at the following rates:

**For single coverage:** The employer will pay 100% of the premium costs for a single premium.

**For family coverage:** The employer will pay the equivalent of a single premium plus half the remainder of the family premium coverage. The remainder of the premium will be deducted from the employee's paycheck.

**If the employee chooses the high deductible/HSA plan, the City will contribute to the employee's health savings account an amount equal to the maximum out of pocket expense for Cost Level 2 of the Public Employee Insurance.**

**Regular part-time employees** who average twenty (20) hours per week are eligible for health insurance as well as all other benefits that the City offers, with the City paying ½ the rate of full-

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time employees, ½ of the premium benefit and ½ of the HSA benefit. Regular part-time employees who work an average of thirty (30) hours per week are eligible for health insurance as well as all other benefits that the City offers, with the City paying ¾ the rate of full-time employees, ¾ of the premium benefit and ¾ of the HSA benefit. This benefit does not apply to temporary or seasonal employees.

### **3.8.2. Accident**

The City of Chatfield offers each regular full-time and regular part-time employee the option to obtain additional life insurance accident insurance, in which the premiums will be deducted from the employee's paycheck.

### **3.8.3. Cancer**

The City of Chatfield offers each regular full-time and regular part-time employee the option to obtain additional cancer insurance, in which the premiums will be deducted from the employee's paycheck.

### **3.8.4. Dental**

The City of Chatfield offers each regular full-time and regular part-time employee the option to obtain additional dental insurance, in which the premiums will be deducted from the employee's paycheck.

### **3.8.5. Life**

The City of Chatfield offers each regular full-time and regular part-time employee the option to obtain additional life insurance, in which the premiums will be deducted from the employee's paycheck.

## **3.9. Pension/Retirement Benefits**

The city participated in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding).

## **3.10. Additional Benefits**

### **3.10.1. Employee Education & Training**

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

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### *Policy*

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

### *Job-Related Training & Conferences*

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The supervisor and the city ~~clerk~~administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

### **3.10.2. Job-Related Meetings**

Attendance at professional meetings costing \$150 or less and directly related to the performance of the employee's work responsibilities do not require the approval of the city ~~clerk~~administrator. Advance supervisor approval is required to ensure adequate department coverage.

### **3.10.3. Training & Conferences**

The request for participation in a training session or conference must be submitted to the employee's supervisor on the appropriate enrollment form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the city.

Requests totaling more than \$150 must be approved by the employee's supervisor and the city ~~clerk~~administrator. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

### *Out of State Travel*

Attendance or training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the city ~~clerk~~administrator.

### *Compensation for Travel & Training Time*

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act. Each day at a

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conference or training session will be considered equivalent to a regular day at work, not to exceed the value of eight (8) hours.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

### **3.10.4. Fitness Center**

The City offers access to a fitness center for all full and part-time employees who are not temporary or seasonal employees. Refer to the Employee Fitness Center Rules of Operation for details.

### **3.10.5. Holiday Gala**

An annual appreciation gathering is hosted by the Economic Development Authority for City Employees, Council, Boards, Commissions, and Volunteers

### **3.10.6. Memberships and Dues**

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the city clerk is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

### **3.10.7. Technology Reimbursement**

To ensure fair and dependable communications between the Employer and Employees, along with establishing data connection where that is relevant, each full-time regular employee, and the cable television administrator, will be paid a monthly stipend of \$50.00 to assist the employees in maintaining a personal cell phone that can be used in the course of their work. Employees who work an average of 20 - 29 hours per week will receive \$25.00 per month and \$37.50 will be paid to employees who work 30 – 39 hours per week. This stipend would be considered taxable income. If any employee does not use a cell phone, this benefit will not be extended to them. For those people in the positions of Chief of Police, Ambulance Director, ~~Superintendent of City Services~~Public Works Director, Librarian, Cable Television Administrator, City Administrator and City Clerk, the City may choose to provide them with a city-owned telephone in lieu of the monthly stipend, at the discretion of the City.

### **3.10.8. Tuition Reimbursement**

The City of Chatfield wants to encourage an environment of educational growth. To be considered for tuition reimbursement, the employee must be in good standing and have been employed by the city for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the city ~~clerk~~administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

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- Courses must be directly related to the employee’s present position (whether required for a degree program or not): OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better; “pass” in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the city if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the city.

Tuition reimbursement for an individual employee will not exceed \$2,500 per year. *The maximum amount of tuition benefit that will be paid in any one year to all employees will not exceed \$5,000.00.*

### **4. Code of Conduct**

#### **4.1. Conduct as a City Employee**

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee’s primary responsibility is to serve the residents of Chatfield. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules and procedures and follow the instructions of their supervisors.

The following are job requirements for every position of the City of Chatfield. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information request with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

#### **4.2. Appearance and Dress Guidelines**

When uniforms are required, the City will provide an allowance for them.

Administration – will be provided with 5 indoor attire city shirts or a combination of shirts, sweaters, vests, jackets per year with department head approval. This will provide a professional image to citizens and customers approaching the City Offices. The amount of benefit that will be paid out to any one employee will not exceed \$300 in any one year.



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Police – New employees with the Chatfield Police Department for the first year of employment are provided, at the expense of the City, the complete uniform, equipment, and accessories required by the Police Department which shall remain the property of the City. After the first year of employment, each employee shall be entitled to a uniform/equipment/accessory reimbursement allowance of six hundred seventy-five dollars (\$675.00) in each year of the contract, for the purchase and maintenance of uniforms and equipment. Each employee shall be allowed to carry over up to two hundred dollars (\$200.00) from one calendar year to the next calendar year.

Public Works – The City provides each employee... The Employer will provide pants to the Employees through a contract with a uniform provider (currently Ameripride.) The Employer will also continue to provide an adequate number of shirts and outerwear, as needed consistent with past practices. In addition, for any task that requires safety boots, those boots will be provided by the City. The amount of benefit that will be paid out in any one employee will not exceed \$700 in any one year.

### **4.3.Attendance**

The appropriate department head with the approval of the City ~~Council~~ Administrator shall establish work schedules for personnel.

The regular work week for employees is based on 40 hours per week, except as otherwise established by the department head in accordance with custom and needs of the department.

Each employee should arrive on time in accordance with their departmental schedules and should work the normal hours established for the position. From time to time, absence or tardiness is unavoidable. Employees who are absent or will be late are expected to notify their supervisor, or the person designated by the supervisor before the start of the employee's scheduled shift.

Any absence that is not authorized may subject the employee to disciplinary action. The absence of an employee for three (3) consecutive days without approval may, in the discretion of the City, constitute resignation by that employee.

### **4.4.Cellular Phone Use**

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise high standards of propriety in their use.

#### **General Policy**

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

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- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. In cases where the city does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a city-provided cellular phone must be paid for by the employee through reimbursement to the city based on actual cost listed on the city's phone bill.

### **Procedures**

It is the objective of the City of Chatfield to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

### **Responsibility**

The city ~~clerk~~administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

### **4.5. Conflict of Interest**

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City ~~Clerk~~Administrator.

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### 4.6. Driver's License / Driving Policy

This policy applies to all employees who drive a vehicle on city business whether driving a city-owned vehicle or their own personal vehicle. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city may examine driving records at any time for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The city will determine appropriate action on a case-by case basis.

### 4.7. Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

### 4.8. Grievance Procedure

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

**Step 1:** The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

**Step 2:** If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city ~~clerk~~ administrator within seven (7) days after the supervisor's response is due. The city ~~clerk-administrator~~ or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the city ~~clerk-administrator~~ is final for all disputes with the exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

#### 4.8.1. Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next

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step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments are not.
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

### **4.9. Information and Technology Policy**

#### **4.9.1. Scope**

Everything included in this policy is subject to the Minnesota Data Practices Act and is the Property of the City of Chatfield

#### **4.9.2. General Information**

This policy serves to protect the security and integrity of the City of Chatfield's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources. Computers and related equipment used by City employees are the property of the City. The City reserves the right to inspect, without notice, all data, e-mails, settings or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City shall do so on an as-needed basis as determined by the City ~~Clerk-Administrator~~ or Department Head.

An employee who violates any aspect of this policy may be subject to revocation of certain system privileges or disciplinary action up to and including termination.

This policy applies to all users of the City's electronic communication and information system, including but not limited to regular, temporary and seasonal employees, volunteers, appointed and elected officials.

#### **4.9.3. Personal Use**

The City recognizes that some personal use of City-owned computers and related equipment has and shall continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

- Reasonable, incidental personal use of City computers and software (e.g. word processing, spreadsheets, e-mail, Internet, etc.) is allowed but should never preempt or interfere with work use. All use of City computers and software, including personal use, must be consistent with provisions in this policy.
- Employees shall not connect their own personal tools or equipment to City owned systems (such as digital cameras, disks or flash drives, etc.), without prior approval the

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City Technology Officer or Department Head and must follow provided directions for protecting the City's computer network

- Files from appropriate personal use of the City's equipment may be stored on your computer's hard drive, providing the size of all personal files does not create conflict of storage space (guideline 50MB).
- The City may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities or other uses deemed by the City [Clerk-Administrator](#) to be inconsistent with City activities. If there is any question about whether a use is appropriate it should be forwarded to the City [Clerk-Administrator](#) for a determination.
- Only city employees may use city-owned equipment.

### **4.9.4. Software, Hardware, Games and Screen Savers**

In general, the City shall provide all software and hardware required for an employee to perform his or her job duties. Requests for new or different equipment or software should be made to your supervisor. Except as provided below, employees shall not download or install any software on their computer without the prior approval of the City Technology Officer. The City reserves the right to remove any unauthorized programs or software, equipment, downloads or other resources.

Microsoft and Apple clipart and photo files contained on the site [www.microsoft.com](http://www.microsoft.com) or [www.apple.com](http://www.apple.com) may be downloaded by employees without prior approval. Automatic Microsoft or Apple updates may be downloaded without prior approval and should be completed by a user within two days of notice.

Unapproved software or downloads (free or purchased), hardware, games, screensavers, toolbars, clipart, music and movie clips, other equipment, software, or downloads that have not been specifically approved by the City Technology Officer may compromise the integrity of the city's computer system and are prohibited.

### **4.9.5. Internet**

The following considerations apply to all uses of the Internet whether business related or personal.

- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Employees may not participate in any Internet chat room unless the topic area is related to City business.
- The City may monitor any employee's use of the Internet without prior notice, as deemed appropriate by the City [Clerk-Administrator](#).
- Reasonable personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include, but are not limited to, adult

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entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions, etc. With the exception of the Police Department for use in an investigation. If you are unsure whether a site may include inappropriate information, you should not visit it.

- Internet use during work hours should be limited to subjects directly related to job duties.
- No software or files may be downloaded from the Internet unless approved in advance by the City Technology Officer. This includes but is not limited to free software or downloads, maps, weather information, toolbars, music or photo files, clipart, screensavers and games.

### **4.9.6. Electronic Mail**

The City provides employees with an e-mail address for work-related use. Some personal use of the City's e-mail system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all City policies.

Employee e-mails (including those that are personal in nature) may be considered "public" data and may not be protected by privacy laws. E-mail may also be monitored as directed by the City [Clerk-Administrator](#) and without notice to the employee. The following policies relate to e-mails of both business and personal content;

- Use common sense and focus primarily on using e-mail for City business. Never transmit an e-mail that you would not want your boss or other employees to read (e.g. avoid gossip, personal information, swearing, etc.)
- Use caution or avoid corresponding by e-mail on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information, etc.)
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language, including sexually harassing language or any other remarks including insensitive language or derogatory, offensive or insulting comments or jokes in an e-mail.
- Do not gossip or include personal information about yourself or others in an e-mail.
- Do not curse or use swear words in an e-mail.

### **4.9.7. Storing and Transferring Documents**

Electronic documents, including e-mails and business-related materials created on any employee's home or personal computer for City business, should be stored on the City network in accordance with records retention policies for that department. The following are some general guidelines that may be useful to consider:

- E-mail that is simple correspondence and not on official record of City business should be deleted (from both the "inbox" and "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City shall not retain e-mails longer than one year on the network or in the network back-ups

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- E-mail that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to appropriate network files for storage.
- City-related documents that an employee creates on his or her home computer or any other computer system should be copied to the City's network files.
- Documents or e-mails that may be classified as protected or private information should be stored separately from all other materials.

If you are unsure whether an e-mail or other document is a government record for purposes of records retention laws, or whether it is considered protected or private, check with your Department Head.

Practice caution transferring required data, documents and information between computer systems stored on a floppy disc, CD-ROM, flash or USB drive, or other storage media. These items may also be used to transmit computer viruses or other items harmful to the City's computer network.

The City has installed anti-virus software on each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns. The anti-virus software provides automatic updates.

### **4.9.8. Passwords and Physical Security of Equipment**

Employees are responsible for maintaining all computer and media passwords and following these guidelines:

- All media addresses and passwords are the property of the City. All are immediately surrendered to the city upon termination or suspension.
- Your passwords should not be shared or told to anyone.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone system.

It is recommended that employees lock their workstation (press Ctrl+Alt+Del keys) if you shall be away from your desk or office for more than five minutes. Unlock your computer by doing the same and typing in your password. Use caution if you leave equipment unattended because it is generally small and portable. Do not leave city computer equipment in an unlocked vehicle or unattended at any off-site facility (airport, restaurant, etc.) If your office or desk area is in a high-traffic public area, check with the City [Clerk Administrator](#) about appropriate security measures.

### **4.9.9. Notice of Computer Problems**

Employees are responsible for notifying their Department Head or the City Technology Officer about computer problems or odd computer behavior. Employees should err on the side of

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caution when reporting issues because small problems may indicate a more serious network or computer system issue.

### 4.9.10. Laptop/Portable Computer /I-Pad Use

It is the responsibility of the employee using a laptop computer or other portable equipment, to keep the equipment in a safe environment, protected to the extent possible from theft or damage. Any portable computer damaged or stolen must be reported immediately to the City. All data collected, stored, processed or disseminated by City employees on portable computer equipment owned by the City is governed by the Data Privacy Act. Additional software or programs may not be loaded without prior authorization and any copying of software on a portable computer for personal use is prohibited.

### 4.10. Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to city [clerkadministrator](#). Any employee who identifies a mistake in reporting should bring the error to the city [clerk administrator](#) or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the city [clerkadministrator](#). No city employee is authorized to speak on behalf of the city without prior authorization from the city [clerkadministrator](#). Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the city [clerk-administrator](#) of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the city [clerkadministrator](#). An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as they can." Then ask the media representative's name, questions, deadline and contact information.

All news releases concerning city personnel will be the responsibility of the city [clerkadministrator](#).

When/if the city [clerk-administrator](#) authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:



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- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the city ~~clerk~~administrator.
- Be respectful, professional and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The city finished street cleaning on 16 streets in the northwest corner of the city this past week” instead of “The city is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city’s Facebook page: “My family visited Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the city should seek assistance from the city ~~clerk~~administrator on this topic.
- Notify the city ~~clerk~~administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

### **4.11. Personal Communications and Use of Social Media**

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers and personal endorsements:

- Remember that what you write or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination or retaliation that would not be permissible in the workplace is not permissible between coworkers online, even if it is done after hours, from home and on home computers.
- The City of Chatfield expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers and other persons associated with the city. Avoid using statements photographs, video or audio that may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of sex, race national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, status with regard to public assistance or membership or activity in a local commission.

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- If you publish something related to city business, identify yourself and use a disclaimer such as “I am an employee of the City of Chatfield. However, these are my own opinions and do not represent those of the City of Chatfield.”
- City resources, working time or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city’s logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account names should not be tied to the city (e.g. CityChatfieldCop)

### **4.12. Personal Telephone Calls / Texting / E-mailing**

Personal communication is to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long distance calls or faxes made on city equipment will be paid for by the employee.

### **4.13. Respectful Workplace Policy**

*(Includes sexual harassment prevention)*

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The city acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

#### *Applicability*

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city personnel including regular and temporary employees, volunteers, firefighters, EMT’s and City Council members.

#### *Abusive Customer Behavior*

While the city has a strong commitment to customer service, the city does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

#### *Types of Disrespectful Behavior*

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The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

- **Violent Behavior** – Includes the use of physical force, harassment, bullying or intimidation.
- **Discriminatory Behavior** – Includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age sexual orientation, familial status, or status with regard to public assistance.
- **Offensive Behavior** – may include such actions as rudeness, angry outburst, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city ~~clerk~~ administrator.
- **Sexual harassment** – can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
  - Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
  - Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an

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implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

- **Possession and Use of Dangerous Weapons** - Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with a valid permit to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

### *Employee Response to Disrespectful Workplace Behavior*

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

**Step 1(a).** Politely, but firmly tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

**Step 1(b).** If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or city [clerkadministrator](#). The person to whom you speak is responsible for documenting the issues and forgiving you a status report on the matter no later than ten business days after your report.

**Step 1(c).** In case of violent behavior, all employees are required to report the incident immediately to their supervisor, city [clerkadministrator](#), or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the city [clerkadministrator](#).

**Step 2.** If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the mayor.

### *Supervisor's Response to Allegations of Disrespectful Workplace Behavior*

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the

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allegations within two business days to the city ~~clerk~~administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

**Step 1.** If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

**Step 2.** If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

**Step 3.** The Supervisor must notify the city ~~clerk~~administrator about the allegations.

**Step 4.** As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

**Step 5.** After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

**Step 6.** The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

### *Special Reporting Requirements*

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city ~~clerk~~administrator who will assume the responsibility for investigation and discipline.

If the city ~~clerk~~administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a council member is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city ~~clerk~~administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city ~~clerk~~administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

### *Confidentiality*

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A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

### *Retaliation*

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against a person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **4.14. Smoking**

The City of Chatfield observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited while in a city facility or vehicle.

**Drug and Alcohol Free Workplace** The City is sincerely concerned with the safety and welfare of its employees and the public it serves. The City acknowledges its obligation to provide safe and healthful working conditions for all employees and a safe and healthful environment for the community.

#### **4.15. Sexual Harassment Prevention**

The City of Chatfield is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

### *Definitions –*

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

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- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

### *Expectations-*

The City of Chatfield recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate supervisor;
2. City ~~Clerk~~Administrator
3. Mayor or City Council member

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps;

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
2. Document the occurrences of harassment.
3. Submit the documented complaints to your supervisor, city clerk, mayor, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The city urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The city

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is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

An employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

### ***Retaliation-***

The City of Chatfield will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists or participates in an investigation may be subject to disciplinary action up to and including termination.

### **4.16. Use of City Property (and Access to)**

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

### **4.17. Unlawful Acts**

No person shall knowingly make a false statement, certificate, mark, rating or report in regard to any test, certificate or appointment held or made under the City personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this ordinance. No person seeking employment to or promotion in the municipal service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person, or on account of or in connection with the test appointment or promotion or proposed appointment or promotion.

No person shall be employed, promoted, demoted, or discharged by the City or in any way favored or discriminated against because of political opinions or affiliations, race, color, national origin, religion, sex, marital status, status with regard to public assistance or disability, or because of the exercise of rights under provisions of the Public Employment Labor Relations Act, Minnesota Statute 179A.01 to 179A.25. No person who is between 18 and 70 years of age shall be discriminated against with reference to city employment in any way forbidden by federal or state law.



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### **4.18. Workplace Violence**

The City of Chatfield seeks to provide a safe and secure workplace environment for employees, volunteers, vendors, and citizens. Violence or the threat of violence has no place in any City of Chatfield facility.

This policy addresses the City's commitment to preventing the potential for violence in and around the workplace and to fostering a work environment of respect and healthy conflict resolution.

Some City employees may be exposed to violence by the nature of their jobs. Violence, or the threat of violence, by or against any City employee or other person while at a City of Chatfield workplace is unacceptable and may subject the individual to serious disciplinary action and or criminal charges.

The City of Chatfield will take every reasonable action to protect the life, safety and health of employees and will provide as rapid and coordinated a response as possible to violence or threats of violence at any worksite.

Possession, use or threat of use, of an object which could be considered a dangerous weapon, including all firearms, is not permitted at the workplace, or on City property, including City vehicles, unless such possession or use is an approved requirement of the job.

The City of Chatfield is committed to providing a workplace environment in which all its officials and employees treat each other, their customers and clients, and all others with courtesy, dignity and respect.

### **4.19. Drug Free Workplace**

In accordance with federal law, the City of Chatfield has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture distribution, possession, or use of a controlled substance on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

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### **4.20. Outside Employment**

The potential for conflicts of interest is lessened when individuals employed by the City of Chatfield regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city [clerkadministrator](#). Any city employee accepting employment in an outside position that is determined by the city [clerk-administrator](#) to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the city [clerkadministrator](#).

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

### **4.21. Report of Personnel Changes**

The City attempts to maintain complete and accurate personnel information on its employees. Laws regarding data privacy are strictly followed.

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It is important that your permanent personnel records are kept accurate and up-to-date. You must immediately notify the City Clerk's Office when there is a change in any of the following:

- Name (through marriage or otherwise)
- Address
- Marital status
- Beneficiaries for life insurance and retirement
- Telephone number
- Person to contact in case of emergency

### 4.22. Performance Appraisals

An objective performance review system will be established by the city ~~clerk~~ administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## 5. Discipline

### 5.1. General Policy

City employees shall be subject to disciplinary action of failing to fulfill their duties and responsibilities, including observance of work rules adopted by the Council. It is the policy of the City to administer disciplinary penalties without discrimination. Every disciplinary action shall be for just cause and an employee may demand a hearing or use the grievance procedure described within this policy with respect to any disciplinary action which he or she believes is either unjust or disproportionate to the

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offense committed. The supervisor or department head shall investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### **5.2.No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **5.3.Process**

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

### **5.4.Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for the first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **5.5.Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with the prior approval from the city ~~clerk~~[administrator](#).

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

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## 5.6.Suspension With or Without Pay

The city ~~clerk~~ administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

## 5.7.Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the city ~~clerk~~ administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

## 5.8.Salary

An employees' salary increase may be withheld or the salary may be decreased due to performance deficiencies.

## 5.9.Dismissal

The city ~~clerk~~ administrator, with the approval of the City council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with the city standards. If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

## 6. Separation from Employment

### 6.1.Layoffs

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the city ~~clerk~~ administrator, subject to approval by the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

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## **6.2. Resignation**

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation

Unauthorized absences from work for a period of three consecutive work days may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

## **6.3. Retirement**

An employee is considered-retired if they separate from service in good standing and are eligible for benefits from the Public Employees Retirement Association (PERA) or Social Security.

## **6.4. Severance Pay**

Any employee leaving the municipal service in good standing by retiring or resigning with proper notice of termination of employment shall be compensated for sick leave accrued and unused to the date of separation according to the following schedule:

After five complete years of service: 10%  
After ten complete years of service: 20%  
After fifteen complete years of service: 40%  
After twenty complete years of service: 60%

An employee who voluntarily terminates his or her employment must notify the City at least 10 working days ahead of termination date (30 calendar days for exempt employees) -or the employee will forfeit the above severance pay. No severance pay will be given any employee who is discharged from his position because of disciplinary reasons.

Payment will not be paid in a lump sum but will be made as typical payroll distributions over a period of time necessary to disburse the earned amount.

## **7. Labor Relations**

### **7.1. Police Department**

As stated in Section 1.2 of this document, none of these provisions apply to any member of a collective bargaining group. Any and all benefits extended to members of a police department-related bargaining group must be included in their respective labor contract.

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## ~~7.2. Public Works~~

~~As stated in Section 1.2 of this document, none of these provisions apply to any member of a collective bargaining group. Any and all benefits extended to members of a public works department-related bargaining group must be included in their respective labor contract.~~

## 8. Safety Requirements

### 8.1. Safety

The City is sincerely concerned with the safety and welfare of its employees and the public it serves. The City acknowledges its obligation to provide safe and healthful working conditions for all employees and a safe and healthful environment for the community.

ALL employees are required, as a condition of employment, to become familiar and comply with the safety regulations, standards and procedures outlined in the City's safety manual or other department directives that are established to prevent injury to themselves or other persons or damage to equipment and property. Each employee shall support and cooperate with the overall safety program goal:

*To effectively administer the safety program which brings about a reduction of accidents and injuries to employees, to provide a safe and healthful working environment for all employees, and to recognize occupational environmental hazards that may exist.*

The following types of accidents shall be reported:

- Employee injury accidents
- Traffic accidents
- Non-traffic/non-employee injury

#### 8.1.1. Employee Accident Report – Reporting Procedure

Since all accidents are potentially hazardous, all employee accidents are to be reported whether injury results or not.

An employee must report an accident and / or injury to their supervisor.

The Safety Coordinator or employee's Department Head shall furnish an employee with a copy of the employee accident form and with all the necessary forms.

The employee, if physically able, shall complete all the questions in the "Employee Statement" section of the employee accident form.

The Department head then completes all the questions in the "Supervisor's Statement" section of the employee accident form. These questions are formulated to provide specific kinds of information. The form also provides a section for recommendation and corrective action taken by the supervisor to prevent recurrence of similar accidents. In this manner, control and

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direction of safety go hand-in-hand with the control and direction of work performance. Any witnesses are to complete all the questions in the “Witness Statement” section of the form.

The supervisor will send the completed forms to the Safety Coordinator by the following workday. The copies of the worker’s compensation forms are to be completed and sent to the safety coordinator.

### **8.1.2. Traffic Accident – Reporting Procedure**

Any traffic accident involving a City-owned vehicle or motorized equipment, whether used on or off-duty, or privately owned vehicle which is being used, at the time of the accident, for City business, must be reported to the Safety Coordinator and Department Head.

City employees shall notify the police immediately following an accident.

The employee shall remain at the scene until the arrival of the police, even though the other driver or pedestrian might leave. In the event of the citizen driver or pedestrian does leave the scene, the employee should note the license number and description of the vehicle and the description of the pedestrian.

In the event of a traffic injury to a City employee or citizen during regular working hours, the employee shall notify the safety coordinator and their supervisor immediately.

### **8.1.3. Non-Traffic and Non-Employee Injury Accident – Reporting Procedure**

A non-traffic and non-employee accident is one involving damage to City-owned mobile equipment or an injury to a citizen or damage to private property resulting from the operation of such equipment, which does not come within the meaning of a traffic or employee injury accident.

If an accident results in an injury to a private citizen, the employees shall notify the police, their immediate supervisor and the Safety Coordinator. In cases of damage to City-owned equipment or private property, the supervisor and the Safety Coordinator must be notified and, after securing the facts, will determine whether the police must be notified.