

**POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILLE CITY HALL
DECEMBER 2, 2014
6:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Deferred Compensation
 - 1. Wenzel Financial Services (page 5)
 - 2. Edward Jones (page 13)
- IV. OLD BUSINESS
 - A. Health Care Coverage Report – Al Roth, AT Group will be conference called in.
 - B. Liquor Store Clerk Position – Report by Bill
 - C. Building Official Position – Post Internally
 - D. Employee Personnel Policy – Please review pages 16-54 of the draft Personnel Policy (page 24)
 - E. Placing Non-Union Employees On SAFE Scale (page 78)
- V. INFORMATIONAL
- VI. ADJOURN

Please contact Renee Eckerly at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you can't attend the meeting.

Members: Gene Beavers, Donovan Mayer & Renee Eckerly

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Committee. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Policies & Procedures Committee meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Policies & Procedures Committee

Committee/Council Meeting Date: December 2, 2014

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the June 4 and October 2, 2014 Policies & Procedures Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the June 4 and October 2, 2014 Policies & Procedures Committee meetings.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

JUNE 4, 2014

The meeting was called to order by Gene Beavers at 6:00 p.m. Members present were Donavan Mayer and Renee Eckerly, City Administrator.

PAYROLL SPECIALIST POSITION

The City received 11 applications and interview 4 applicants.

Motion was made by Eckerly to offer the position to Jill Magnuson and place Shela Houk (first) and Angela Kern (second) on an eligibility list. Seconded by Mayer and unanimously carried.

There being no further business, the meeting was adjourned at 8:30 p.m.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

OCTOBER 2, 2014

The meeting was called to order by Gene Beavers at 6:10 p.m. Members present were Donovan Mayer and Renee Eckerly, City Administrator. Also present were Bill Ludwig, Liquor Store Manager and Paul Wegner, Police Chief.

Motion was made by Beavers to approve the minutes from the April 8, 2014 Policies & Procedures Committee meeting. Seconded by Mayer and unanimously carried.

LIQUOR STORE CLERK POSITION

The Committee reviewed the applications received. Other businesses in town are paying the following:

Casey's	\$9.00 per hour
Paynesville Inn & Suites	\$8.75 per hour

Therefore wage is not the issue. Many retail businesses are hiring in the city. There was discussion on the hours of the current staff. The Committee discussed whether to post the position now or wait. Increasing hours to current staff would place staff in the union and at a higher rate of pay and ultimately effect the 2015 budget. The current rate of pay is \$8.78 per hour and the union rate would be \$11.71 per hour. There are currently five part-time employees (Josh Mergen 32 hours) and one full-time employee.

Ludwig will speak to his staff and review scheduling to see what options would work and report back at the next meeting.

BUILDING OFFICIAL

Eckerly reported that Paynesville is currently contracting with the City of Litchfield until January. It was suggested to job share with Public Works at two different rates as an option. It was further suggested to contract with the other cities and have the other cities involved in the interview and posting process. Eckerly will check with the other communities and report back at the next meeting.

PERSONNEL POLICY

The Committee reviewed the first 15 pages of the draft policy and will review the remaining at the next meeting.

PLACING NON-UNION EMPLOYEES ON SAFE SCALE

The Committee discussed the placement of non-union employees on the SAFE scale. Eckerly will prepare numbers for the next meeting and the impact on the 2015 budget. Eckerly will contact Antonson with questions.

HEALTH CARE COVERAGE

According to A T Group, MNSURE increased, as of today, 21% for singles and 13% for families, per A T Group.

HEALTH CARE REIMBURSEMENT PLANS

Wegner stated that he has researched this and he believes this is an option. Eckerly will contact Gallegher Benefit to review the City's policy for insurance and tell the City what its options are. The following questions to be asked are:

Can the City drop insurance and pay employees?

How many employees have to stay on the policy to keep Blue Cross?

If Blue Cross drops the City for lack of participation, what happens then?

REVISE FIRE FIGHTER JOB DESCRIPTION

Eckerly reported that Fire Chief, Bob Liestman has requested the position be changed to Fire Fighter and Rescue. The Committee discussed that rescue is included in the detail of the job description. If it is recommended to change the job description it would need to go to Council on October 13, 2014 for approval.

Motion was made by Beavers to not change the title of the Fire Fighter Job Description. Seconded by Mayer and unanimously carried.

There being no further business, the meeting was adjourned 9:20 p.m.

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Wenzel Financial Services

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7584 80th St S Ste 3
Cottage Grove MN 55016
(651) 769 0490
Fax: (651) 769-0520

July 26, 2012

Renee Eckerly
City Administrator/EDAP Director
221 Washburne Avenue
Paynesville, MN 56362

Dear Renee,

Thanks very much for taking the time to meet with me regarding our Deferred Compensation plan through Wenzel Financial. Our fund line up is excellent and we have access to income riders that can really provide extra retirement income with guaranteed growth. I believe that our strategic planning and quarterly customer service can make your deferred compensation plan even better.

We would be very interested in putting on a free 30 minute financial seminar during the lunch hour for the city staff. We could provide the sandwiches and beverages and make it a working lunch. We are also experts in helping people that contribute to PERA. I would enjoy the opportunity to give you some ideas regarding your pension plan. I will be in touch next week to follow up on our discussion.

If you or those you know have questions and need some professional insight, contact me at 651-769-0490 or through ericn@wenzelonline.biz. Again, thanks very much for the time and courtesy.

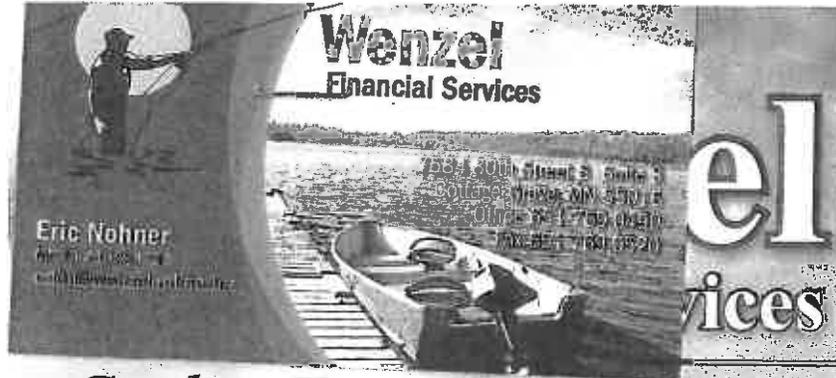
Sincerely,

Eric R. Nohner
Financial Advisor

Correspondent is a Registered Representative or Investment Advisor Representative
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Ameritas Investment Corp. (AIC)
Member FINRA, SIPC

AIC, Wenzel Financial Services and Wenzel & Associates Inc are not affiliated

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Your financial success is directly evolved from the hard work you put into it. You cannot simply wish for it. As with all things, you must work for it. In today's financial marketplace, there are tremendous opportunities in both product and strategy. However, choosing which product works with which strategy can be challenging. And if done improperly, can lead to undesirable results. Whether you are looking for investment recommendations, financial advisory services, or a trusted professional to take the worry and decision making off your hands, make that connection with Wenzel Financial Services.

Contact Us

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eric@wenzelonline.biz
karen@wenzelonline.biz
kris@wenzelonline.biz

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Meet Your Guides

Your Wenzel Financial Services representative is connected to a world of investment research, products and services. We offer more than a half-century of financial service experience and currently manage more than 100 million dollars in client assets in all of our product lines. We have representatives throughout the Upper Midwest ready to help you.

Pyramid of Success

The Financial Pyramid is a visual aid to help you understand the necessary steps to reaching financial success. Just like a pyramid, it has several layers starting from the base to the peak. Wenzel Financial Services will guide you step-by-step and take calculated risks to help you climb to the top.



Remember that over time, your goals and objectives may change. It is important for you and your Wenzel Financial Services representative to stay in communication with each other in order to get the most out of your financial plan and resources.

Products & Services

We have worked with business, governmental agencies and individual clients to help them meet their financial goals. Our firm's foundation is built on our face-to-face customer service model. We believe we need to recommend quality financial products and time-tested strategies to help you achieve your goals. Our firm currently works with the following:

- PERA Pension Planning
- MSRS Pension Planning
- Individual Wealth management *
- Retirement plans
- 401k/457b
- Personal retirement planning
- Income protection
- Estate planning

Wenzel Financial S



Establish your goals



Save for tomorrow



Plan for the future

ices helps you ...



Build a foundation



Enjoy today



Secure your dreams



Value of a Financial Advisor*

Do you have the skill, time or desire to manage the complexities of investing? The benefits of working with one of the professionals at Wenzel Financial Services extend beyond simply choosing an investment product that works best for you. We can help you:

- Clarify your goals
- Analyze the strengths and weakness of your portfolio
- Recommend a workable financial strategy tailored to you
- With your advisors, you will work through our **SMART** system:

SMART

Snapshot
— tell us your goals objectives and time horizon

Managing Risk — who are you as an investor? How much risk do you want?

Asset allocation recommendation

Reallocate your portfolio to the agreed upon strategy

Time and Testing, how is your portfolio doing? Do we need to reallocate?

The Next Step

Your financial plan* and the process of getting it started can seem complicated. With the abundance of information readily available, it can seem overwhelming. With the help of your Wenzel Financial Services professional, you can have the assurance that you have someone looking out for your financial well-being. Your advisor can help manage the evolving needs of you and your family, and provide the necessary guidance toward achieving your lifelong goals. So relax, dream and call Wenzel Financial Services today. Take the first step toward the lifestyle you desire.

* Securities and Investment advisory services are offered through Ameritas Investment Corp. (AIC), Member FINRA/SIPC. AIC and Wenzel Financial Services are not affiliated. Additional products and services may be available through Wenzel Financial Services that are not offered through AIC.



Our Team

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Murry Resler

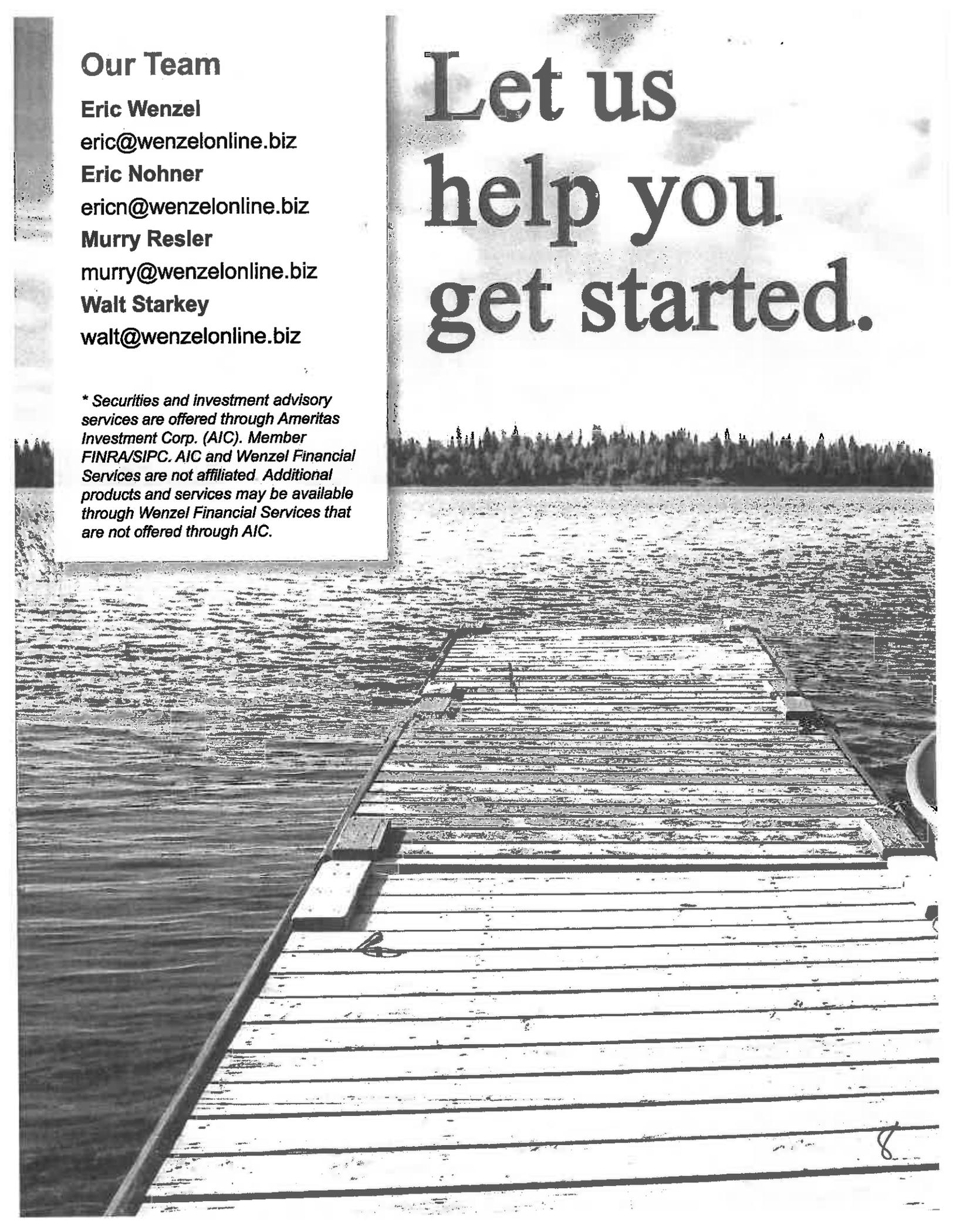
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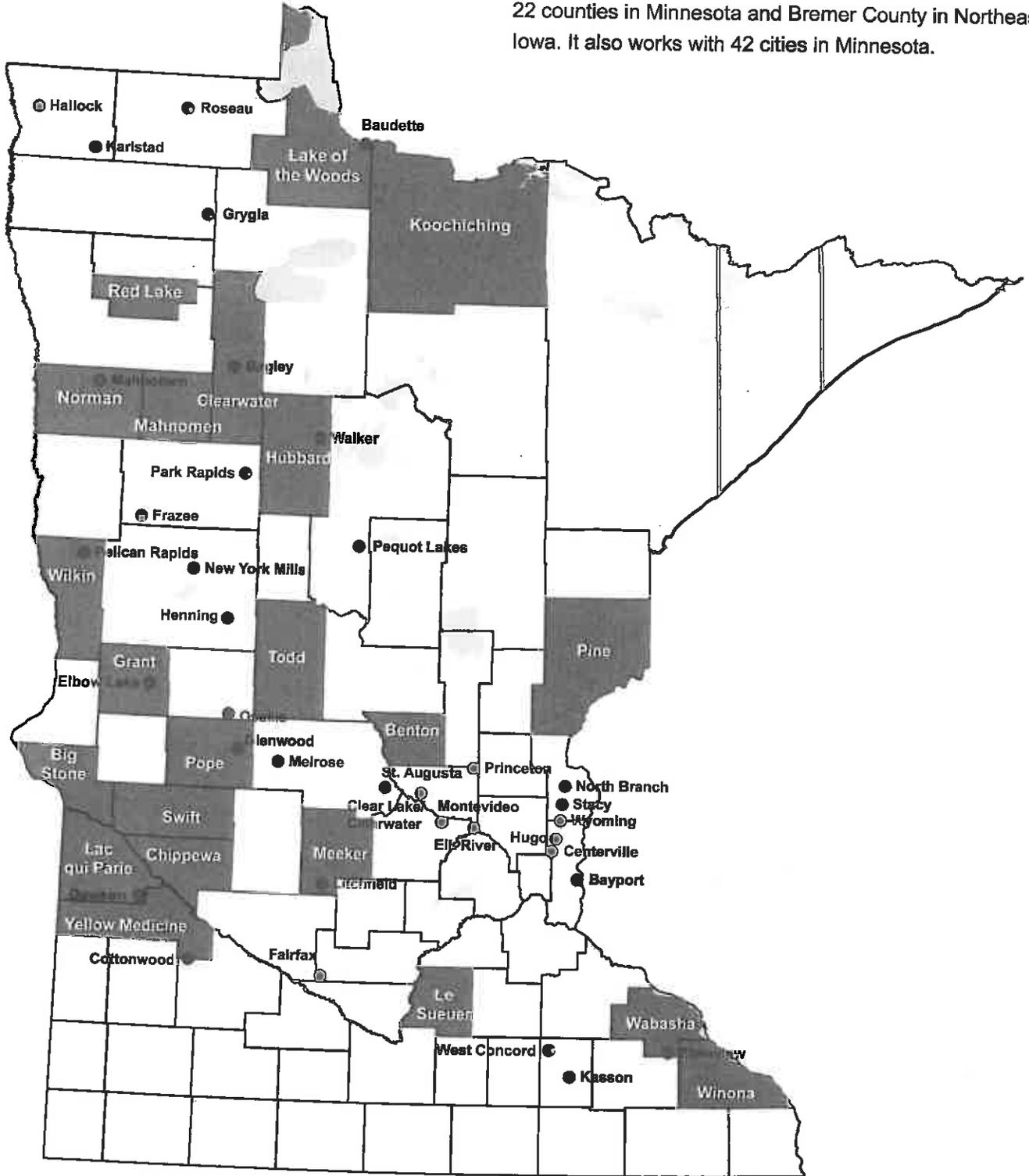
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Let us help you get started.



Our Coverage Area

Wenzel Financial Services currently does business in 22 counties in Minnesota and Bremer County in Northeast Iowa. It also works with 42 cities in Minnesota.



www.wenzelassociates.com | (651) 769-0490

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Who we are ...

- A comprehensive financial service agency.
- We are experienced in working with public employees.
- We have hosted retirement planning seminars in 76 of the 87 counties in Minnesota, 40 communities in the Twin Cities metro and four counties in Iowa.
- We educate employees about the PERA or MSRS pension in Minnesota and IPERS plan in Iowa and how to integrate it with the deferred compensation plan and personal wealth accumulation strategies.

Services we provide ...

- We will be in your county offices four times per year for reviews.
- We will host educational luncheons during each of our visits.
- We assist with portfolio allocation.
- We work with you not only as you save, but also when you start to draw from your strategy.
- We offer assistance integrating the deferred comp with the PERA/MSRS pension in Minnesota and IPERS plan in Iowa.

Product providers ...

- Our product providers are carefully selected.
- They are subject to review from our investment policy committee and our broker/dealer firm.
- We look not only for performance, but financial strength in our product providers.
- We believe that not any one product is suitable for all investors, and as such, we provide a diversified suite of products.
- We only work with service oriented companies – your goals are our business.

**Our product is comparable, if not slightly better than the competition.
It is our service that sets us apart.**

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457 Plans

A 457 plan is a deferred compensation plan that lets you save for retirement with pretax salary deferrals while reducing your taxable income.

There are three groups of individuals who are eligible for 457 plans:

- State, county and city government workers, and public school, college or university employees
- Upper management and highly paid employees of certain tax-exempt, nongovernmental organizations
- Top-level employees working for certain tax-exempt or governmental organizations (who qualify for what is also known as a "top hat" plan)

Keep in mind that 457 plans have contribution limits that are separate from those of other retirement plans. This means that if you're eligible to participate in a 457 plan and another deferral program, such as a 403(b) or 401(k) plan, you can contribute the maximum amount to both plans. For example, in 2014, a public school employee can defer \$17,500 into a 403(b) plan and another \$17,500 into a 457(b) plan.

The following table lists the differences among the 457 plans:

	Governmental 457(b)	Tax-exempt Organization 457(b)	457(f)
Eligible Employers	State and local governments and public schools	501(c) tax-exempt organizations (excluding church and church - controlled organizations)	Usually used by tax-exempt organizations; rarely used by government entities
Participation	Generally offered to employees; employer may discriminate	Select group of management or highly compensated employees	Select group of management or highly compensated employees
2014 Contribution Limits¹	\$17,500	\$17,500	Generally no limit
2014 Catch-up Contributions	\$5,500	Not available	Not available
Catch-up Contribution within Three Years of Retirement²	Yes	Yes	Not available
Roth Contributions	If employer allows	Not available	Not available
Vesting	May apply to any employer contributions	May apply to any employer contributions	May not be vested to maintain tax-deferred status
Rollovers to IRAs and Other Qualified Plans	Yes	No	No
Triggering Events to Allow a Rollover	Separation from service, attainment of age 70½, certain emergencies, small and inactive accounts, QDRO, ³ plan termination	Not applicable	Not applicable
10% Penalty on Distributions Taken before Retirement Age	No	No	No
Required Minimum Distribution Rules	Yes	Yes	No
Loans	Allowed	Not allowed	Not allowed

¹ This includes employer and employee contributions.

² In the past three years prior to the year of attainment of the plan's normal retirement age, the catch-up contribution is double the normal deferral limit (\$35,000 in 2014). A special calculation is required to determine whether you can take advantage of this catch-up contribution.

³ Qualified Domestic Relations Order, which is issued under state domestic relations law for payment of all or part of individual pension, profit sharing or retirement benefits, usually to a divorcing spouse as child support or alimony.



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Free Review

Do you have the right investments in place to help you meet your financial goals?

At Edward Jones, our business is helping people find solutions for their long-term financial goals. Let's work together to design and implement an investment strategy that suits your needs.

Trust Services*

Insurance

401(k) Plans/Rollovers

Money Market Funds

Annuities

Profit-sharing Plans

Bonds

Stocks

Individual Retirement Accounts (IRA)

Certificates of Deposit (CDs)

College Savings Programs

Please call or stop by today to schedule an appointment for a complimentary review of your portfolio.



Michelle D Starks
Financial Advisor

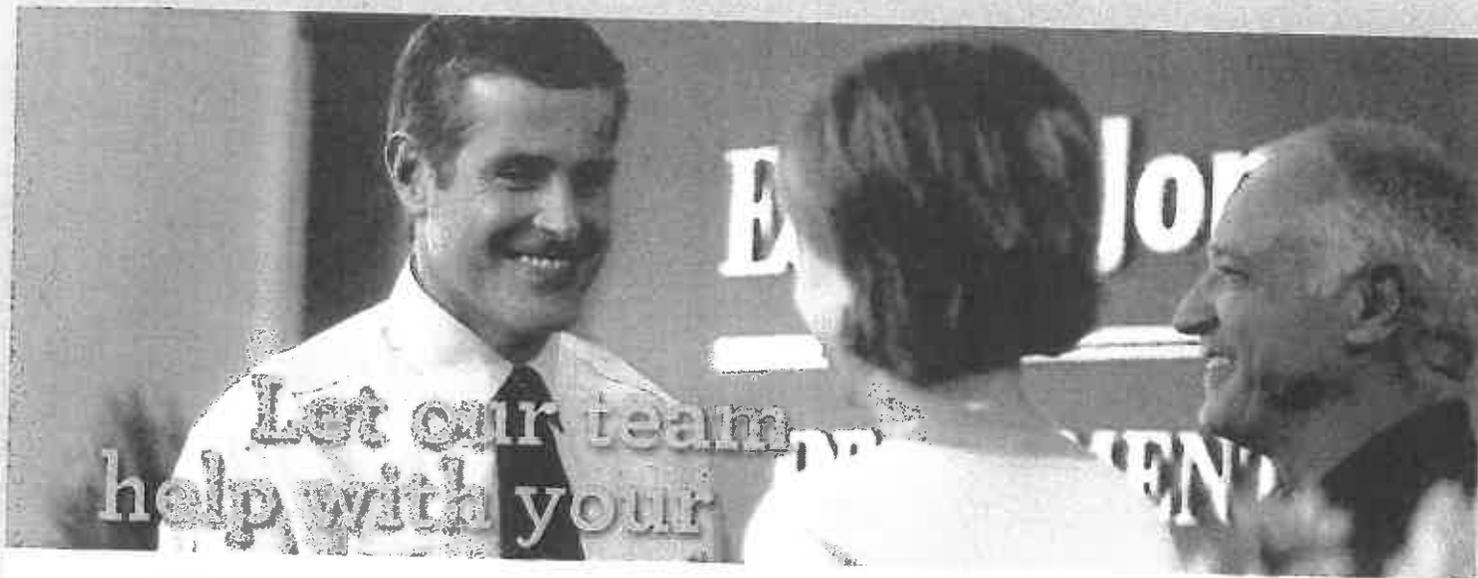
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Let our team help with your

Financial Needs

The way we work with our clients stands out. We meet face to face, providing the personal attention each client deserves. A financial advisor is dedicated to serving your investment needs, and a branch office administrator is there to help with all the administrative aspects. It's a team approach that works. Let It work for you.

Investing

- Stocks, bonds and mutual funds
- Automatic investment and reinvestment plans

Savings

- Edward Jones Flex Funds® account
- Money Market Funds¹
- Insured Bank Deposit program²
- College savings plans
- FDIC-insured CDs

Trust Services

- Estate-planning solutions through Edward Jones Trust Company³

Borrowing

- Personal Line of Credit that allows you to borrow against your investments⁴

Spending

- Personal and business credit cards⁵
- Check writing and Visa debit card

Cash Management

- Direct deposit of payroll, pension, Social Security and tax refund checks
- Online bill payment through Edward Jones Online Account Access
- Edward Jones Income Manager® account⁶

¹ An investment in the money market fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the fund.

² More information about the Insured Bank Deposit program, including the program disclosure, is available from your financial advisor or at www.edwardjones.com/bankdeposit.

³ Trust and/or investment advisory services are provided by Edward Jones Trust Company, an affiliate of Edward D. Jones & Co., L.P. (Edward Jones), a registered broker-dealer. Edward Jones Trust Company and Edward Jones are subsidiaries of the Jones Financial Companies, L.L.P. Edward Jones Trust Company may use Edward Jones or other affiliates to act as a broker-dealer for transactions or for other services. Payments of such services generally will be charged as an expense to the trust and will not reduce the amount of fees payable to Edward Jones Trust Company.

⁴ An Edward Jones Personal Line of Credit is a margin account. Borrowing against securities has its risks and is not appropriate for everyone. If the value of your collateral declines, you may be required to deposit cash or additional securities, or the securities in your account may be sold to meet the margin call. Interest will begin to accrue from the date of the loan and be charged to your account. Available only on certain types of accounts.

⁵ The creditor, issuer and service provider of this card is Elan Financial Services, pursuant to a license from MasterCard International Incorporated. MasterCard is a registered trademark of MasterCard International Incorporated. ©2012 Elan Financial Services. All rights reserved.

⁶ For more information on Edward Jones Income Manager®, including the Terms and Conditions document, go to www.edwardjones.com/incomemanager.



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Investments & Services

At Edward Jones, we understand why you're investing. You have specific financial goals and the desire to provide for yourself and your loved ones. Because we serve individual investors and business owners, our resources are dedicated to helping you reach your long-term financial goals. That's why we live and work in your community.

Rather than chasing the latest fad, we recommend a diversified approach that we believe will perform well over the long term while managing risk.* By meeting in person and on a regular basis, we can offer financial solutions that are specifically designed for you.

Annuities

Fixed
Immediate
Variable

Business Retirement Plans

401(k)s
403(b)s
457(b)s
Defined Benefit
Profit-sharing
SEP IRAs
SIMPLE IRAs

Education Savings

529 Plans
Coverdell Education Savings
Accounts

Edward Jones Advisory Solutions^{®1}

Edward Jones Income Manager[®] Account²

Managed Account Program^{®1}

Equity Investments

Common Stocks
Stock Unit Investment Trusts

Estate and Trust Services

Estates Hotline for
Estate-planning Professionals
Premium Account Valuation
Transfer on Death
Trust Services³
Trustee
Co-trustee
Managing Agent

Exchange-traded Funds

Financial Calculators

Cost Basis
Debt Management
Education Savings
Estate Considerations
Insurance Needs
Retirement
Tax Estimators

Fixed-income Investments

Bond Unit Investment Trusts
Bonds
Corporate
Government-sponsored
Enterprise
Mortgage-backed Securities
Municipal
U.S. Treasury
Certificates of Deposit

Individual Retirement Accounts

Roth IRAs
Traditional IRAs

Insurance

Long-term Care
Long-term Disability
Permanent Life
Term Life

Investment Banking

Investor Education Programs

Mutual Funds

Online Account Access

E-delivery

Portfolio and Retirement Plan Reviews

Research

Equities
Fixed Income
Mutual Funds

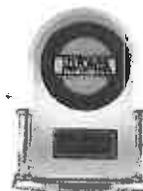
Retirement Account Consolidation

Saving, Spending and Borrowing Solutions

Check Writing and Debit Cards⁴
Direct Deposit
Edward Jones Flex Funds[®] Account
Insured Bank Deposit Program⁵
Online Bill Payment
Personal and Business Credit Cards⁶
Personal Lines of Credit⁷
Taxable and Tax-free
Money Market Funds

Systematic Investing[®]

Dividend and Income Reinvestment
Monthly Investing Program



"Highest in Employee
Advisor Satisfaction
among Financial
Investment Firms,
Five Times in a Row"

Edward Jones received the highest numerical score in the employee advisor segment in the proprietary J.D. Power 2008, 2010, 2012 - 2014 Financial Advisor Satisfaction StudiesSM. 2014 study based on 3,901 total responses and measures overall financial advisor satisfaction among advisors registered with the Financial Industry Regulatory Authority (FINRA) investment firms. Proprietary study results are based on experiences and perceptions of financial advisors surveyed in January - April 2014. Your experiences may vary. Visit jdpower.com.

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See reverse for important disclosures.

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- 1 Edward Jones is a dually registered broker-dealer and investment adviser. Edward Jones Advisory Solutions® is an asset allocation program that provides investment advisory services. Depending on a client's minimum investment, a client can select Fund Models, which invest in affiliated mutual funds (if available), unaffiliated mutual funds and exchange-traded funds (ETFs), or UMA Models, which also include separately managed allocations (SMAs). Please review the applicable Edward Jones Advisory Solutions Brochure for more information. The Managed Account Program® is an investment advisory service offered by Edward Jones. A complete explanation of the program, including fees, can be found in the Managed Account Program Brochure.
- 2 For more information on Edward Jones Income Manager®, including the Terms and Conditions document, go to www.edwardjones.com/Incomemanager.
- 3 Trust and related services are provided by Edward Jones Trust Company, an affiliate of Edward D. Jones & Co., L.P. (Edward Jones), a registered broker-dealer. Edward Jones Trust Company and Edward Jones are subsidiaries of the Jones Financial Companies, L.L.L.P. Edward Jones Trust Company may utilize Edward Jones or other affiliates to act as a broker-dealer for transactions or for other services. Payments of such services may be charged as an expense to the trust and will not reduce the amount of fees payable to Edward Jones Trust Company.
- 4 Edward Jones has arranged with BNY Mellon Investment Servicing Trust Company for PNC Bank, N.A., to issue Visa® cards to Edward Jones clients. When you use your cards, you will be accessing the available balance in your Edward Jones account. Application approval is contingent on a review of your check-writing history and/or credit information. ATM withdrawals using the Edward Jones debit card are subject to a fee of \$1 per ATM withdrawal plus surcharge fees charged

by ATM owners outside the PNC Bank network. Certain accounts may qualify for a waiver of the \$1 fee as well as rebates of ATM surcharge fees.

- 5 More information about the Insured Bank Deposit Program, including the program disclosure, is available from your financial advisor or at www.edwardjones.com/bankdeposit.
 - 6 The creditor, issuer and service provider of this card is Elan Financial Services, pursuant to a license from MasterCard International Incorporated. MasterCard is a registered trademark of MasterCard International Incorporated. © 2014 Elan Financial Services. All rights reserved.
 - 7 Our Personal Line of Credit is a margin account. Borrowing against securities has its risks and is not appropriate for everyone. If the value of your collateral declines, you may be required to deposit cash or additional securities, or the securities in your account may be sold to meet the margin call. Interest will begin to accrue from the date of the loan and be charged to the account. Available only on certain types of accounts.
 - 8 Systematic investing does not ensure a profit or protect against loss. Such a strategy involves continual investment in securities regardless of fluctuating price levels of those securities. The investor should consider his or her financial ability to continue the purchases through periods of low price levels.
- *Diversification does not guarantee a profit or protect against loss.



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Firm Profile

For more than 50 years, Edward Jones has brought its unique brand of service to communities across the country. Edward Jones' one-broker office strategy runs counter to that of virtually every other major securities firm in the United States and has helped fuel remarkable growth for the company. Revenue has grown from \$16 million in 1977 to over \$5 billion annually. With more than 11,000 branch offices in all 50 states and through its affiliate in Canada, Edward Jones' growth has been extraordinary.

Edward Jones got its start in 1922 when Edward D. Jones Sr. founded the firm that bears his name.

Until the 1950s, Edward Jones was typical of most New York Stock Exchange firms. In the '40s and '50s, the representatives from Edward Jones were called "TNT brokers" because they traveled the countryside surrounding the company's office in St. Louis from Tuesday until Thursday, serving clients.

In 1948, Edward D. "Ted" Jones Jr., son of the founder, returned to the family business after studying agriculture at the University of Missouri and working on Wall Street. While working his territory in rural Missouri and Illinois, he began experimenting with the concept of locating offices in communities outside St. Louis. In 1957, he hired a representative in Mexico, Mo., and with the opening of this first branch office, a new era began.

By 1980, the branch-office network had grown to 304 offices. It was then that Ted Jones handed the reins of the firm to John Bachmann, who served as managing partner until December 2003. John began his Edward Jones career in 1959 as a college intern, literally sweeping out the basement of the firm's headquarters. He was a successful financial advisor in the 1960s before returning to the home office, where he gained experience in a number of areas before being named managing partner in 1980.

Under Bachmann's leadership, the firm built upon its philosophy of serving the needs of serious, long-term individual investors from one-financial advisor offices and moved to the forefront of the industry in terms of technology and training. Those closest to Bachmann throughout his career credit his vision, strategic focus, leadership and commitment to Edward Jones' culture for making the firm one of the best places to work in America.

Douglas E. Hill, chief operating officer from 1998 through 2003 and managing partner in 2004 and 2005, continued the firm's tradition of bringing personal investment services to an ever-increasing number of individual investors in communities across the country. With the firm's nationally recognized training program, which Hill helped to develop after having been a successful financial advisor, Edward Jones is training about 100 new financial advisors each month. This growth would ensure that the firm has the opportunity to continue offering investments tailored to the needs of individual investors in the communities in which they live and work.

In 2006, Jim Weddle became only the fifth managing partner in the firm's history. Weddle has spent his entire career at Edward Jones, beginning as an intern in 1976. As a successful financial advisor, Weddle later assumed responsibility for the firm's growth on the East Coast. He then took charge of managing the firm's branch offices in late 1997. His responsibilities included not only the facilities themselves but also financial advisors' compensation, financial advisor leadership development and new office construction.

Edward Jones continues to be distinguished by its unique brand. The firm remains focused on serving the serious, long-term individual investor. Its investment philosophy still emphasizes quality and diversification. Today, of course, TNT brokers no longer travel the countryside. Instead, Edward Jones locates its offices in communities so financial advisors can develop face-to-face, personal relationships with clients.

Diversification does not guarantee a profit or protect against loss.

Key Steps Toward Achieving Your Financial Goals

Understanding what is important to you and your family in order to help you identify and reach your goals is critical. Although there are many ways to work toward your goals, the key is answering these five important questions.



STEP 1 WHERE AM I TODAY?

Before you can set realistic goals, you must determine your current needs. When you share information, including a list of monthly expenses, last year's tax return, retirement plan statements and brokerage, bank or other financial statements, it will help provide an overview of your current situation.

STEP 2 WHERE WOULD I LIKE TO BE?

After determining where you are today, the next step is to set specific goals that can be related to:

- Saving for retirement
- Living comfortably in retirement
- Funding a child's education
- Helping support other family members
- Funding a vacation or second home
- Having appropriate insurance to help protect your financial goals

STEP 3 CAN I GET THERE?

Based on your current situation, future income requirements and comfort level with risk, you can work with your financial advisor to create and implement strategies that can help you achieve your goals.

STEP 4 HOW DO I GET THERE?

Edward Jones' investment philosophy centers on buying diversified,* quality investments and holding them for the long term. You will be introduced to a variety of asset allocation models, and your financial advisor can help you select the appropriate mix of investments in each category.

STEP 5 HOW CAN I STAY ON TRACK?

Meeting annually can help ensure that you stay on track. If any of your goals or circumstances have changed, we can make appropriate updates that address your evolving needs.

Schedule an appointment today with your Edward Jones financial advisor to discuss your answers to these five key questions. Doing so can help you work toward and achieve your financial goals.

*Diversification does not guarantee a profit or protect against loss.

Edward Jones does not provide tax or legal advice. Consult a qualified tax or legal professional regarding your particular situation if this advice is needed.



Michelle D Starks
Financial Advisor

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My Budget Worksheet

Name(s): _____

Date: _____

Gross Income			
	Client	Co-client	Joint
Wages, Salary and Tips	\$	\$	\$
Business/Farm Income or Loss	\$	\$	\$
Earned Income Subtotal	\$	\$	\$
Dividends	\$	\$	\$
Interest	\$	\$	\$
IRA Distributions	\$	\$	\$
Investment Income Subtotal (not reinvested)	\$	\$	\$
Alimony	\$	\$	\$
Pensions / Annuities	\$	\$	\$
Rental Real Estate, Partnership, Trust	\$	\$	\$
Social Security	\$	\$	\$
Other	\$	\$	\$
Other Income Not Subject to FICA Subtotal	\$	\$	\$
Subtotal	\$	\$	\$

Living Expenses		Monthly	Annual
General	\$	\$	
Rent	\$	\$	
Homeowner's / Renter's Insurance	\$	\$	
Health Insurance	\$	\$	
Auto Insurance	\$	\$	
Property Taxes (Real Estate / Vehicle)	\$	\$	
Home Repairs / Maintenance	\$	\$	
Utilities (Gas / Electric / Phone / Water / Garbage)	\$	\$	
Groceries	\$	\$	
Personal Goods (Toiletries / Dry Cleaning / Housekeeping)	\$	\$	
Entertainment (Dining Out / Travel / Vacation)	\$	\$	
Clothing	\$	\$	
Gifts (Birthday / Holiday / Special Occasion)	\$	\$	
Transportation (Gas / Taxis / Maintenance / Parking)	\$	\$	
Charitable Contributions	\$	\$	
Child Care (Lessons / Sports / Alimony)	\$	\$	
Other	\$	\$	
Subtotal	\$	\$	

Debts	Responsible Party	Balance	Monthly Payment Principal & Interest Only	Interest Rate	Lending Institution
Primary Residence		\$	\$	%	
Home Equity / Other Mortgage		\$	\$	%	
Real Estate / Business		\$	\$	%	
Credit Card		\$	\$	%	
Credit Card		\$	\$	%	
Automobile		\$	\$	%	
Automobile		\$	\$	%	
Other		\$	\$	%	
Subtotal		\$	\$		
Annual Subtotal		12 X [Subtotal]		\$	

Life Insurance	Insurer Name	Owner	Beneficiary	Death Benefit	Cash Value	Annual Premium
Term				\$	\$	\$
Group (Work)				\$	\$	\$
Other				\$	\$	\$
Subtotal				\$	\$	\$

Taxes	Annual
Federal Income Tax	\$
State / Local Income Tax	\$
Social Security Income Tax	\$
Subtotal	\$

Current Financial Commitments (Enter either amount or percent amount)			
	Client	Co-client	Joint
Retirement Plan Balances [401(k), 403(b), IRA]	\$	\$	\$
Personal Contribution	\$	\$	\$
Employer Contribution	\$	\$	\$
Retirement (Taxable) Contribution	\$	\$	\$
Education Plan Balances (529, UTMA, Coverdell)	\$	\$	\$
Personal Contribution	\$	\$	\$
Other	\$	\$	\$

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The IRA Rollover: 10 Tips to Making a Sound Decision

Source: Reprinted from www.flnra.org

The largest source of IRA contributions comes from individuals who move their money from their employer-sponsored retirement plans such as 401(k) and 403(b) plans when they leave a job, according to the Employee Benefit Research Institute.

If you are considering rolling over money from an employer plan into an IRA or if you have been in contact with a financial professional to do so follow these tips to decide whether an IRA rollover is right for you.

1. Evaluate your transfer options. You generally have four choices. You can usually keep some or all your savings in your former employer's plan (check with your benefits office to see what the company's policy is). You can transfer assets to your new employer's plan, if allowed (again, check with the benefits or human resources office). You can roll over your plan assets into an IRA. Or you can cash out your balance. There are pros and cons to each, but cashing out your account is rarely a good idea for younger individuals. If you are under age 59½, the IRS generally will consider your payout an early distribution, meaning you could owe a 10 percent early withdrawal penalty on top of federal and applicable state and local taxes.

2. Minimize taxes by rolling Roth to Roth and traditional to traditional. If you decide to roll over your retirement plan assets to an IRA, you can choose either a traditional IRA or Roth IRA. No taxes are due if you roll over assets from a traditional plan to a traditional IRA, or if you roll over your contributions and earnings from a Roth plan to a Roth IRA. But if you decide to move from a traditional plan to a Roth IRA, you will have to pay taxes on the rollover amount you convert. It's a good idea to consult with your plan administrator, as well as financial and tax professionals about the tax implications of each option.

Tip: Special Treatment of Employer Matches in Roth Plans

The IRS requires that any employer match of contributions made to a Roth plan be placed in a pre-tax account and treated like matching assets in a traditional plan. To avoid taxes when rolling over a Roth plan that includes matching contributions from your employer, you will need to request the transfer of your contributions and earnings to a Roth IRA and your employer's matching contributions and earnings to a traditional IRA.

3. Think twice before you do an indirect rollover. With a direct rollover, you instruct your former employer to send your 401(k) assets directly to your new employer's plan or to an IRA and you never have to handle the money yourself. With an indirect rollover, you start by requesting

a lump-sum distribution from your plan administrator and then take responsibility for completing the transfer. Indirect rollovers have significant tax consequences. You will not get the full amount because the plan is required to withhold 20 percent to ensure that taxes will be paid if the rollover is not completed. You must deposit the funds in an IRA within 60 days to avoid taxes on pretax contributions and earnings and to avoid the potential of an additional 10 percent tax penalty if you are younger than 59½. If you want to defer taxes on the full amount you cashed out, you will have to add funds from another source equal to the 20 percent withheld by the plan administrator (you get the 20 percent back if you properly complete the rollover).

4. Be wary of "Free" or "No Fee" claims. Competition among financial firms for IRA business is strong, and advertising about rollovers and IRA-related services is common. In some cases, the advertising can be misleading. FINRA has observed overly broad language in advertisements and other sales material that implies there are no fees charged to investors who have accounts with the firms. Even if there are no costs associated with a rollover itself, there will almost certainly be costs related to account administration, investment management or both. Don't roll over your retirement funds solely based on the word "free."

5. Realize that conflicts of interest exist. Financial professionals who recommend an IRA rollover might earn commissions or other fees as a result. In contrast, leaving assets in your old employer's plan or rolling the assets to a plan sponsored by your new employer likely results in little or no compensation for a financial professional. In short, even if the recommendation is sound, any financial professional who recommends you move money from an employer-sponsored retirement plan into an IRA could benefit financially from that move.

6. Compare investment options and other services. An IRA often enables you to select from a broader range of investment options than available in an employer plan, but might not offer the same options your employer plan does. Whether the IRA options are attractive will depend, in part, on how satisfied you are with the options offered by your current or new employer's plan. Some employer plans also provide access to investment advice, planning

tools, telephone help lines, educational materials and workshops. Similarly, IRA providers offer different levels of service, which may include full brokerage service, investment advice and distribution planning. If you are considering a self-directed IRA, consider the tradeoffs.

- 7. Understand fees and expenses.** Both employer-sponsored plans and IRAs involve investment-related expenses and plan or account fees. Investment-related expenses can include sales loads, commissions, the expenses of any mutual funds in which assets are invested and investment advisory fees. Plan fees can include administrative costs (recordkeeping and compliance fees, for instance) and fees for services, such as access to a customer service representative. In some cases, employers pay for some or all of the plan's administrative expenses. IRA account fees can include administrative, account set-up and custodial fees, among others. Before making a rollover decision, know how much you are currently paying for your plan. Compare that to the fees and expenses of a new plan or IRA. For more information about 401(k) fees, see the Department of Labor's publication, *A Look at 401(k) Plan Fees*. For IRA fees, ask your financial professional to provide you with information about fees and expenses, and read your account agreement and any investment prospectuses.
- 8. Engage in a thoughtful discussion with your financial or tax professional.** Don't be shy about raising issues such as tax implications, differences in services, and fees and expenses between retirement savings alternatives. If your financial professional recommends that you sell securities in your plan or purchase securities in a newly opened IRA, ask what makes the recommendation suitable for you. As with any investment, if you don't understand it, don't buy it.

- 9. Age matters.** If you leave your job between age 55 and 59½, you may be able to take penalty-free withdrawals from an employer-sponsored plan. In contrast, penalty-free withdrawals generally are not allowed from an IRA until age 59½. Once you reach age 70½, the rules for both traditional employer plans and traditional IRAs require the periodic withdrawal of certain minimum amounts, known as the required minimum distribution (RMD). The RMD rules also apply to Roth 401(k) accounts. However, the RMD rules do not apply to Roth IRAs while the owner is alive. If you are still working at age 70½, however, you generally are not required to make required minimum distributions from your current employer's plan. This may be advantageous for those who plan to work into their 70s.

- 10. Assess the tax implications of appreciated company stock.** Some retirement plans feature company securities (such as stocks, bonds or debentures) and, as with earnings on other investments, any increase in their value will typically be subject to ordinary income tax when you withdraw the securities from the plan. But if you're considering a distribution of company stock or securities when you leave the company, be aware that special IRS rules might allow you to defer paying taxes on the appreciation (which the IRS calls "net unrealized appreciation"). Consult your plan administrator and financial and tax professionals about tax scenarios related to appreciated company securities.

The decision to move your retirement nest egg or stay put is an important one. In many cases, you don't have to act immediately upon switching jobs or retiring. Take the time to assess your options. Ask questions and do your homework to determine what is best for you.

For More Information

To learn more about IRA rollovers and other investing topics, please visit www.finra.org. If you have questions about your situation, please talk with your Edward Jones financial advisor.





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HUMAN RESOURCES & BENEFITS INFORMATION
PERSONNEL POLICY TEMPLATE

Updated August 27, 2014

- ✓ This template was developed with the personnel management of a Plan “A” City in mind
 - Plan “B” City, authority in the area of personnel management (especially hiring and firing) is generally given to the City Manager
 - Home Rule Charter City - Authority in the area of personnel management is typically defined in the city’s charter language

- ✓ “City Administrator” is used throughout this template. This language may need to be revised to recognize other management positions at a city.

- ✓ “Supervisor” is used throughout this template. This language may need to be revised to recognize other positions of authority at a city.

- ✓ The template does not provide cites for any state law or federal regulation, etc. Instead, such references are to the name of the particular law or to “Minnesota law” in general. The idea is that this will create less need for update if a statutory cite is changed. Cities are encouraged to use the Personnel Policy Chapter of the online HR Reference Manual to find actual citations.

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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of _____. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies.

Except as otherwise prohibited by law, the City of _____ has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason. Only the City Council (*can add City Manager in a Plan B or home charter form of government if applicable*) has the right to alter the “at will” agreement.

Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials;
2. City Attorney;
3. Members of City Boards, Commissions and Committees;
4. Consultants and Contractors;
5. Volunteers, except as specifically noted for paid per-call-firefighters.

If any specific provisions of the Personnel Policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

EEO Policy Statement

The City of _____ is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of _____ will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital

status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

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 the data practices authority. Any employee who identifies a mistake in reporting should bring the error to the City 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 Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites. 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 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 Administrator. 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 he/she 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 Administrator.

When/if the City 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:

- ✓ Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.

- ✓ All information must be respectful, professional and truthful. Corrections must be issued when needed.
- ✓ Personal opinions generally don't belong in official city statements. One exception is communications related to promoting a city service. For example, if an employee posted 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 Administrator on this topic.
- ✓ Employees need to notify the City 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 Data Practices Act.

It is important for city employee 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 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 that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
- ✓ The City of _____ expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the city. Do not engage in name-calling or personal attacks.
- ✓ If you publish something related to city business, identify yourself and use a disclaimer such as, "I am an employee of the city of _____. However, these are my own opinions and do not represent those of the City of _____."
- ✓ City resources, working time, or official city positions cannot be used for personal profit or business interests, or to participation in personal political activity. For example, a building inspector could not use the city's logo, email or working time to promote his/her side business as a plumber.
- ✓ Personal social media account name or email names should not be tied to the city (e.g., city nameCop).

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CITYWIDE WORK RULES & CODE OF CONDUCT

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 _____. 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 at the City of _____. 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 with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

Attendance & Absence

The operations and standards of service in the City of _____ require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process will be grounds for disciplinary action. Departments may establish more specific reporting procedures.

The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The city may waive this rule if extenuating circumstances warranted such behavior. This policy does not preclude the city from administering discipline for unexcused absences of less than three (3) days.

Non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Access to and Use of City Property

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.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor.

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. If an employee has any question about whether such a conflict exists he/she should consult with the City Administrator.

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.

Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the Cell Phone policy for information on use of cellular phones.

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

Smoking

The City of _____ 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 (pipes, cigars and cigarettes) or “vaping” with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes and the use of chewing tobacco is prohibited for employees while on duty. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours:

The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits

Privileges granted to qualified employees in the form of paid leave and/or insurance coverage

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

Core Hours

The core hours that all employees (exempt and non-exempt) are expected to work are 9:00 a.m. to 3:30 p.m., Monday through Friday. Police, fire and public works employees do not have core hours and work the schedules established by their supervisors.

Demotion

The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit

As permitted by state law, all City employees are required to participate in direct deposit.

Employee

An individual who has successfully completed all stages of the selection process including the training 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 of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year

The period from January 1 to December 31

Full-time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. [*Optional wording:* In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended.]

Hours of Operation

The City's regular hours of operation are Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Management Employee

An employee who is responsible for managing a department or division of the City

Non-exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. [*Optional additional wording:* In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended.]

Pay Period

A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later

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.

Promotion

Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position

Reclassify

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities

Seasonal Employee

Employees who work only part of the year (100 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. [*Optional wording:* In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties.]

Service Credit

Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

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. [*Optional wording:* In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in manner which ensures positions retain part-time status under which intended or, in some rare instances, may be offered health insurance.]

Training Period

A six month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

Transfer

Movement of an employee from one City position to another of equivalent pay

Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek

A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

EMPLOYEE RECRUITMENT & SELECTION

Scope

The City 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 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.

Features of the Recruitment System

The City 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 on 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 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 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.

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.

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training 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 Council 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.

Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a 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.

When a 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 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 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.

Selection Process

The selection process will be a cooperative effort between the City 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 city of _____ needs.

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 Administrator will determine the level of background check to be conducted based on the position being filled.

Training Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six months in duration, but may be extended by, for example, an unpaid leave of absence.

ORGANIZATION

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 nonexempt), 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. 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 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 Administrator.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

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 Administrator.

Layoff

The City Administrator will maintain a seniority list. 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 Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoff.

HOURS OF WORK

Work Hours

Work schedules for employees will be established by supervisors with the approval of the City Administrator. The regular work week for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

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 manner which ensures positions retain part-time status under which intended. Effective DATE, 2014, employees in part-time and temporary positions will not be permitted to work more than 28 hours/week, including hours worked, paid leave (such as annual 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 employee who exceeds 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 maybe offered health insurance in order to comply with federal health care reform laws and regulations.

Core Hours

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work during the hours of 9:00 a.m. to 3:30 p.m., Monday through Friday unless away from the work site for a work related activity or on approved leave.

Meal Breaks and Rest Periods

A paid fifteen (15) minute paid 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 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.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the supervisor or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

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

Sworn 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 Administrator.

COMPENSATION

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

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 Data Practices Act (Minn. Stat. §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 Minnesota Statute §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 1/800-342-5354.

SELECT ONE OR THE OTHER Paychecks OR Direct Deposit

Paychecks

Paychecks are issued every two weeks. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying _____ of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Direct Deposit

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

Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They 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 biweekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Overtime / Compensatory Time

The City of _____ has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Vacation, sick leave and paid holidays do not count toward “hours worked”. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

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 extra pay for the hours worked over 40 in one workweek.

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 _____ 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;
 - 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 _____ 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 _____ 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 needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Management 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 management staff are Monday through Friday, 8 a.m. to 5 p.m., plus evening meetings as necessary.

Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 5 p.m. Monday through Friday requirement. Management employees must communicate their absence to the City Administrator or his/her designee.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which 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 Administrator for specific situations as determined necessary.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

PERFORMANCE REVIEWS

An objective performance review system will be established by the City 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.

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.

BENEFITS

Health, Dental, Life Insurance

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. [*Optional wording:* In accordance with federal health care reform laws and regulations, while avoiding penalties the City will offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month.] The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact _____.

Retirement

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. 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 pay check for Social Security and Medicare (the City matches the employee's social security and Medicare withholding).

For information about PERA eligibility and contribution requirements contact _____.

HOLIDAYS

The City observes the following official holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive pro-rated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the "actual" holiday as opposed to the "observed" holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

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 states, 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, if there are requirements for such time off that are not described in the personnel policies.

Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least 20 hours per week will accrue sick leave on a pro-rated basis of the full time employee schedule.
- Part-time employees regularly scheduled to work fewer than 20 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

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 [*New July 1, 2014*] 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 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 (*city will want to define*

the 12-month period- for ease in administration, the city could consider using the same 12-month period used for FMLA)

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period (*city will want to define the 12-month period- for ease in administration, the city could consider using the same 12-month period used for FMLA*) for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted or foster grandchildren).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- 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 worker's 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.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

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.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Sick leave cannot be transferred from one employee to another. Earned sick leave has no cash value upon termination or retirement. There is no maximum accumulation for sick leave.

Vacation Leave

Vacation Leave Schedule

Years of Service	Annual Accrual
? Years	? Days

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

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.

Earnings and Use

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled work day of the pay period.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and City Administrator.

Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees may accrue vacation leave up to a maximum of one-and-a-half (1-1/2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. Vacation leave cannot be converted into cash payments except at termination.



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 actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

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OPTION TO SICK, VACATION AND FUNERAL LEAVE

Annual Leave

Annual Leave replaces individual sick leave, vacation leave, and funeral leave plans and combines them into a single benefit program. Annual Leave does not replace City observed holidays, jury duty, military leave, or court leave. Employees accrue annual leave based on length of service with the City. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

Annual leave can be used for any reason, subject to existing request and approval procedures. As with all paid time off programs, the City needs to ensure that service to the public and work requirements are not adversely impacted.

Medical Certification

Good attendance is an essential job function for all City employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of his/her position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.

Accrual Rates for Annual Leave

Years of Service	Annual Accrual Rates
? Years	? days

Annual leave will not accrue during unpaid leaves. Regular part-time employees will accrue annual leave on a prorated basis based on regular hours worked.

Annual leave will accrue on a pay-period basis up to a maximum of 1 ½ times the employee's maximum annual accrual rate as noted above. Employees can carry over any annual leave that does not exceed the stated cap. No additional accrual will occur above the cap.

Current Sick Leave Balances: Deferred Sick Leave

Employees hired prior to _____, who have accrued sick leave will retain their current sick leave balance to be used as "deferred sick leave" until the balance is exhausted. Deferred sick leave can be used for any doctor certified extended leave that would have been covered under the

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previous sick leave policy. An extended leave for purposes of this policy is defined as one requiring an employee to be out of work for more than three (3) consecutive days.

If an employee knows he/she will be out for more than three (3) consecutive days before the absence, he/she will be eligible to use the deferred sick leave bank from the first day. For example, if an employee has a scheduled surgery where he/she knows—in advance—he/she will be out for two (2) weeks, the employee will be able to use hours from the deferred sick leave bank starting on the first day of the absence. If an employee is out and expects to return within three (3) days, he/she will use annual leave. If the medical condition extends beyond the three (3) days, the deferred sick leave bank will be applied retroactively and any annual leave used will be restored to the employee's annual leave balance.

Once the deferred sick leave bank is exhausted, employees will use annual leave for all absences covered by the annual leave program. Any deferred sick leave balance remaining when an employee leaves City service will expire. The City does not pay out any hours that may remain in the deferred sick leave bank at termination.

Returning to Work After a Medical Absence

After a medical 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 worker's 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 has been required by the City.

Current Vacation Balances

Unused vacation balances shall be converted to annual leave on an hour for hour basis.

Severance Pay

Employees leaving the City in good standing will receive 100% of their annual leave balance as compensation (applicable taxes will be withheld). Employees have the option of directing those dollars into a 457 deferred compensation plan (subject to IRS maximum deferral regulations and Minnesota law).

Unpaid Leave

Unpaid leaves may be approved in accordance with the City personnel policies. Employees must normally use all accrued annual leave prior to taking an unpaid leave. If the leave qualifies under

Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the City Administrator.

Annual Leave Conversion

Annual leave will be eligible for conversion to cash or to a 457 deferred compensation plan on an hour-for-hour basis (subject to IRS maximum deferral regulations and Minnesota law) annually with the following conditions. Up to 40% of the annual leave balance, not to exceed eighty (80) hours, may be converted each year provided the employee has used at least 30% of his/her annual accrual during the current calendar year and has a balance of at least 176 hours. The minimum balance requirement will be determined as of the first payroll in December. Payment will be based on the employee's current hourly rate on December 1.

Conversion to cash or deferred compensation will occur in the second payroll of the following year with specific dates to be determined by accounting each year. Accounting will notify all employees in November of each year as to the dates and conversion options. The conversion will be part of regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay.

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 fifteen (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.

Jury Duty

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

Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

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.]

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 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.

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

Pregnancy and Parenting Leave (state law requirement for cities with 21 or more employees)

[The Minnesota law changed effective July 1, 2014]

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 as 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, which is at least XX days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

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 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 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 (i.e., 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.

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 Administrator with the approval of the City Council.

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.

School Conference Leave (state law requirement for cities with more than 21 employees)

Any employee who has worked half-time or more for more 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 leave hours for this absence, but are not required to do so.

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.

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 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.

Regular Leave without Pay

The City 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, dental 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 (*annual 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 (*annual 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 Administrator subject to approval of the City Council.

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 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. (Note: "volunteer" firefighter may count as employees if paid at or near minimum wage.)*

Given the employee eligibility requirements, even though all cities are covered by the FMLA, only employees in cities with more than 50 employees have the potential to qualify for FMLA protected leave. Thus, only cities with 50 or more employees generally include an FMLA policy in their personnel policies.

Family and Medical Leave

Refer to (<http://www.lmc.org/media/document/1/modelpolicyfmladoc.docx>) on the League's website for model FMLA policy language.

Reasonable Unpaid Work Time for Nursing Mothers [Applies to cities with one or more employees] [MN law change effective July 1, 2014]

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.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator.

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy
The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth.

- more frequent restroom, food, and water breaks;
- seating;
- limits on lifting over 20 pounds and/or temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city. The city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

SEXUAL HARASSMENT PREVENTION

General

The City of _____ 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:

- 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 _____ 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 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 Administrator, 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 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.

Any 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 _____ 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.

OPTION TO SHP POLICY *****

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, 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

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, 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, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. 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 Administrator.

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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 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 valid permits 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 Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator 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 Administrator.

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 City Administrator or 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 allegations within two business days to the City 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 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 Administrator who will assume the responsibility for investigation and discipline.

If the City 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 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 Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

Confidentiality

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 any 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.

SEPARATION FROM SERVICE

Resignations

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.

Severance Pay

Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for 100% of unused accrued vacation (*annual leave*).

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of _____. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

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.

Process

The City may elect to use progressive discipline with any 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 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:

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 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.

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 prior approval from the City 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.

Suspension With or Without Pay

The City 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.

Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City 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.

Salary

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

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with 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.

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 Administrator within seven (7) days after the supervisor's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Department of Administration.

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 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.

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.

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 Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Job-Related Meetings

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

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor on the appropriate 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 \$ _____ must be approved by the employee's supervisor and the City 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 at 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 Administrator.**

Not to Exceed Figure

Payment of training and/or conference expenses must not exceed \$ _____ per employee per fiscal year, excluding travel and subsistence costs. Exceptions must receive approval by the City Council.

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.

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

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 Administrator 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.

Travel & Meal Allowance

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 prevailing mileage rate as established by the City Council, not to exceed the allowable IRS 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 \$ _____ 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.

Tuition Reimbursement

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 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:

- 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). AND

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 \$_____ per year.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of _____ 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 Administrator. Any City employee accepting employment in an outside position that is determined by the City 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 Administrator.

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.

DRUG FREE WORKPLACE

In accordance with Federal Law, the City of _____ 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.

[If the city is interested in conducting Non-DOT drug testing, please refer to:
<http://www.lmc.org/media/document/1/drugandalcoholtesting.pdf>]

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a city-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. 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 will examine driving records once per year 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 work day 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.

CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to insure 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 the highest 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:

- 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.

A supervisor may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls. 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 _____ 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 Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Based off of the XXXXXXXXXX Census.xlsx provided by XXXXXXXXXX														Assumed data, please confirm. Employee does not exist in the database, title assumed, please confirm.									
Department	Name	Sex	FLSA	Title	Current			Misc Info			Title	Proposed				Option 1 - Move to Min			Option 2 - Next Step				
					Union	Grade	Rate	Salary	Hrs/Yr	Hire Date		Pos Date	Yrs of Exp	Grade	1	5	9	Range	Salary	DIF	% Inc	Salary	DIF
Public Works	Mergen, Ron			Public Works Supervisor/Airport Manager		31.65	65,836.94	2080	3/1/88	8/13/2008	6	Public Works Director/Airport Mar	14	51,927.32	58,655.53	66,017.31	Within	65,836.94			66,017.31	180.37	0.27%
Liquor	Ludwig, Bill			Liquor Store Manager		20.14	41,886.00	2080	7/8/09	7/8/2009	5	Liquor Store Manager	9	38,803.11	43,890.82	49,331.98	Within	41,886.00			42,515.90	629.90	1.50%
Police	Wagner, Paul			Police Chief		30.18	62,781.94	2080	#####	11/29/2012	2	Chief of Police	14	51,927.32	58,655.53	66,017.31	Within	62,781.94			64,094.48	1,312.54	2.09%

Ron last rate increase Jan 23, 2012 per M A P E Contract

Bill last rate increase Oct 8, 2013 per step scale (Princeton System)

Paul last rate increase at hiring Dec 1, 2012 (Council negotiated)

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**City of Paynesville, Minnesota
Pay Scale**

% Between Grades:	6%
% Between Steps:	1.5%
Starting midpoint:	27,500

Range: 26.68%

Grade	Step								
	1	2	3	4	5	6	7	8	9
1	24,345.55	25,098.51	25,874.75	26,675.00	27,500.00	28,325.00	29,174.75	30,049.99	30,951.49
2	25,806.29	26,604.42	27,427.24	28,275.50	29,150.00	30,024.50	30,925.24	31,852.99	32,808.58
3	27,354.66	28,200.68	29,072.87	29,972.03	30,899.00	31,825.97	32,780.75	33,764.17	34,777.10
4	28,995.94	29,892.72	30,817.24	31,770.35	32,752.94	33,735.53	34,747.59	35,790.02	36,863.72
5	30,735.70	31,686.29	32,666.28	33,676.57	34,718.12	35,759.66	36,832.45	37,937.42	39,075.55
6	32,579.84	33,587.46	34,626.25	35,697.17	36,801.20	37,905.24	39,042.40	40,213.67	41,420.08
7	34,534.63	35,602.71	36,703.83	37,839.00	39,009.28	40,179.55	41,384.94	42,626.49	43,905.28
8	36,606.71	37,738.88	38,906.06	40,109.34	41,349.83	42,590.33	43,868.04	45,184.08	46,539.60
9	38,803.11	40,003.21	41,240.42	* 42,515.90	43,830.82	45,145.75	46,500.12	47,895.12	49,331.98
10	41,131.30	42,403.40	43,714.85	45,066.85	46,460.67	47,854.49	49,290.13	50,768.83	52,291.89
11	43,599.18	44,947.60	46,337.74	47,770.86	49,248.31	50,725.76	52,247.53	53,814.96	55,429.41
12	46,215.13	47,644.46	49,118.00	50,637.11	52,203.21	53,769.31	55,382.39	57,043.86	58,755.17
13	48,988.03	50,503.13	52,065.08	53,675.34	55,335.40	56,995.47	58,705.33	60,466.49	62,280.48
14	51,927.32	53,533.32	55,188.99	56,895.86	58,655.53	60,415.19	62,227.65	* 64,094.48	* 66,017.31
15	55,042.96	56,745.31	58,500.32	60,309.61	62,174.86	64,040.10	65,961.31	67,940.15	69,978.35
16	58,345.53	60,150.03	62,010.34	63,928.19	65,905.35	67,882.51	69,918.99	72,016.56	74,177.05
17	61,846.26	63,759.04	65,730.96	67,763.88	69,859.67	71,955.46	74,114.13	76,337.55	78,627.68
18	65,557.04	67,584.58	69,674.82	71,829.71	74,051.25	76,272.79	78,560.97	80,917.80	83,345.34
19	69,490.46	71,639.65	73,855.31	76,139.50	78,494.33	80,849.16	83,274.63	85,772.87	88,346.06
20	73,659.89	75,938.03	78,286.63	80,707.87	83,203.99	85,700.11	88,271.11	90,919.24	93,646.82

Bill

Paul + Ron

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