

**POLICIES & PROCEDURES COMMITTEE MEETING
PAYNESVILLE CITY HALL
DECEMBER 2, 2016
1:00 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Resignation Risk
 - B. New Employment Application (page 5)
- IV. OLD BUSINESS
 - A. Personnel Policy (page 22)
 - B. Out-Source Payroll
 - 1. Paycheck (page 77)
 - 2. ADP (page 87)
 - 3. Time Clock (page 96)
- 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: Kay McDaniel, 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, 2016

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the August 8, 2016 and September 7, 2016 Policies & Procedures Committee meetings.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the August 8, 2016 and September 7, 2016 Policies & Procedures Committee meetings.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

AUGUST 8, 2016

The meeting was called to order at 7:00 a.m. Members present were Donavan Mayer, Renee Eckerly, City Administrator; and Kay McDaniel. Bill Ludwig, Liquor Store Manager was also present.

Motion was made by McDaniel to approve the minutes from the June 30, 2016 Policies & Procedures Committee Meetings. Seconded by Mayer and unanimously carried.

LIQUOR STORE STAFF

Ludwig reported that Josh Mergen has obtained a full-time job. Ludwig would like to recommend making a current staff member full-time. Ludwig adjusted all the employee hours from 720 per year to the actual hours they work. This staff member would not work the same time as Ludwig (8 – 4:30), but would work the weekends instead of Ludwig. Ludwig reported that the store is at 10.2% in labor costs. The Committee discussed whether this is the best staffing decision. Ludwig's payroll budget will be less with one employee moving to full-time.

Motion was made by Mayer to promote April Mathies to full-time (40 hours per week) and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

Eckerly will contact the Mayor to add this to tonight's City Council meeting agenda.

CHANGING CITY HALL OFFICE HOURS

Discuss changing the City Hall office hours from:

8:00 a.m. – 4:30 p.m. M – F	to	8:00 a.m. – 4:30 p.m. M, T, W
		8:00 a.m. – 6:30 p.m. Thur.
		8:00 a.m. – 2:00 p.m. Fri. (no lunch)

It would allow customers to come in after their work to take care of their business.

Motor Vehicle does not have any issues with a time adjustment.

Eckerly reported on the above option. Staff is conflicted on the hours, but you can't make everyone happy. Discussion was to leave as is as people know government hours.

CITIZEN COMPLAINT POLICY

The complaint policy was discussed. It was suggested that it could be on the website and required fields could be completed before allowing it to be submitted.

Motion was made by Eckerly to approve the Citizen Complaint Policy and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

REIMBURSEMENT POLICY & OUT OF STATE TRAVEL POLICY

The Reimbursement and Out of State Travel policies were reviewed with item numbers 8 & 11 being combined on the Reimbursement Policy.

Motion was made by Mayer to approve the changes to the Reimbursement Policy and update the Out of State Travel Policy and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

COUNCIL RULES OF PROCEDURES

The League of Minnesota Cities (LMC) rules were discussed and Eckerly will forward the members a link and review this at the next meeting. Eckerly distributed the LMC Minnesota Mayors Handbook.

NEXT MEETING

The next meeting will be Wednesday, September 7, 2016 at 7:00 a.m.

There being no further business, the meeting was adjourned at 8:25 a.m.

**MINUTES
POLICIES & PROCEDURES COMMITTEE**

SEPTEMBER 7, 2016

The meeting was called to order by Chairman, Donavan Mayer at 7:00 a.m. Members present were Renee Eckerly, City Administrator and Kay McDaniel.

Motion was made by McDaniel to approve the minutes from the May 23, 2016 Policies & Procedures Committee Meeting. Seconded by Mayer and unanimously carried.

PERSONNEL POLICY

Eckerly reported she is working on comparing the current template from the League of MN Cities (LMC) to the current City Policy and will bring back a draft for the Committee to review at their next meeting and then to the City Council in October.

FINANCE TECHNICIAN POSITION

Eckerly needs to review all of the Administration job descriptions and re-organize job duties and then send them to Springsted for re-pointing. Eckerly suggested on making the Social Media Specialist position a full-time position and utilize temporary staff May – September. Eckerly is also looking into out-sourcing payroll to either ADP or Pay Check System.

BY LAWS

The Committee reviewed the MN Mayors Handbook. These rules would be for the Council and not for Committees/Boards/Commissions.

Motion was made by Eckerly to approve the By Laws Summary Rules For Public Comment, Rules Of Order For City Council, Summary Of Motions, and Code Of Conduct from the MN Mayors Handbook (starting at page 50) modified with the City of Paynesville wording and recommend such to the City Council. Seconded by McDaniel and unanimously carried.

It was suggested to present it with the Personnel Policy update to Council.

REIMBURSEMENT POLICY

It was suggested that if not re-running for office, expenses would not be reimbursed, but current Council members should be allowed to attend meetings and such through the end of their term.

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

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City of Paynesville, Minnesota

APPLICATION FOR EMPLOYMENT

The City of Paynesville appreciates your interest in a position with the City. Please complete this application form as thoroughly as possible. An incomplete application may reduce your opportunity for employment with the City of Paynesville. You may attach a resume but it will not be considered as a substitute for completing this form.

Please be advised that in accordance with Minnesota Statute the following information is considered public data: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Applicants' names are considered private data except at such time that an applicant is considered as a finalist for public employment. Certain information requested on the employment application is classified as private data under the Data Practices Act (DPA) and may be released only to you, to those in the City of Paynesville whose jobs reasonably require access to the data, to those authorized by state or federal law to have access to the data and to those for whom you provide a written informed consent authorizing disclosure. The data is being collected to distinguish you from other applicants, to enable us to contact you if additional information is requested, and to determine if you meet the minimum qualifications for the position.

Name: _____ Date: _____
 Last First Middle
Address: _____ Home Phone: _____
 Street
 City State Zip Alternate Phone: _____

Position applying for: _____

Check one: _____ Full Time _____ Part Time _____ Seasonal

Date Available: _____ Pay Expected: _____

STATEMENT OF INTEREST: Give a brief statement of why you are interested in and feel you are qualified for the position for which you are applying: _____

EDUCATION

Types of School	Name and Address of School	Major Area of Study	List Degree or Certif. obtained
High School			
Technical School			
College			
Graduate School			
Military			

List any courses, seminars, workshops, training, and skills acquired that might relate to the position for which you are applying:

SPECIAL SKILLS

CLERICAL SKILLS	Typing words per minute:
	Business machine operation and experience. In addition to listing typewriter, 10-key, dictaphone, etc., experience, please include specific information regarding any computer operation experience including specific software programs, noting your degree of proficiency in each program, i.e. familiar vs. proficient.

SKILLED TRADE SKILLS	If applying for a position which may require driving a City-owned vehicle, please indicate if your driver's license is Class A _____; Class B _____; Class C _____; Class D _____; and list your endorsements below.										
	If relevant, list other current registrations, licenses or certificates you have below. Include date first issued and expiration of current issuance. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Registrations, Licenses, Certificates</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date of Issue</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Date of Expiration</u></th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> </tbody> </table>			<u>Registrations, Licenses, Certificates</u>	<u>Date of Issue</u>	<u>Date of Expiration</u>					
<u>Registrations, Licenses, Certificates</u>	<u>Date of Issue</u>	<u>Date of Expiration</u>									

(If you need additional space, please continue on a separate sheet of paper.)

Have you ever applied to the City of Paynesville before? YES NO

What position: _____
When: _____

Have you ever worked for the City of Paynesville before? YES NO

If yes, when and what position: _____
Reason for leaving: _____

Are you legally eligible for employment in the United States? YES NO

(Proof of citizenship or immigration status will be required upon employment.)

EMPLOYMENT HISTORY

List below your employment history beginning with the most recent. Dates of employment for jobs held more than five (5) years ago are not required. Please use supplemental pages if all jobs do not fit on this form. May we contact each of your former employers for employment verification and reference? _____

1. Company Name and Address

Company Phone _____
Job title: _____
Duties: _____

From _____ To _____
Current/Final Salary _____
Supervisor _____
Reason for Leaving _____

2. Company Name and Address

Company Phone _____
Job title: _____
Duties: _____

From _____ To _____
Current/Final Salary _____
Supervisor _____
Reason for Leaving _____

3. Company Name and Address

Company Phone _____
Job title: _____
Duties: _____

From _____ To _____
Current/Final Salary _____
Supervisor _____
Reason for Leaving _____

4. Company Name and Address

Company Phone _____
Job title: _____
Duties: _____

From _____ To _____
Current/Final Salary _____
Supervisor _____
Reason for Leaving _____

Have you ever been involuntarily terminated from a previous employer? YES NO. If yes, state name and address of company, date of termination, and reason for termination. (Do not include lay-off or reduction in force.)

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ADDITIONAL INFORMATION

Are you under 18 years of age? YES NO

Have you worked for the City of Paynesville before? YES NO

If yes, when and in what position: _____

REFERENCES

Provide the following data for those persons whom we may contact for additional references.

NAME / Type of reference (personal or professional)	ADDRESS	TELEPHONE # and/or e-mail contact

How did you learn about this employment opportunity? _____

READ CAREFULLY AND SIGN

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions on either the application or during my interview may disqualify me from further consideration for employment and may be considered justification for dismissal. I authorize investigation of all statements contained in this application or made during my interview for employment as may be necessary in arriving at an employment decision.

I acknowledge that none of the statements made in this application are intended to be, nor should be construed as, a contract between the City and myself.

I hereby authorize persons, schools, my current employer, previous employers and organizations named in this application to provide any and all information regarding my employment, also any other information, whether personal or otherwise, that may or may not be on record. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information.

Signature of Applicant: _____

Date: _____

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VETERAN'S PREFERENCE

You must submit a photocopy of your DD214 or other military documents to substantiate the service information requested on the form. Claims not accompanied by proper documentation will not be processed.

The City of Paynesville awards preference points to qualified veterans. Five (5) preference points are granted for non-disabled veterans on open vacancies. Ten (10) points are added if the veteran has a permanent service-connected compensable disability as certified by the Veterans Administration.

To qualify for preference, you must have served on active duty in any branch of the Armed Forces of the United States for 181 consecutive days or more, and have been honorably discharged; you must be a citizen of the United States and currently not receiving a monthly veteran's pension based exclusively on length of service. Veteran's preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If your DD214 form is submitted to the Personnel Department separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

COMPLETE THIS FORM ONLY IF YOU ARE A VETERAN AND CLAIMING VETERAN'S PREFERENCE:

Name (Last)	(First)	(Middle)	Position Title		
Address		(City)	(State)	(Zip)	Phone No.

Are you a U.S. Citizen? YES NO

ACTIVE DUTY INFORMATION: (Note: a photocopy of your DD214 form must accompany this claim sheet.)

—Have you (or your disabled or deceased spouse) served on active military duty without interruption for 181 days or more?
 YES NO

—Are you receiving or are you eligible to receive a monthly veteran's pension based exclusively on length of military service?
 YES NO

FOR DISABLED VETERANS: (Letter from VA as proof of disability must be submitted to receive points):

—Permanent YES NO Currently Existing YES NO

FOR SPOUSES OF DISABLED VETERANS:

Spouse's Present Occupation _____
(NOTE: Letter from VA in proof of disability must be submitted to receive points.)

AFFIDAVIT: I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete and correct to the best of my knowledge.

I hereby authorize the Veterans Administration to release information necessary to process this application to the City of Paynesville.

Signature _____ Date _____

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Keep

AUTHORIZATION AND RELEASE

I hereby authorize and grant to the City of Paynesville, data classified as private. The data, which I authorize to be released, consists of private data, as defined by Minnesota Statutes 13.02, Subd. 12, and has been or will be collected by City of Paynesville and/or its agents and/or representatives. The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which is in any way related to employment. I fully understand that the purpose of permitting the City of Paynesville to have access to this information is to determine my suitability for employment in the position I have applied for.

This authorization shall be valid for one (1) year, but I reserve the right to, at any time prior to expiration, cancel this authorization by providing written notice to the City of Paynesville. I also acknowledge that a photocopy of this authorization may be used in lieu of the original and that photocopy shall be considered as valid as the original.

I authorize schools, current and past employers, and references listed to provide my record, reason for leaving, and all other information they may have concerning me. I understand an extensive background check may be conducted. This check may involve contact with persons other than schools, current and past employers and references listed. I release all parties from any and all liability and claims for damage whatsoever that may result therefrom.

I understand that only the City Council has the authority to make employment agreements. I further understand that any agreement must be in writing and signed by the City Administrator and me to be enforceable.

Also, employment is contingent on applicant successfully performing the essential functions of the job. Please see attached job description for essential functions. If you have any questions, please contact the Paynesville City Administrator.

If you need a special test accommodation, please contact the City Administrator's Office at (320) 243-3714, TDD# (320) 243-3767 or 221 Washburne Avenue, Paynesville, MN 56362.

PRINT NAME

SIGNATURE

DATE

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Keep

MULTI-PURPOSE RELEASE

Authorization to Release Information
To

City of Paynesville, 221 Washburne Avenue, Paynesville MN 56362

Legal Name (First, Middle and Last): _____

Maiden Name: _____ Driver License # _____

Current Address: _____

Social Security Number: _____ DOB: _____

Agency Contact Person: Paynesville Police Chief Paul Wegner

Authorization expiration date: 2 months from signature date below

I, the undersigned, authorize and consent to any person, firm, organization or corporation to provide a copy (including photocopy or facsimile copy) of this Authorization to Release Information by the above-stated agency to release and disclose to such agency any and all information or records requested regarding me, including, but not necessarily limited to my employment records, volunteer experience, military records, criminal information records, (if any), and educational background. I have authorized this information to be released, either in writing or via telephone, in connection with my application for employment or to be a volunteer at the agency.

Any person, firm, organization or corporation providing information or records in accordance with this authorization is released from any and all claims or liability for compliance. Such information will be held in confidence in accordance with agency guidelines.

This authorization expires on the date stated above.

Date _____

Signature of Prospective Employee/Volunteer

Date _____

Witness to Signature

Date _____

Notary Signature

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Application for Employment

We welcome you as an applicant for employment with the City of _____. It is the City of _____'s policy to provide equal opportunity in employment. The City of _____ will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The City of _____ accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact _____ at _____.

Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email			

Please print in INK or type when completing this application

Title of position applying for:	
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

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Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application. **[NOTE: Cities should decide on a finite period of time to ask for in terms of work history, something on the order of 5-10 years of relevant experience is recommended. Cities should consult with legal counsel on the duration of work experience requested.]**

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
May we contact this employer? Yes No		

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Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		

Unsalariated Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Military Experience

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veterans' Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of _____ by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of _____ is "at will," and that employment may be terminated by either the City of _____ or me at any time, with or without notice.

With my signature below, I am providing the City of _____ authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of _____ in writing of any changes to information reported in this application for employment.

Signature _____

Date _____

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE, MUST BE ATTACHED

(Veteran is defined by Minn. Stat. § 197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of _____ operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a competitive exam, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served

the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, or have active military service certified under 38 U.S.C. § 106, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a promotional exam, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of _____.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied	
Address (Street)			(City)	(State) (Zip)
Closing Date:			Phone Number	Are you a US Citizen or Resident Alien?
				<input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points)

Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

("Member Copy 4" of DD214, or other documentation verifying service, and USDVA letter of a compensable disability rating decision must be submitted to receive points)

Percent of Disability: _____ %
 Have you ever been promoted within the City of _____ employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of a compensable service connected disability rating decision must be submitted to receive points).

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of _____ by the required application deadline.

Signature _____

Date _____

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Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202 (38 U.S.C. § 106)

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Generally, disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447 if it was incurred prior to September 7, 1980.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of _____. Please contact our office at (Insert Cities Phone Number) or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of _____ appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No

Applicant Data Practices Advisory

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of _____. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of _____, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your works time for payroll purposes: except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;

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Applicant Data Practices Advisory Continued

- The “complete” terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and you assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements.¹ Furnishing the optional data requested about you is voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of _____ Human Resources Department ²at address, City, MN Zip. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

¹ A city will want to review Minn. Stat. §363A.36 to determine whether it is required to have a formal Affirmative Action Program in place. If a formal plan is not in place, work with your legal counsel to review this sentence as appropriate.

² Insert appropriate department here. Some cities without an HR Department may wish to list City Administrator rather than HR.

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HUMAN RESOURCES & BENEFITS INFORMATION
PERSONNEL POLICY MODEL

Below you will find a Table of Contents to help navigate through the model personnel policy. Simply hold the Ctrl button on your keyboard and click on the heading with your mouse to bring you directly to the specific section.

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HUMAN RESOURCES & BENEFITS INFORMATION
PERSONNEL POLICY MODEL
Updated June 14, 2016

- ✓ This template was developed with the personnel management of a Plan “A” city in mind.
 - For Plan “B” cities, authority in the area of personnel management (especially hiring and firing) is generally given to the city manager.
 - For Home Rule Charter cities, 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.



This icon marks places where the city must customize the model policy. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

INTRODUCTION

Purpose



The City will want to include sample disclaimer language in the Employee Handbook. Listed Below are three samples for inclusion; a city will want to use one within the Handbook.

- (1) 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 for any city employees. No supervisor or City representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to this provision. Nothing in this Personnel Handbook, or in other City policies which may be communicated to the employee, constitutes a contract of employment for any city employee. 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. As an employee, you are responsible for complying with current city policy at all times.
- (2) It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of _____. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the (City Council for most cities; City Manager for Plan B form of government and some Home Rule Charter cities).
- (3) This handbook provides information to you, as an employee of the City of _____, about certain terms and conditions of your employment. It is not, and should not be considered, an employment contract. Your continued employment, and the conditions of the employment, is solely within the discretion of the City of _____. The handbook summarizes major policies and programs related to your employment. Additional information about many of these policies and programs is available from the city's Administration office. Please take advantage of those resources to assure that you are fully aware of your rights and responsibilities as an employee of the City of _____.

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 Rule 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, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

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, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the city 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.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The city finished street cleaning on 16 streets in the northwest corner of the city this past week" instead of "The city is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the city should seek assistance from the city administrator on this topic.
- 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 Minnesota Government Data Practices Act.

Personal Communications and Use of Social Media

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

- Remember that what you write or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- The City of _____ expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements photographs, video or audio that reasonably viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local commission.
- 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 participate in personal political activity. Some examples: a building inspector could not use the city's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the city (e.g., city name Cop).

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 professionally 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 while meeting the goals set by your supervisor.

Attendance & Absence

The operations and standards of service in the City of _____ require that employees be at work unless valid reasons warrant absence or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. Understanding attendance requirements 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 an unexpected absence, employees should call their supervisor before the scheduled starting time and keep in mind the following procedures:

- 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 the established reporting process will be grounds for disciplinary action.
- 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. Individual departments may establish more specific reporting procedures.

For budgetary and confidentiality reasons, 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. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the city. City staff shall not enforce the city's dress code more strictly against transgender and gender diverse employees than other employees.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the city 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 (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long distance 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 such as 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 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 percent for Social Security and 1.45 percent for Medicare. The city contributes a matching 7.65 percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year

The period from Jan. 1 to Dec. 31.

Full-Time Employee

Employees who are required to work forty (40) or more 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 a manner that ensures positions retain part-time status as intended.

Hours of Operation

The city's regular hours of operation are Monday through Friday, from 8 a.m. to 5 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 a manner that ensures positions retain part-time status as intended.

Pay Period

A fourteen (14) day period beginning at 12 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 additional wording:** In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended 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 additional wording:** In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

Training/Probationary Period

A twelve-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, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work. An employee serving his/her initial probationary period may be

disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

 **Optional additional wording:** Training begins on your first day of employment with an orientation process in which you will learn about city policies and procedures, take a tour of the city, and meet co-workers. Then you will begin to learn your job by training with your supervisor or a co-worker. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six months, you will have a formal review.

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 online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city 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. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action, and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple choice questions).

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.

 **Optional additional wording:** If you have any questions about whether your qualifications might meet the established minimums, contact the HR department to ask. In many cases the city will consider alternative experience if it is substantially equivalent to the qualification being required.

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 twelve 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.

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A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions should also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. 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

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 layoffs.

 **Alternative wording:** The city administrator will make decisions about layoffs based on the city's needs and on the performance, knowledge, skills, and abilities of employees first, and seniority will be used as a secondary consideration. The city administrator will submit a list of employees to be laid off to the City Council for final approval.

 **Note on Millennials:** The "alternative language" above is designed to appeal more to Millennial employees, who generally see performance as a more legitimate basis for determining layoffs. However, the city is likely not able to use this criteria with unionized employees because the union contract will generally specify seniority as the primary factor for layoffs. In addition, seniority-based decisions are easier

to defend if the city is sued. If the city decides to use the alternative language, it should be prepared to implement a system that can be defended in a possible lawsuit or legal proceeding.

HOURS OF WORK

Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the city administrator. The regular workweek 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.



Optional additional wording: Part-time, seasonal, and temporary positions:

In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Effective DATE, YEAR, employees in part-time and temporary positions will not be permitted to work more than 28 hours/week, including hours worked and paid leave (such as 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 employees who exceed 28 hours/week. Working a shift without prior approval may result in discipline, up to and including termination of employment. In some rare instances, a part-time, seasonal, or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

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 or available to the public and co-workers during the hours of 9 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 break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

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 Minnesota Government 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 Minn. Stat. §181.172, subd. 3.

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

SELECT ONE OR THE OTHER Paychecks OR Direct Deposit

Paychecks

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.

 **Alternative wording:** Paychecks will be distributed every two weeks/weekly/monthly. Distribution of paychecks to city employees is to be accomplished in a timely manner using accurate, consistent procedures.

 **Alternative wording:** When paydays fall on a holiday, checks are normally issued the day before the holiday.

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 bi-weekly 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.

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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 time sheets, 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

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff are Monday through Friday, 8 a.m. to 5 p.m., plus evening meetings as necessary.

Exempt 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. Exempt employees must communicate their absence to the city administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue.

If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the city administrator for specific situations as determined necessary.

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. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

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

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.

 **Alternative wording:** The city makes a competitive monthly contribution toward group health, dental, and life insurance benefits. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the city.

 **Note on Millennials:** Cities should highlight the value proposition of public benefits as part of the individual's overall compensation plan. Millennials share their compensation with peers in a much more open way than individuals from other generations. Public benefits often add great value and can be used to attract and retain them. Their value should be clear as part of the formal job offer process.



Optional additional 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/PERA

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

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).

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.

HOLIDAYS

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

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Independence Day

Labor Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
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 prorated 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 OF ABSENCE

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 workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, 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.

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

 **Note:** 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.

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

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.

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Note on Millennials: The city may want to find a way to monetize the value of vacation time. Public entities typically provide more vacation to their employees than other employers, and Millennials generally value their “freedom” or vacation time highly.

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.).

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.

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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 one-and-one-half 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 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.

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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 workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it 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 percent 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.

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

Pregnancy and Parenting Leave

[The Minnesota law changed effective July 1, 2014]



Note: State law requirement for cities with 21 or more employees.

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 **Note:** Please check with your city attorney to determine whether your city firefighters will be included in this employee count. Typically, but by no means in every circumstance, employees who are paid at least minimum wage would be included in a city's employee count, while employees who are true volunteers would not.

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

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.

 **Note:** State law requirement for cities with more than 21 employees.

School Conference Leave

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

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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.



Note: State law requirement for cities with more than 21 employees.

Bone Marrow Donation Leave

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.



Note: State law requirement for cities with more than 20 employees.

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

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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.

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

The FMLA applies to all public agencies, including state, local and federal employers, and local education agencies (schools). To be eligible for 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 the League’s model FMLA policy for language.

Reasonable Unpaid Work Time for Nursing Mothers

[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.



Note: Applies to cities with one or more employees.

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 workers' 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;

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- 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.

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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 councilmember.

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.

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, bullying or intimidation.

Discriminatory behavior:

includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

Offensive behavior:

may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city administrator.

Sexual harassment:

can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

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

Names and Pronouns:

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

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.

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

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

The following are descriptions of the types of disciplinary actions:

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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 Minnesota 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.

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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.

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.

 **Note:** If the city is interested in conducting Non-DOT drug testing, please refer to LMC information memo: Minnesota's Drug and Alcohol Testing in the Workplace Act (Non-DOT).

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 city issued 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.

 Alternatively, 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.

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

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

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

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

Procedures

It is the objective of the City of _____ 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 workers' 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.

Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The city maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.



Note: This model language is based on the EEOC's Fact Sheet on Bathroom Access Rights for Transgender Employees Under Title VII of the Civil Rights Act of 1964, which reflects the EEOC's regulatory enforcement actions as well as a 4th Circuit Court of Appeals case where the court afforded deference to the agency's interpretation. Because this is an evolving area of law, in drafting language like this, it is important to consult with your City Attorney.

Renee Eckerly

From: Zeitvogel, Leonard <lzeitvogel@paychex.com>
Sent: Wednesday, September 07, 2016 12:23 PM
To: Renee Eckerly
Subject: Paychex Inc - Quote Attached
Attachments: City of Paynesville Productivity Package.pdf

Hello Renee,

Thanks again for taking the time to view our demo, and for communicating with me for the past couple weeks. I have attached a worst case scenario on pricing. This quote would be inclusive for all of the services that you saw yesterday, as well as the online HR service that we talked about today. I know that you mentioned you were also looking into ADP's service. I would like to do a side by side comparison with you once you have compiled your information and quotes. I can promise you that when comparing "apples to apples" we will have a most cost effective solution. If for any reason your group decides to scale back on the suite of services, I can prepare you a second quote for an alternate package. I wanted to start by presenting you with our Productivity Package since it includes the Flex Time system that you saw during our demo.

If you have any other questions at all please feel free to call or email me. I will be checking email while I of the office next week and I am available all day tomorrow.

Thanks again!

**WILL YOUR BUSINESS BE IMPACTED BY THE NEW OVERTIME RULE?
ASK ME HOW PAYCHEX WILL HELP – CLICK HERE FOR INFO:
<https://www.dol.gov/whd/overtime/final2016/>**

Thank You,



Leonard Zeitvogel
Sr. Sales Consultant
Direct: 585-218-6162
Toll Free: 800-428-8170 ext. 86162
Mobile: 585-752-2526
e-Fax: 877-677-6648
lzeitvogel@paychex.com



Please Consider us For:
Workers' Compensation • 401(k)/IRA Record Keeping
FSA/HSA/POP Plans • Health Insurance Administration
Employee Handbooks • HR Outsourcing

PAYCHEX Productivity Package

Prepared on: September 7, 2016

Service Proposal for: City of Paynesville

- ❖ Report Writer

Paychex Payroll Processing Services

- ❖ Payroll Processing
- ❖ Taxpay
 - ❖ 941 Quarterly Return
 - ❖ State Unemployment Return
 - ❖ State Quarterly Wage Return
 - ❖ Local Tax Requirements
 - ❖ Detailed Employee Earnings Ledgers
- ❖ Direct Deposit
- ❖ Readychex
- ❖ Check Signing
- ❖ Check Insertion
- ❖ Employee Access Online (as of 12/1/10)
- ❖ Check Logo
- ❖ HR Online
- ❖ Labor Law Compliance Poster Kit
- ❖ HR & Benefits Essentials Web Site
- ❖ Full State Unemployment service
- ❖ General Ledger Service
- ❖ Workers Comp Report & Payment Service
- ❖ Garnishment Payment Service
- ❖ Single Point on Contact backed by 24x7x365 Live U.S. Based Phone Support

❖ **Paychex FlexTime**

- ❖ Web or Hardware based time and labor management system that provides an easy and cost-effective way to automate your time and attendance process, labor tracking, and payroll processing.

HR Online:

- ❖ Web-based Human Resource Information System that enables our clients to more efficiently manage all company and personnel information by streamlining processes for hiring, compensation, employee benefits, and performance. HR Online centralizes all resources and simplifies documentation to ensure FLSA compliance requirements are met.

Reports Center (Available Online):

- ❖ New Hire Reporting
- ❖ Labor Distribution
- ❖ Job Costing
- ❖ General Ledger Report
- ❖ Time Off Accrual Service
- ❖ 401K Report
- ❖ HCR Hours Worked DET

Every Deposit Period:

We ***AUTOMATICALLY DEPOSIT*** All Tax Liabilities On Your Behalf, Including:

- ❖ Social Security & Medicare (FICA), Federal Withholding, Federal Unemployment Taxes (FUTA).
- ❖ State Unemployment Insurance (SUI), Disability And Local Taxes (If Applicable)
- ❖ Notify You Of All Deposits Made For Your Records

Once A Year:

We ***AUTOMATICALLY FILE:***

- ❖ Employer Federal And State W-2s
- ❖ W-3 Recap Of Federal Withholding
- ❖ 940 Unemployment Insurance Return

Payroll Pay Frequency: Bi Weekly

Base Fee	Charge Per Employee
\$175.50	\$5.82 (if using FlexTime and HRO)
	\$4.56 if NOT using HRO)

- ❖ One Time Activation Fee: \$200
- ❖ One Time Flex Time Set Up Fee: \$500
- ❖ One Time HR Online Activation Fee: \$500

- ❖ Delivery: Optional and Varies \$5.00 - \$15.00

- ❖ Annual W-2s: \$60 Base + \$ 6.25 Per Form

PAYCHEX PROVIDES PEACE OF MIND AND INCREASED EFFICIENCY!

Lenny Zeitvogel

Sr. Sales Consultant
800.428.8170 ext. 86162
Direct: 585.218.6162
Mobile: 585.752.2526
Fax: 1.877.677.6648
zeitvogel@paychex.com

78

- ❖ **Full payroll processing:**
 - Online, Phone, Fax or even email
- ❖ **Full tax filling:**
 - (FICA, Federal withholding, Federal unemployment, State Unemployment, disability and any local taxes that apply and the following returns, 941, state unemployment return, state wage returns)
- ❖ **Direct Deposit:**
 - No limitations for your employees on how many accounts they would like to setup.
- ❖ **Readychex:**
 - (Pre-signed pre-sealed checks)
- ❖ **Reports Center (Available Online):**
 - New hire reporting, Online Reports, Timesheet, Paychecks, Earning statement, Payroll Journal, Department Summary, General Ledger and Cash Requirements report, New Hire Reporting, Labor Distribution, Job Costing, General Ledger Report, Time Off Accrual Service, 401K Report, HCR Hours Worked DET, Report Writer
- ❖ **Paychex FlexTime**
 - Web or Hardware based time and labor management system that provides an easy and cost-effective way to automate your time and attendance process, labor tracking, and payroll processing.
- ❖
- ❖ **Employee Access Online:**
 - View W-2s and check stub online up to four years, with the capability to print using date ranges
- ❖ **Labor Law Compliance Poster kits:**
 - We will also send for free, everything there is a labor law change for at the beginning of a calendar year
- ❖ **HR & Benefits Essentials Website Site:**
 - (See link for a free demo)
 1. <http://www.paychex.com/benefits/essentials/demo/>
- ❖ **General Ledger Service:**
 - Download your general ledger report into accounting software
- ❖ **HR Online:**
 - Web-based Human Resource Information System that enables our clients to more efficiently manage all company and personnel information by streamlining processes for hiring, compensation, employee benefits, and performance. HR Online centralizes all resources and simplifies documentation to ensure FLSA compliance requirements are met.
- ❖ **Workers' Comp Payment Service:**
 - This service lets you skip the time-consuming chores and minimize up-front deposits and year-end surprises by providing convenient, budgeted payments that smooth out your cash flow. Using your current payroll information, Paychex calculates your company's payday-to-payday workers' compensation costs. There are minimal startup costs, no financing, automatic budgeting via regular payroll billing, and minimal year-end adjustments – you pay as you go.
- ❖ **Workers' Comp Report Service:**
 - This approach to workers' compensation costs lets you take hands-on control. As often as each pay period, Paychex compiles a comprehensive report that includes critical workers' compensation information using actual wages for each classification code. You get a picture of costs throughout the policy rather than waiting for an audit adjustment, and have the information you need for streamlined management of cash flow and communication with your insurer.
- ❖ **Full State Unemployment Service:**
 - Paychex relieves you of the time and work involved with your state unemployment insurance claims. Even preventing just one claim or obtaining credit for erroneous charges can result in business savings. We provide administrative services, a management report, a toll-free HR help line, and assistance to help you manage your unemployment tax.
- ❖ **Full Garnishment Payment Service:**

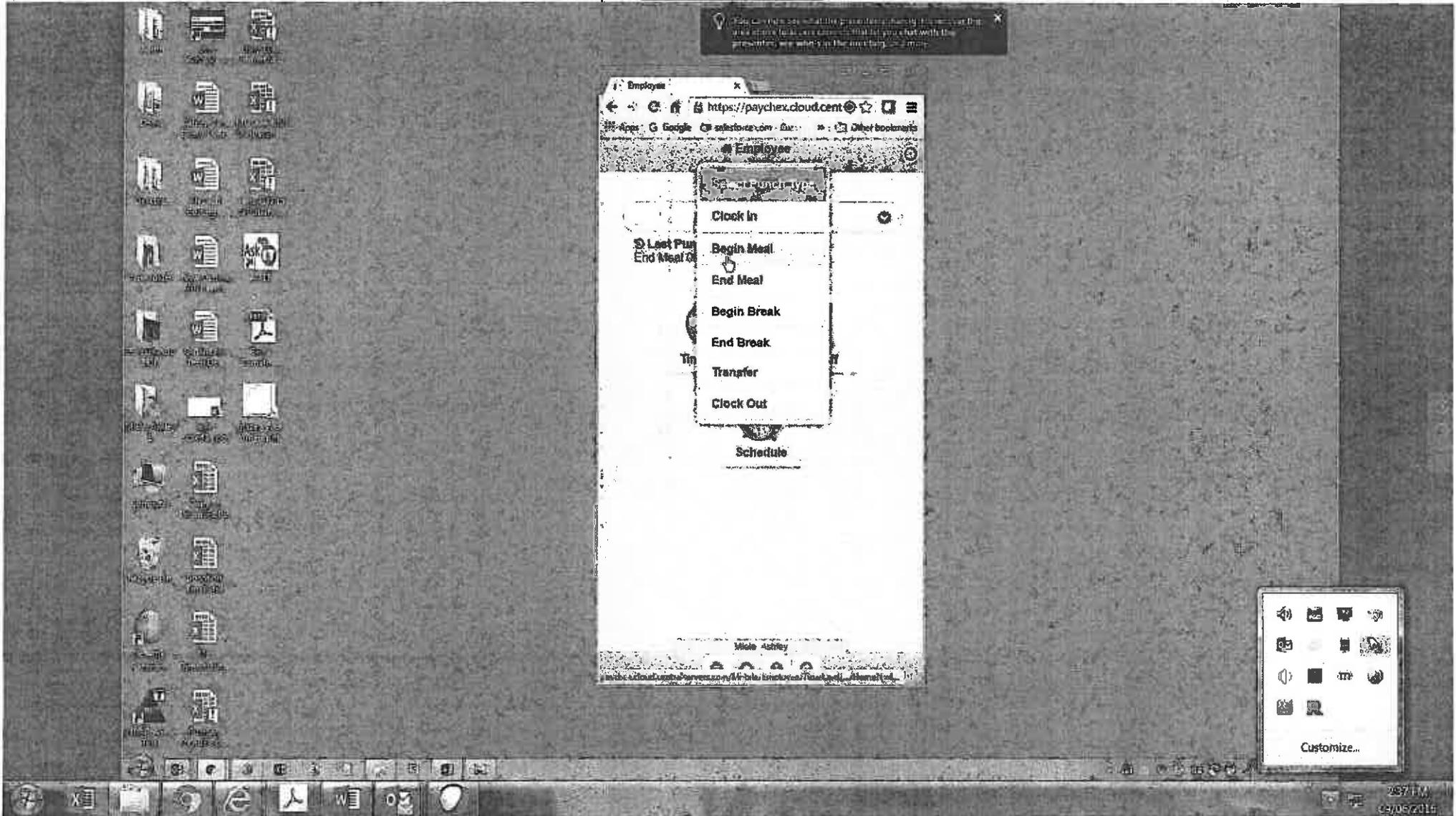
79

- Paychex will make the court ordered payment directly to where it suggests

88

Mobile Geo are to clock in.

Asy: ev Mielu's Screen



27

Tuesday, Sep 06, 2016 02:37 PM

Employee sees

Ashey M. Cole's Screen

40885Pc... (15)

Psychex, Inc. (US) | https://myapps.psychex.com/landing_page/...&METHOD=GET&MATH=REASON=0&METHOD=GET&MATH=REASON=0

Psychex Flex | Mobile App Demo | Mobile App | MyPsychex | Psychex Staffing | Cash | Benefit Log

PAYCHEX FLEX

40885Pc... (15)

03:34 PM

Time Card to HERE

Schedules

6
TUE SEP

Time Off

Vac: 36.91

Messages

Time Card

J. Billa	
Reg	0.00
OT	0.00
Total	0.00

Reports

Customize...

82

- 40828PolarsonALM (17...5164)
- WAB:
- Dashboard
 - My PAYS
 - My Tax
 - Time & Attendance
 - Human Resources
 - Benefits Administration

15:23
Working

2-Mon... 21-N...
22106...

10:01 AM '11-Nass...
2:00-21:50

Clock In

Feedback
 Like the new design?

Check Stubs

- Sep 01, 2016
Pay Period 09/01 - 09/07
View Details
- Sep 02, 2016
Pay Period 09/01 - 09/07
View Details
- Sep 17, 2016
Pay Period 09/17 - 09/18
View Details

Tax Documents

Take a quick tour of the new dashboard design

View All

Customize...

63

PERSONAL AND CHECK INFORMATION

Jill Ellis
 32 Cottonwood Drive
 Apt 1
 Billings, MT 12345

Soc Sec #: xxx-xx-xxxx Employee ID: 2
 Home Department: 22108 JC Quality Assurance
 Department/ 21 Northwest Branch / 2 West Division

Pay Period: 08/21/16 to 08/27/16

Check Date: 09/02/16 Check #: 10121

NET PAY ALLOCATIONS

DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
Check Amount	0.00	2553.12
Chkg 7046	0.00	2000.00
Chkg 3854	1338.55	8168.45
Chkg 8763	0.00	19128.31
NET PAY	1338.55	31849.88

TIME OFF (Based on Policy Year)

DESCRIPTION	AMT TAKEN	AVAIL BAL
Vacation	40.000 hrs	86.154 hrs
Sick	0.000 hrs	11.539 hrs

EARNINGS	DATE	DESCRIPTION	HRS/UNITS	RATE	THIS PERIOD (\$)	YTD HOURS	YTD (\$)
		Bonus					480.00
	08/22	Hourly	8.00	40.0000	320.00	1060.50	42420.00
	08/23	Hourly	8.00	40.0000	320.00		
	08/24	Hourly	8.00	40.0000	320.00		
	08/24	Overtime	3.00	60.0000	180.00	12.00	720.00
	08/25	Hourly	8.00	40.0000	320.00		
	08/26	Hourly	8.00	40.0000	320.00		
		Total Hours	43.00			1072.50	
		Gross Earnings			1780.00		43620.00
		Total Hrs Worked	43.00				

OTHER	DESCRIPTION	THIS PERIOD (\$)	YTD (\$)
<i>Do not increase Net Pay</i>			
	401k ER Match	50.00	900.00

WITHHOLDINGS	DESCRIPTION	FILING STATUS	THIS PERIOD (\$)	YTD (\$)
	Social Security		107.26	2651.74
	Medicare		25.09	620.17
	Fed Income Tax	M 3	91.05	3653.78
	NY Income Tax	M 3	65.95	1984.83
	NY Disability		1.20	21.60
	TOTAL		290.45	8930.11

DEDUCTION	DESCRIPTION	THIS PERIOD (\$)	BALANCE	YTD (\$)
	401k EE Pretax	89.00		1790.00
	Medical Pretax	50.00		850.00
	Union Dues 1	12.00	3.00	190.00
	TOTAL	151.00		2830.00

Customize...

MS

Employee
Screen

Ashley Miele's Screen

PAYCHEX FLEX

4088&Polarson&LM (1503911)

MAN

- Dashboard
- Reporting
- Payroll
- People
- Company
- Time & Attendance
- Human Resources
- Hiring
- General Ledger
- Benefits Administration
- Other
- Online HR Library

Quick Reports

View Reports

Feedback

Like the new design?

Current Payroll

You have 2 days to submit payroll

August 28 - September 3, 2016

SEP 9 September 9

[Go To Payroll Center](#)

Take a quick tour of the new dashboard design

Last Payroll

August 14 - August 27, 2016

SEP 2 September 2
by Ashley Miele

TOTAL GROSS PAYROLL
\$15,063.56

TOTAL TAXES
September 6, 2016
\$5,111.20 *****5309

[Go to Payroll Reports](#)

GET PAID YOUR WAY
Join the Skylight® PayOptions™ Program

Windows Taskbar: 10:00 AM 09/06/2016

AS

You can access only the people information that you have access to. If you need more information, contact your system administrator.

Labor Distribution: 1101 Office-1101 Office

My Profile | Time Off | Reports | Payroll

Time Card | Enhanced Time Card | Pay Adjustment | Time Card Approvals | Comp Time Approvals | Forecast | Points

Step 1 - Select Filter

Step 2 - Review Employee Approvals

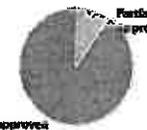
Step 3 - Review Manager Approvals

Current Pay Period
08/28/2016 - 09/10/2016

Default Payroll Policy

View Employees: Direct Report

Display Hours: Actual and Forecast



Step 4 - Approve Time Cards

Show employees having no time cards

Employee	Hours	Regular	OY	Non Work	Emp	Mgr	Mgr2	Admin
Wilson, Patricia	112.00	80.00	32.00	0.00				
Williams, John	112.00	80.00	32.00	0.00				
Williams, Bernice	112.00	80.00	32.00	0.00				
Wideman, Whitney	105.00	80.00	25.00	0.00				
White, Stuart	126.00	80.00	46.00	0.00				
Westmore, Cora	112.00	80.00	32.00	0.00				
Wepko, Melanie	105.00	80.00	25.00	0.00				
Troupe, Neelie	126.00	80.00	46.00	0.00				
Thornton, Leslie	112.00	80.00	32.00	0.00				
Thorley, Glen	105.00	80.00	25.00	0.00				
Thompson, Daniel	126.00	80.00	46.00	0.00				
Sweeney, Tonya	112.00	80.00	32.00	0.00				
Sutton, Carol	112.00	80.00	32.00	0.00				
Sutay, Ryan	112.00	80.00	32.00	0.00				
Song, Derek	112.00	80.00	32.00	0.00				
Stanzel, Jessica	105.00	80.00	25.00	0.00				
Staffer, Donald	112.00	80.00	32.00	0.00				
Smith, Ross	112.00	80.00	32.00	0.00				
Smith, Stacy	105.00	80.00	25.00	0.00				
Smith, Mary	126.00	80.00	46.00	0.00				

Fully Approved Partially Approved

Customize...

26



A more human resource.

Workforce Now[®] Technology Services



Prepared Exclusively For:

City of Paynesville

9/15/2016

Renee Eckerly

City Administrator

Paul Branyon

MAS MM DM

8100 Cedar Avenue South

Bloomington, MN 55425

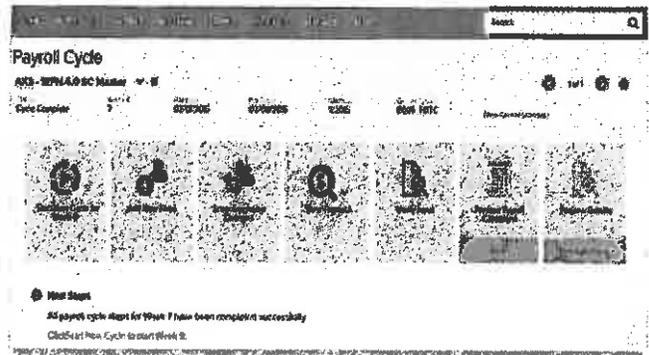
Workforce Now[®] Essential Plus Payroll

ADP is redefining workforce management with the needs of mid-sized companies in mind, bringing together mission-critical functions in a single web-based system that eliminates redundant tasks, reduces the potential for errors, and lessens the learning curve for users. This solution provides web-based support for the full spectrum of Workforce Management, from HR & benefits administration to payroll, tax, and time & attendance.

Organizations using multiple in-house platforms experience a TCO that is 18% higher than organizations using a common in-house solution and 32% higher than organizations outsourcing these three functions to a single vendor. — PriceWaterhouseCoopers LLP

Eliminate the non-strategic, non-revenue producing task of payroll processing and enable your staff to focus on growing your top line. With 60 years in the payroll processing business, ADP not only automates routine tasks, but provides you with resources to keep you up to speed on tax rate and filing changes and answers to your payroll questions.

ADP Workforce Now[®] Essential Plus Payroll allows you to manage the entire payroll process, from customizing pay grids and reports to accessing key payroll functions, with a flexible system that is easy to learn and is accessible from anywhere.



Included Features

- Payroll Processing
- Real-Time Payroll Preview Reports
- New Hire & Termination Wizards
- New Hire Reporting
- Effective-Dating
- Time Off Request & Approval Workflows
- Checkview
- Labor Distribution
- Wage Garnishment Processing Service
- Employee Payment Services
- ACA Lookback & Affordability Worksheets
- Employee Discount Program
- Check Signing and Stuffing
- Tax Filing Service
- Unemployment Claim Assistance
- Reports Library and Custom Report Writer
- Employee & Manager Self Service
- Online Payroll Reports
- Electronic Pay Statements
- External Pay Data Interface / Data Exchange
- ADP Portal
- Group Term Life Auto Calculation
- Access to Mobile Apps
- General Ledger Interface

Tax Filing Service & Year-End Processing

ADP prepares, files, and deposits federal, state, and local taxes, while also issuing the required monthly reporting to relevant tax authorities. ADP also responds to associated inquiries from any tax agency. ADP will also handle your company's year-end requirements, including direct reporting to the proper taxing authorities and statements of deposits and filings made on your behalf.

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Employee Payment Services

Employees' paychecks are delivered to your workplace ready for distribution — signed and inserted into individual envelopes — according to your specified schedule. Alternatively, you can choose time-saving direct deposit, an electronic payment option that deposits employees' pay directly into their bank accounts.

- Employee payroll information sent to the employee bank
- One-stop service for reversals, deletions and inquiries
- Online pay statements for total electronic solution



The **ALINE Pay Card** by ADP is available as another payment option for employees who may not be able or willing to setup Direct Deposit into a traditional bank account. Direct Deposit employees can also use it to save for a goal or to easily share funds from their payroll with trusted family members (additional cost / setup may apply).



Product features:

- **Designed to be compliant in the 50 U.S. States**
 - Fully Reg. E compliant
 - Funds are FDIC insured
- **ALINE Card works for all employees**
 - No Employee bank account required
 - Shop in stores or online and pay bills
 - Nearly 70,000 surcharge-free, in-network ATMs Nationwide
 - Manage your account on the go with the free ADP[®] Mobile Solutions app
- **100% pay to the penny funds access through:**
 - Over-the-counter teller cash withdrawals for no charge at nearly 90,000 Visa Member banks nationwide

Wage Garnishment Processing Service

Let ADP address the complex calculations of court-ordered garnishments, levies and child support payments and make the necessary payments to appropriate agencies.

Reports Library

ADP Workforce Now includes an extensive library of standard reports that are preconfigured and easy to run — simply enter your selection criteria, and you'll be able to:

- Preview reports right on your screen
- Print reports
- Export to a file or a software application
- Email your reports

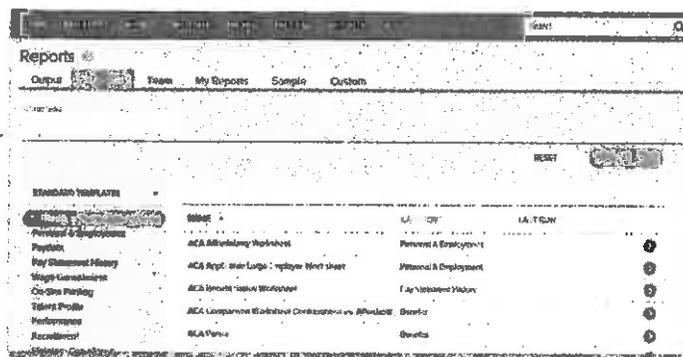
Standard reporting in ADP Workforce Now makes it easy to access the data you need, and to share it with others across your organization.

Custom Report Writer

ADP Workforce Now also features a robust report writer that enables you to create user-defined reports and gain valuable insights across multiple workforce management functions.

This online reporting tool makes it easy to create a wide range of reports using current and cumulative data from your payroll, HR, or time & attendance modules. Use it when you want answers that go beyond the extensive reporting capabilities standard to ADP Workforce Now.

Creating a custom report is fast easy and flexible — simply log on to access a report setup wizard that guides you step by step. Select from a wide array of data fields, sorting criteria, totaling and formatting options, plus the ability to create robust calculations. Then, choose to view your finished report online, save it, print it and/or distribute it via email just like our standard reports.



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Employee Relations & Communications

One of the best ways to increase employee retention and satisfaction is to provide your employees with convenient, web-based, self-service access and the ability to manage their own benefits, 24/7. Your employee portal is the tool for communicating accurate, timely information to your employees and managers while reinforcing your corporate brand. Add your company logo and color palette, and then use the content management tool to post important documents:

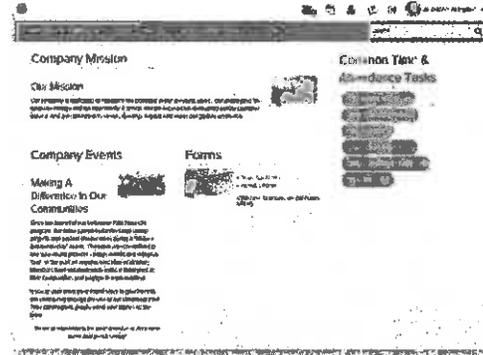
- Company mission statement
- News and announcements
- Company policies and handbook, with trackable acknowledgement feature

The system's Security Access feature allows you to create groups and post targeted content for secure viewing by designated groups. Customized manager and employee workflows can be designed to meet the unique demands of your business.

Employee Self-Service

Research by Gallup has shown a direct correlation between increased employee engagement and key business metrics. For example, companies with engaged employees have two and a half times the earnings per share growth rate than their peers. ADP Workforce Now onboards employees with ease and empowers them to:

- Enroll and/or make coverage changes to benefit plans
- View pay statements and W-2 information
- Change W-4 tax information
- Set up direct deposit
- Manage their 401(k) account
- View the company directory
- Use online tools such as retirement planners or payroll calculators
- View approvals and notifications



These automated self-service tools do more than increase employee engagement and satisfaction. They also free up HR staff to focus on strategic initiatives rather than administrative tasks. When employees need help with self-service functions, detailed online support and task assistance are always available.

Manager Self-Service

Similar to employee self-service tools, ADP Workforce Now automates routine processes for managers so they can spend more time helping you build your business. For example, ADP Workforce Now Manager Self-Service empowers your managers to:

- Conduct performance reviews
- Disseminate vital information and eliminate repetitive tasks such as data re-keying

Workforce Now Essential Time Is the Labor Management Solution for Your Company

When you select Workforce Now Essential Time from ADP, you benefit from the stability and resources of a recognized industry leader. From implementing your system to delivering ongoing support, ADP is constantly there for you. You'll benefit from a totally unified system with these added advantages:

- Start using Workforce Now Essential Time without a major capital investment.
- Because there is no long term contract, ADP has a powerful incentive to continually provide upgrades and Service Excellence.
- Unlike other time & attendance vendors, ADP doesn't require you to purchase equipment. Simply add hardware as your needs change.
- Data can be electronically transferred to and from your payroll service without having to re-key it — whether you have an ADP payroll product or not.
- With ADP payroll, employees can view their in-and-out punches directly on their ADP pay stubs.
- Upgrades and changes are always compatible with ADP payroll services.

By automating your time and attendance, Workforce Now Essential Time gives your company a tremendous efficiency boost. You can save money through improved accuracy and reduced labor expenses, while accelerating your payroll process in the bargain.

Workforce Now Essential Time summarizes year-to-date attendance information such as total hours worked, vacation and sick time, plus exception information. This makes it a tremendous help for performance evaluations! Workforce Now Essential Time also compiles easy-to-retrieve records of employees' actual in-and-out punches. This helps you comply with government regulations, including the provisions of the FLSA, while eliminating the need to store most paper files.

Reporting – Manage Labor more effectively

Workforce Now Essential Time provides valuable management reports so you can easily analyze labor costs and make better decisions. Standard reports can be scheduled in advance and include:

Timecard Reports: Review in and out times, as well as daily totals for each employee (supervisors and payroll administrators)

Payroll Reports: Verify payroll totals by reviewing each employee's hours for the pay period

Attendance Reports: Analyze absences and late punches for evaluations and performance reviews

Schedule Reports: Helps ensure that you have appropriate coverage for each shift

The screenshot displays the 'Individual Timecard' interface. At the top, there are navigation icons and a search bar. Below that, the title 'Individual Timecard' is followed by a search field. The main content area shows a table with columns for 'Time', 'Location', 'Department', and 'Daily Totals'. The table is divided into two sections, 'WEEK 1' and 'WEEK 2', each with a 'PAY PERIOD' header. The data rows show employee IDs, locations, departments, and various time metrics like 'REGULAR', 'OVERTIME', and 'SOMETIME'.

WEEK 1	TIME	LOCATION	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	SOMETIME
MON	05/01	SICK	002000	8.00	0.00	0.00	0.00
TUE	05/01		002000	8.00	0.00	0.00	0.00
WED	05/01		002000	8.00	0.00	0.00	0.00
THU	05/01		002000	8.00	0.00	0.00	0.00
FRI	05/01		002000	8.00	0.00	0.00	0.00
SAT	05/01		002000	8.00	0.00	0.00	0.00
SUN	05/01		002000	8.00	0.00	0.00	0.00
WEEK 2	TIME	LOCATION	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME	SOMETIME
MON	05/02		002000	8.00	0.00	0.00	0.00
TUE	05/02		002000	8.00	0.00	0.00	0.00
WED	05/02		002000	8.00	0.00	0.00	0.00
THU	05/02		002000	8.00	0.00	0.00	0.00
FRI	05/02		002000	8.00	0.00	0.00	0.00
SAT	05/02		002000	8.00	0.00	0.00	0.00
SUN	05/02		002000	8.00	0.00	0.00	0.00

al

Workforce Now[®] Document Cloud[™]

Introducing Workforce Now Document Cloud, a place where you can store employee documents in one unified database. With Document Cloud[™] you can access your employee documents anytime, anywhere and from any location.

Workforce Now Document Cloud supports a company's green initiatives while helping to stay compliant with document storage regulations. Workforce Now Document Cloud includes role-based security functionality designed to assist with the multitude of recordkeeping requirements under federal law such as the ADA, FMLA and HIPAA. By using Workforce Now Document Cloud, your HR Department can become more productive and can reduce storage costs associated with physical document storage.

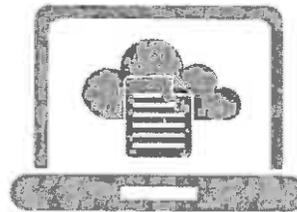
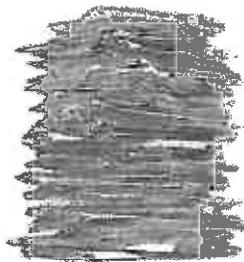
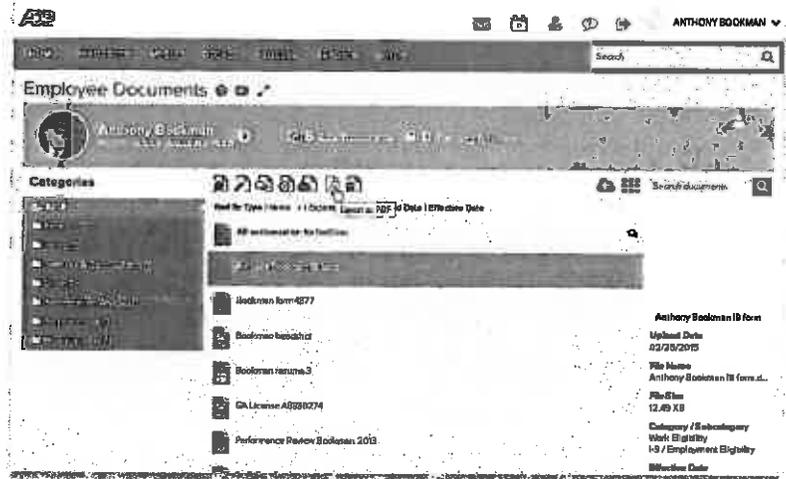
Organizations spend in labor costs \$20 (on average) to file a document, \$120 to find a misfiled document, \$220 to reproduce a lost document. Of all documents, 7.5% get lost; 3% of the remainder are misfiled.

Price: InterhouseCoopers LLP

Every company is required to manage, safely store, retrieve and retain specific employee records for compliance reasons. Additionally, there are many other employee documents that need to be accessible to various authorized individuals within an organization. ADP is redefining the document management process for mid-sized companies by providing a vehicle to simply and securely store and provide access to all your employee documents -- in the Cloud!

Included Features:

- Secure Cloud based Documents Storage
- Attach any digital document / file to an employee
- Integrated with HCM
- Document Access Auditing
- Categorize, tag, annotate documents
- Easily search, view, print and send documents on demand
- Universal web mobile viewer



*ADP does not offer legal advice, please consult your Legal or HR professional for specifics on what documents may be required to retain, who in your organization should have access and record retention requirements under any applicable laws.

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a2

Investment Summary

City of Paynesville
211 Washburne Ave
Paynesville, MN 56362
United States

Today's Date: 9/15/2016
Quote Number: 02-2016-1782451.1

Executive Contact
Renee Eckerly
City Administrator
Renee@paynesvillemn.com
(320) 243-3714

ADP Sales Associate
Paul Branyon
paul.branyon@adp.com

Control # 1 : Quote based on an estimated 55 pays, paid Bi-Weekly
Payroll, TIME: \$95.00 Base Fee plus \$5.25 per employee per processing
W2/1099s: \$6.95 per W2/1099

Annual Investment: **\$10,359.75**

Implementation Cost: **\$4,200.00**

Promotion: **One Year Free of Service Spread Over 4 Years; Applies to Months 7-9 each year from start date** *Promotion Financial Impact: **\$9,977.50**

Expiration Date: **10/14/2016**

*Promotion Financial Impact value is an estimate based on pay count, frequency and modules selected for Core Payroll, HR and Time Software. Actual savings may vary.

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SALES ORDER

City of Paynesville
 211 Washburne Ave
 Paynesville, MN 56362
 United States

Today's Date: 9/15/2016
 Quote Number: 02-2016-1782451.1

Control Start Date: 1/2/2017

Executive Contact
Renee Eckerly
 City Administrator
 Renee@paynesvillemn.com
 (320) 243-3714

ADP Sales Associate
Paul Branyon
 paul.branyon@adp.com

Number of Employees for Payroll processing : 55 on control: City of Paynesville

Processing Fees	Count	Min	Base	Rate	Bi-Weekly Fee	Annual Totals
Workforce Now Solutions	55		\$95.00	\$5.25	\$383.75	\$9,977.50
Essential Plus Payroll						
Tax Filing Service			Employee and Manager Self Service			
Payment Services			Access to Mobile Apps			
Reports Library and Custom Report Writer			Employee Discount Program			
Wage Garnishment Processing			New Hire Reporting			
Group Term Life Auto Calculation			General Ledger Solution			
One Delivery Location			Online Reports and Pay Statements			
Essential Time						
Time Collection			Rule Based Calculations			
PTO Management & Reporting			Scheduling			
Request & Approval Workflows			Mobile Access			
ADP Portal with Customized Content			Paid Time Off Accruals			
Workforce Now Document Cloud						
Secure Cloud Based Document Storage			Digital Employee Record			
Search & Auditing Functionality			Roles Based Security			

Billing: Payroll Processing Services, HR and any module bundled into the single per employee per processing fee for payroll, is billed immediately following the client's first payroll processing. The billing count is based on the number of pays submitted during each processing period, therefore total billing may fluctuate.

Sub Total					\$383.75	\$9,977.50
-----------	--	--	--	--	----------	------------

Invoice Details	Unit Fees
Additional Jurisdiction (if applicable)	2+ \$8.95 per month

Annual Fees	Count	Min	Base	Rate	Annual Totals
Year End Forms, W2s or 1099s	55			\$6.95	\$382.25

Sub Total					\$382.25
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Implementation Fees	Count	One Time Fee
Implementation for Workforce Now Solutions	1	\$4,200.00

Sub Total		\$4,200.00
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Promotion:

One Year Free of Service Spread Over 4 Years; Applies to Months 7-9 each year from start date

Summary

Annual Total of Per Processing Fees	\$9,977.50
Total Annual Fees (Total of all annual fees)	\$382.25
Total One-Time Fees (Total of all one-time fees)	\$4,200.00

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Control Summary

	Control Name	Company Code	Pays
Control 1	City of Paynesville		55

Client agrees to direct debit of fees for service: Yes

Expiration Date: 10/14/2016

THE ADP SERVICES LISTED ON THIS SALES ORDER ARE PROVIDED AT THE PRICES SET FORTH ON THE ABOVE PAGES AND IN ACCORDANCE WITH ADP'S STANDARD TERMS AND CONDITIONS OF SERVICE ATTACHED TO THIS SALES ORDER. BY SIGNING BELOW YOU ARE ACKNOWLEDGING RECEIPT OF AND AGREEMENT TO SUCH TERMS AND CONDITIONS AND TO THE LISTED PRICES.

ADP, LLC

Client:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

CS

TimeClock Plus
 by Data Management, Inc.
 1 Time Clock Drive, San Angelo, TX 76904
 325 223-9500 800 749-8463
 sales@timeclockplus.com

Quote	Customer	Quote Date
413514	265520	11/15/2016

CUSTOMER
City Of Paynesville Renee Eckerly (320) 243-3714 221 Washburne Ave Paynesville, MN 56362-1642

Rep	Entry	Method of Shipment	Method of Payment
HIRT	HIRT	N/A	Purchase Order Net30

Stock No	Ordered	Description	Unit Cost	Total
Initial Activation and Training (\$5,916.00)				
1025-1130	1	TimeClock Plus Professional Initial Activation	5,916.00	5,916.00
	10	- Remote Dedicated Support Services (Per hour)		
	1	- Shift Differential		
	1	- MobileClock for Android and iOS (Unlimited Devices)		
	1	- AutoImport Module (Versions 5/6/7)		
	1	- Incode (Export Module)		
Annual License (includes hosting, support, and upgrades) (\$1,080.00)				
26-135	30	Annual Employee License Per District	36.00	1,080.00

Valid for 14 days. Expires 11/29/2016.



Subtotal: 6,996.00
 S & H: 0.00
 Total: 6,996.00

ab



TimeClock Plus® v7

v7 Feature Highlights

Fully Customizable Dashboards

Make critical business decisions (check leave requests, time approvals, missed punches, and so forth) on the fly with interactive and customizable dashboard widgets.

INDIVIDUAL HOURS

The screenshot shows a list of employees on the left, including Daniel Jacobs, Bryan Eames, Christian Kelly, Franco Potts, Jessica Kays, Matt Mastood, Charles Van Trier, Bill Coston, Steve Williams, Scott Towner, and New Employees. The main view is for Daniel Jacobs, displaying a calendar and a table of hours. The table has columns for Date, Start, Stop, Hours, and Total. The data shows various shifts and total hours for each date.

Fully Browser-Based

The speed and performance of a client/server application, but displayed in your favorite Web browser.

The screenshot shows the 'EMPLOYEE ROLES' configuration page. It includes tabs for General, Custom Fields, Hour, Management, Overrides, Exceptions, and Contacts. The 'General' tab is active, showing options for Full Time, Part Time, and On Call. Below, there is a table for defining roles with columns for Role, Description, Rate, Cost Code, Checkable, Over/Under, Term/Overseer, and Transferable. Roles listed include 'On Call Work', 'Job Description', and 'New Hire'.

Data Management, Inc.

1 TimeClock Dr., San Angelo, TX 76904

Tel: (325) 223-9500 Sales: (800) 749-8463 Fax: (325) 223-9104

www.timeclockplus.com

The screenshot shows the 'MY DASHBOARD' interface. At the top, it says 'Monitoring 100 of 251 Employees'. Below are several widgets: 'REMINDER +', 'CLOCK EXCEPTION' (showing 15 exceptions), and 'EMPLOYEE EVENTS' (showing 4 events). The dashboard is clean and modern with a grid layout.

Leave Banks

Do you need to track vacation or leave time? Leave banks allow you to track and store multiple types of accrued leave.

Streamlined User Interface

Clean lines and an intuitive layout offer a modern and approachable user experience.

Company-Based Schedule Templates

An easy way to align scheduling needs with your staffing requirements.

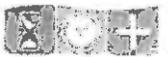
Dynamic Employee Roles

Flexibility in adding and assigning employee-specific rules.

To Learn More Call: 800-749-8463



TimeClock Plus®
a better sense of time.™



TimeClock Plus v7 Sample Reports

Your information available whenever you need it!

You wanted it, you got it! Here is a list of some the reports offered in TimeClock Plus v7. All of these reports can be generated as an html, pdf, or Excel file. In addition, they can all be automated! Hover over the links for a quick description, and then click on them to see sample output.

Express Reports

The following are reports that are available within the Express version of TimeClock Plus v7.

PAYROLL

- Approaching Overtime
- Complete Payroll Report
- Day Breakdown Report
- Individual Exception Report
- Payroll Summary
- Payroll Detail
- Weekly Punch Report
- Exception Summary Report

Standard Reports

Admin Tools

- Accruals
- Employee Profiles
- Employee Roles
- Editing Hours
- Hour Audit Log
- Job Costing
- Employee Self Service

FEEDBACK CHAT

Why TimeClock Plus? (.././WhyTimeClockPlus.aspx) Request a Quote (.././Contact/QuoteRequest.aspx) Industries (.././Industries.aspx) Schedule Callback (.././Contact/InstaCall.aspx)

Solutions (.././TimeAndAttendanceSoftware.aspx) Services (.././Services/Services.aspx) Support (.././Support/Support.aspx)

About Us (.././AboutUs/AboutUs.aspx) 800-749-8466 800-749-8466



TimeClock Plus Professional

Fast, Flexible, and Cost Effective

TimeClock Plus Professional is the culmination of nearly three decades of expertise in workforce management. Payroll preparations, audit-ready reporting, and labor costs shouldn't be rocket science. Instead, TimeClock Plus Professional gives you all these and more with rocket speed and fewer clicks to actionable items.

Whatever the task, TimeClock Plus Professional allows you to manage in the moment and get back to the work you love.

The Window To Your Workforce

The new TimeClock Plus v7 Dashboard showcases all of your most important information in one place. Personalized and prioritized, TimeClock Plus v7 is a time and attendance solution designed for you and by you. Quickly access timeclock exceptions, employee events, and reminders on the fly, all in a beautiful new interface that makes it easier than ever to manage what matters. With one-click actions for your business-critical tasks, the v7 Dashboard will become the window to your workforce.

Employee Time Entry

Some companies have employees that are unable to reach a PC to clock in and out. For those companies, we can provide a clock device we call the Remote Data

Employee time entry is kept simple at both the PC level and Remote Data Terminal level. Employees perform clock and self-service operations using the WebClock

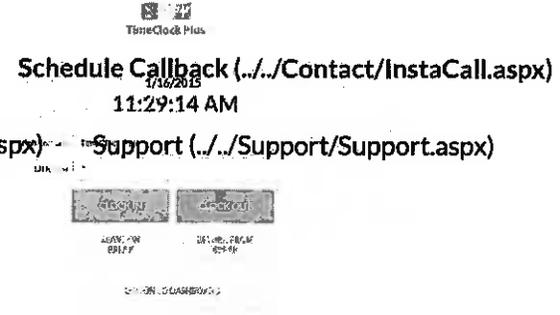
100

Terminal (RDT). The RDT can be a PIN Entry clock where employees can simply enter a Personal Identification Number or it can be equipped with a:

from the convenience of their own computer. Search the site



- Magnetic Card Reader
- Proximity Reader
- Smart Card Reader
- Fingerprint Reader

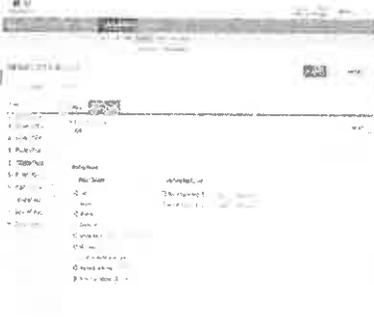


Advanced Dashboard



See all of your most important labor and attendance information on a single screen. Create your own widgets for approaching overtime, absences, tardies, and more.

Accruals



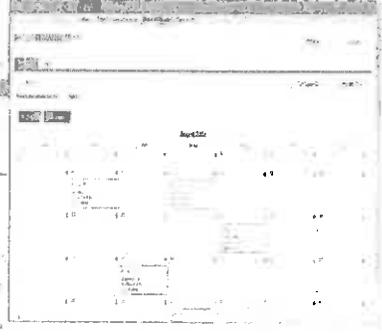
Accruals are used to maintain a balance of time that an employee earns, typically for any type of leave (e.g. vacation, sick, or comp time).

Expanded Scheduling



View/create schedules for individuals, or a company-wide schedule. Scheduler can be used to help forecast hourly labor cost and labor cost as a percentage of sales.

Request Manager



View and approve time-off requests submitted through either the WebClock on a Remote Data Terminal. Time-off requests can even be manually added through this feature.

Global Modification



Make mass changes to multiple employees or

Employee Status



Monitor and manage all employees in real time.

Missed Punches



Respond in one of four ways to a missed punch:

101

roles at one time. Choose which employees or roles are included in the modification, and what changed. Why TimeClock Plus? Request a quote. Contact/Quote Request. Industries & Industries. Multiple employees. Schedule Callback. Individual to enter the missed time.

employee overtime. Includes other Consecutive Day and Holidays. See who is clocked in, for how long and under what job code. Clock in/out or switch job codes for employees. deny the clock operation, record a Blank time, record the scheduled time, or allow the individual to enter the missed time.

Solutions (../TimeAndAttendanceSoftware.aspx) Services (../Services/Services.aspx) Support (../Support/Support.aspx)



<http://summit.timeclockplus.com>

General

Software

Time Clocks

Services

Support

Home (../Default.aspx)
 About Us (../AboutUs/AboutUs.aspx)
 Privacy Policy (../AboutUs/PrivacyPolicy.aspx)
 Contact

Express (Express.aspx)
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