

UPDATE

**SPECIAL POLICIES & PROCEDURES BOARD MEETING  
PAYNESVILLE CITY HALL  
MARCH 4, 2020  
5:30 P.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. **Employee Exit Interview Policy (page 1)**
  - B. **Employee Exit Questionnaire (page 2)**
- IV. OLD BUSINESS
  - A. **Job Descriptions: Please bring with your February 12, 2020 Policies & Procedures Board Meeting Agenda that included all the job descriptions.**
    1. Liquor Store – Manager (page 25)
    2. Police Department – Chief (page 37)
    3. Administration
      - a. Police Secretary/Accounting Specialist (page 49)
      - b. Treasurer (page 52)
      - c. Administrative Assistant/Zoning Administrator (page 56)
      - d. Motor Vehicle Specialist (page 59)
      - e. Customer Service Specialist (page 62)
      - f. Social Media/Customer Service Specialist (page 65)
    4. Public Works Department – Director/Airport Manager (page 68)
      - a. Maintenance Worker – Part Time (page 71)
      - b. Maintenance Worker – Full Time (page 73)
      - c. Maintenance Worker – Intermediate (page 83)
      - d. Maintenance Worker – Senior (page 93)
- V. INFORMATIONAL
  - A. Next Meeting – March 11, 2020 at 5:30 p.m.
- VI. ADJOURN

**Please contact Belinda Ludwig at 320-243-3714 ext. 228 or [belinda@paynesvillemn.com](mailto:belinda@paynesvillemn.com) if you can't attend the meeting.**

**Members: Shawn Reinke, Len Gilmore, Ron Mergen & Belinda Ludwig**

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

**BARRIER FREE:** All Policies & Procedures Board 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.

**CITY OF PAYNESVILLE  
EMPLOYEE EXIT INTERVIEW POLICY**

The City realizes the separation of employees is a normal part of business. However, the City would like to ensure everything is being done to retain good employees. Therefore, the City offers the following:

- Employees will be given an opportunity to fill out an Employment Exit Questionnaire and return the questionnaire directly to City Hall, directed to one of the Employee Relations personnel in a sealed envelope.
- Employees will be given the opportunity to meet one on one with one or both of the Employee Relations personnel.
- The exit questionnaire and/or interview will not be a part of the employee's personnel file.
- The exit questionnaire and/or interview will in no way reflect poorly on the employee when the City is asked to be a reference for said employee.

Adopted by the City Council on the 9<sup>th</sup> day of March, 2020.

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Jeff Thompson, Mayor

## CITY OF PAYNESVILLE EMPLOYMENT EXIT QUESTIONNAIRE

Please complete the following questions concerning your employment with the City of Paynesville. Please be as specific as possible. Your answers will be kept private, as much of the information are classified as Private data on individuals. "Private data on individuals" means data which is (a) not public, and (b) accessible to the individual subject of that data. The only person who will see your answers is one or both of the Employee Relations personnel.

Your answers will be summarized and combined with those of other employees who have left the City. Please return this questionnaire directly to City Hall, directed to one of the Employee Relations personnel in a sealed envelope.

Any employee will also have the opportunity to meet, in person, with one or both of the Employee Relations personnel.

1. What factors contributed to your accepting a job with City of Paynesville?

Have your feelings changed?

2. Did you understand the job expectations when you were hired?

3. Did you receive sufficient training to meet those expectations?

4. Did you know how or where to get information you needed to succeed at your job?

5. Please explain your reason(s) for departure.

6. Are you leaving for a comparable job?

How is it different?

Are you staying in the public sector?

7. What part does salary play in your decision to leave?

8. What made you begin looking for another position or what made you listen to the offer to interview for another position?

9. What could the City have done to prevent you from leaving?
  
10. If you are going to another job, what does that job offer you that your job at the City of Paynesville did not?
  
11. What would make you interested in returning to work for the City of Paynesville?
  
12. How would you describe your relationship with your department manager?
  
13. If you came back to work for the City of Paynesville, would you work for the same department manager?

Please rate your department manager in the following areas:

	Excellent	Good	Fair	Poor
Demonstrates Fair and Equal Treatment				
Provides Appropriate Recognition				
Resolves Complaints/Difficulties in Timely Fashion				
Follows Policy and Procedures				
Informs Employee of Matters Relating to Work				
Encourages Feedback				
Is Knowledgeable in Own Job				
Expresses Instructions Clearly				
Develops Cooperation				

14. How do you rate the working conditions?
  
15. What did you like best about your job and/or employment with the City of Paynesville?

What made your employment enjoyable?

16. How would you rate the communication from management?

17. How did you feel about the organizational climate of the City of Paynesville?

Please rate the following aspects of employment with the City of Paynesville:

	Excellent	Good	Fair	Poor
Opportunity for Advancement				
Performance Appraisals				
Physical Working Conditions				
Your Salary				
Vacation/Holidays				
Other City Benefits				
Feeling of Belonging				

18. If you were leading the City of Paynesville what would you do differently?

If you were leading your department, what would you do differently?

19. Did you get answers to policy (benefit procedures) questions?

To whom did you talk to get answers to questions or clarify matters?

20. Please feel free to list any suggestions you may have concerning any of the items mentioned above, or any thoughts you may have regarding employment with the City of Paynesville.

I would like to meet with the Employee Relations personnel.

Thank you for your time.