

**POLICIES & PROCEDURES BOARD MEETING
PAYNESVILLE CITY HALL
MAY 13, 2020
5:30 P.M.**

Some or all members of the Ad Hoc Library Development Board may participate in this meeting by telephone or Zoom rather than being personally present at the Library Board's special meeting place at 221 Washburne Avenue, Paynesville, Minnesota. Members of the public can monitor the Board meeting by contacting Belinda Ludwig at 320-243-3714 Ext. 228 or belinda@paynesvillemn.com by noon on the day of the meeting to make arrangements via telephone or zoom.

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Employee Performance Evaluations (page 5)
- IV. OLD BUSINESS
 - A. Separate Department Policies – Police – ***Please bring with to the meeting the document that was emailed to you on April 2, 2020. If you prefer a hard copy, please contact City Hall.***
 - B. Take Home Vehicle Policy (page 18)
 - C. Employee Personnel Policy – ***A draft of a portion of the compiled Employee Personnel Policy will be emailed out and/or distributed to you on Monday.***
- V. INFORMATIONAL
 - A. Next Meeting – June 10, 2020 at 5:30 p.m.
- VI. ADJOURN

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.

REQUEST FOR BOARD/COUNCIL ACTION

Board/COUNCIL NAME: Policies & Procedures Board

Board/Council Meeting Date: May 13, 2020

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from the March 31 and April 8, 2020 Policies & Procedures Board meetings.

ADMINISTRATOR COMMENTS:

BOARD/COUNCIL ACTION:

Motion to approve the minutes from the March 31 and April 8, 2020 Policies & Procedures Board meetings.

**MINUTES
SPECAIL POLICIES & PROCEDURES BOARD**

MARCH 31, 2020

The meeting was called to order by Chairperson Shawn Reinke at 5:30 p.m. Members present were Len Gilmore, Belinda Ludwig, Treasurer/Acting City Administrator; and Ron Mergen, Public Works Director/Acting City Administrator.

Motion was made by Reinke to approve the minutes from the March 4 and March 11, 2020 Policies & Procedures Board meetings. Seconded by Gilmore and unanimously carried.

EXEMPT VERSUS NON-EXEMPT EMPLOYEE DETERMINATION

It was reported that the City is waiting on the determination from the City's labor attorney and Baker Tilly.

JOB DESCRIPTIONS

Public Works Positions

- It was reported that the titles were change to Public Works Technician Water/Wastewater Operator I, II and III
- Approximately 2 ½ pages were deleted from the previous job description proposal
- A typo was noted on the second page
- CPR is a requirement.

Motion was made by Reinke to approve the public works revised job descriptions and recommend such to the City Council. Seconded by Gilmore and unanimously carried.

PERSONNEL POLICY MANUAL

There was some general discussion about the next meeting and the personnel policy manual and what needs to be accomplished; including the vehicle take home policy, which the Public Works Department is no longer interested in. The policy would still need to be drafted for the Police Department.

There being no further business, the meeting was adjourned at 6:10 p.m.

**MINUTES
POLICIES & PROCEDURES BOARD**

APRIL 8, 2020

The meeting was called to order by Chairperson Shawn Reinke (via teleconference) at 5:30 p.m. Members present were Len Gilmore, Belinda Ludwig, Treasurer/Acting City Administrator; and Ron Mergen, Public Works Director/Acting City Administrator. Also present was Jennifer Welling Administrative Assistant/Zoning Specialist.

There were no minutes for approval.

PERSONNEL POLICY MANUAL

Police Policies

Members noted that due to the size of the document the police policies were a separate item. It was also suggested to wait on the police policies until Wegner is present to review them with the Board. It was stated that any City policies need to be within the personnel policy and any operating guide lines would be in a SOP (Standard Operating Procedure) as a stand-alone document.

There was a lengthy discussion on:

1. The City's Personnel Policy
2. The Model LMC Personnel Policy
3. The Union Contracts

Welling discussed the issues of merging these documents, knowing several items are duplicated in the policies, several items are only in one of the documents, and the union contract is the most current document. Also, the notes from the previous meeting when this was addressed are very difficult to follow. Members suggested merging all the documents utilizing the LMC template and whenever the League adopts a new policy it can be easily drafted into the City's policy. Once complete members will review the updated policy from the beginning.

City Administrator Grievance Policy

It was discussed if the City Attorney should be included in the membership of the Board. It was discussed that being it is against the City Administrator that yes, the City Labor Attorney should be included.

Motion was made by Gilmore to approve the City Administrator Grievance Policy and to include the policy in the Personnel Policy. Seconded by Reinke and unanimously carried (Reinke, yes; Gilmore, yes; City Administration, yes).

Take Home Vehicle Policy

Mergen reported that the Public Works Department does not want to participate in this. The only department this affects in the Police Department and it will be addressed at the next meeting when Wegner is in attendance.

Severance Pay/Retirement Policy

Members reviewed the existing policy from 2007, which states an employee with 15 years of service, may receive one year of single health coverage for every 10 years of service. The City will pay \$450.00. This was for employees hired prior to January 1, 2004. For employees hired from 2004 to August 2007 the benefit is \$350.00.

The proposal was to change the contribution to 100% of the City's contribution to single coverage at the time of retirement. It was suggested to keep it at a dollar number \$800.00, review the policy annually, and merge section 17.2 into 17.1 changing 17.1 dates to read August 2007 and prior.

Policy is to read as follows:

Severance Pay/Retirement

Full time regular employees with dates of employment prior to August 1, 2007 will be eligible for the following retiree insurance program:

1. In order to be eligible, the full-time regular employee must have at least fifteen (15) years of service at the time of retirement and must be legally qualified to draw a pension under PERA. In order to be eligible, the employee must also sign a retirement agreement with the City and provide at least two (2) months advance notice of retirement.
2. An eligible individual will receive one (1) year of single health insurance coverage for every ten (10) years of service with the City. The benefit is based on full ten (10) year increments and is not prorated (for example: an individual with seventeen (17) years of service would qualify for one year of single health insurance).
3. The benefit will cease upon the earliest occurrence of any of the following events:
 - a. The employee reaches age 65
 - b. The benefit is exhausted
 - c. The employee dies

The City will pay up to 100% of the City's contribution up to \$800.00 per month at the time of retirement toward the employee's single premium. The City will not pay for any dependent coverage. The City will make this payment, in its discretion, either directly to the insurer through a voucher upon receipt of a statement or to the employee upon receiving an itemized receipt.

Employees with dates of employment on or after August 1, 2007 are not eligible for a retiree insurance benefit.

Motion was made by Gilmore to change the City's contribution to \$800.00 per month and to review this amount annually and merge section 17.2 and to include the policy in the Personnel Policy. Seconded by Reinke and unanimously carried (Reinke, yes; Gilmore, yes; City Administration, yes).

There being no further business, the meeting was adjourned at 6:35 p.m.

CITY OF PAYNESVILLE PERFORMANCE EVALUATION

The Employee Performance Evaluation is designed to

Generate two-way communication between the employee and supervisor

Review employee performance in relation to City/Department goals and objectives

Recognize achievements, accomplishments and contributions of employees

Identify areas for employee training and development

Provide a basis for planning future performance

Rating Identification

- | | | | | |
|-----------------|---|----------------------------------|---|--|
| <u>5</u> | - | <i>Outstanding</i> | - | Performance is exceptional in all areas and is recognizable as being far superior to others. |
| <u>4</u> | - | <i>Very Good</i> | - | Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis. |
| <u>3</u> | - | <i>Good</i> | - | Competent and dependable level of performance. Meets performance standards of the job. |
| <u>2</u> | - | <i>Improvement Needed</i> | - | Performance is deficient in certain areas. Improvement is necessary. |
| <u>1</u> | - | <i>Unsatisfactory</i> | - | Results are generally unacceptable and require immediate improvement. |

Employee Name _____

Title _____

Reviewed by _____

Date _____

Appraisal Period _____

To: _____

Wage Eligibility _____

GENERAL FACTORS

RATING
5/4/3/2/1

COMMENTS

1. **Job Knowledge**
The understanding of concepts, procedures and tasks relevant to the job; the degree to which job knowledge contributes to outcomes and expectations.

2. **Quality**
The accuracy, thoroughness, and acceptability of work performed.

3. **Productivity**
The quality and efficiency of work produced in a specified period of time.

4. **Reliability**
The extent to which an employee can be relied upon regarding task completion and follow up.

5. **Availability**
The extent to which an employee is punctual, observes prescribed work break/meal periods and the overall attendance record.

- 6. **Independence** _____
The extent of work performed with little or no supervision.

- 7. **Creativity** _____
The extent to which an employee proposes ideas, finds new and better ways of doing things.

- 8. **Initiative** _____
The extent to which an employee seeks out new assignments and opportunities to improve performance; identifies ways to meet or exceed organizational goals and needs.

- 9. **Adherence to Policy** _____
The extent to which an employee follows safety and conduct rules, other regulations, and observes good housekeeping practices.

- 10. **Interpersonal Relationships** _____
The willingness and demonstrated ability to cooperate, work, and communicate with co-workers, supervisors, and/or outside contacts.

- 11. **Behavior Pattern** _____
The stability, courtesy, personal appearance and judgment demonstrated on the job.

Jennifer Welling

From: Belinda Ludwig
Sent: Thursday, April 16, 2020 4:45 PM
To: Jennifer Welling
Subject: FW: performance evaluation
Attachments: Bank Eval Form.doc

For Policies & Procedures. Please also include her email that explains their concept a bit. Thanks,

Belinda Ludwig
City Treasurer
221 Washburne Ave
City of Paynesville
Phone: 320-243-3714 Ext 228
Fax: 320-243-3713
Belinda@paynesvillemn.com

From: Shaunna Johnson <Shaunna.Johnson@ci.waitepark.mn.us>
Sent: Thursday, April 16, 2020 4:42 PM
To: Belinda Ludwig <Belinda@paynesvillemn.com>
Subject: RE: performance evaluation

Good afternoon Belinda,

I hope you are doing well with everything going on. I have attached an evaluation form for you. You will see that we take our job description and list out the duties in the performance evaluation. I take and put duties that are similar in one group. This form has really worked well for us. Each form is individualized to each person's job and then also includes other important character traits as well. The one that is attached shows you how the form works for our Utility Billing/Media Publications Coordinator position.

Let me know if you have any questions. Best of luck. Stay safe and healthy!

Shaunna Johnson

From: Belinda Ludwig <Belinda@paynesvillemn.com>
Sent: Thursday, April 16, 2020 3:45 PM
To: Shaunna Johnson <Shaunna.Johnson@ci.waitepark.mn.us>
Subject: performance evaluation

Hi Shaunna, our Policies and Procedures Board is looking at updating our employee performance evaluations. Could I possibly get a copy of Waite Parks? Thanks so much,

Belinda Ludwig
City Treasurer
221 Washburne Ave

City of Paynesville

Phone: 320-243-3714 Ext 228

Fax: 320-243-3713

Belinda@paynesvillemn.com

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PERFORMANCE EVALUATION

Employee: _____ **Office/Department:** _____
Position: Utility & Media/Publications Coordinator **Current Grade/Step:** _____
Evaluation Period: _____ **Recommended Grade/Step:** _____
Effective Date: _____ **Purpose of Evaluation:** Annual Review

RATINGS = (EE= EXCEEDS EXPECTATIONS, ME= MEETS EXPECTATIONS, PME = PARTIALLY MEETS EXPECTATIONS, NI = NEEDS IMPROVEMENT)

ESSENTIAL DUTIES & RESPONSIBILITIES

	EE	ME	PME	NI
<p>1. Manages and updates City webpage content per Departmental requests, develops the contents and design of City publications through a variety of means including quarterly newlesters, flyers, and pamphlets, updates and redesigns City forms and documents for use on City website, manages and maintains City online social media communications and City public information channel by working with various department to provide current and relevant informaiton to the public through a variety of means including video, pictures, etc.</p> <p>Comments:</p>				
<p>2. Prepares, runs and posts utility bills on regular basis. Maintains customer information by updating, creating or deleting customer accounts. Creates and tracks utility service order requests. Assesses penalties & generates notices for past due utility accounts, schedules water service disconnections for all unpaid utility accounts & collects delinquent customer accounts. Montiors customer consumption amounts for leak detection and assists customers in the resoluton of leak issues.</p> <p>Comments:</p>				
<p>3. Processes assessment certificates, including working with various information and descriptions. Generates statistical data & calculates revenue projections for determining future water & sewer rates. Routes annexed areas of the City into the utility billing system. Maintains and tracks residentail refuse/recycling services and calculates monthly service totals for billing purposes. Prepares monthly invoices and processes accounts receivable for billable utility expenses and false alarm fees for the Police Department.</p> <p>Comments:</p>				

	EE	ME	PME	NI
4. Provides back-up to the Deputy Clerk, Building and Planning Assistant, and Administrative Secretary, as needed. Performs other duties as assigned. Comments:				

GENERAL DUTIES & RESPONSIBILITIES

	EE	ME	PME	NI
1. WORK HABITS a. Attendance: Employee adheres to City of Waite Park Handbook b. Initiative: Routinely seeks ways to accomplish work and mission of the Office/Department. Solves problems, suggests improvements, and completes work on time. c. Judgment: Asks questions when necessary. Does not exceed the position authority. Accurate decision making consistent with goals of Office/Department and within training of employees. Conducts self appropriately. d. Follows directions: Follows direction of supervisor. Comments:				

	EE	ME	PME	NI
2. INTERPERSONAL SKILLS a. Oral and Written Communications: Routinely communicates clearly to others. Written material shows proper English grammar, usage, and spelling. b. Relationship with peers: Routinely maintains a professional relationship with co-workers. Cooperates well. Any conflicts are resolved promptly and without rancor. c. Relationship with supervisor(s): Adheres to chain of command and accepts his/her position in the organization. Accepts feedback. d. Relationship with public: Courteous, friendly, and empathetic. Communicates in a professional, unbiased manner. Is service oriented and has good non-verbal skills. Comments:				

	EE	ME	PME	NI
3. TEAMWORK Is committed to achieving the goals of the Office/Department. Cooperates with peers assigned to the same task and helps to complete all work. Overall work product meets the standards of the task. Comments:				

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<p>4. DEVELOPMENT OF WORK SKILLS</p> <p>a. Independence: Employee is able to handle assigned tasks with minimal supervision.</p> <p>b. Work assigned is completed in a timely manner</p> <p>c. Grasps new concepts quickly. Demonstrates skill and aptitude for tasks learned.</p> <p>Comments:</p>	EE	ME	PME	NI
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City-Wide Goals & Accomplishments

Accomplishments:

- List City-wide Accomplishments

Goals:

- List City-wide Goals

Administration Accomplishments & Goals

Accomplishments:

- List Department Accomplishments

Goals:

- List Department Goals

Individual Accomplishments:

- List Department Accomplishments

Individual Goals:

- List Department Goals

Training Requirements/Recommendations:

Employee Signature

Date

Supervisor/Evaluator Signature

Date

CITY OF COLD SPRING
Employee Performance Evaluation –

Employee Name

Title

Date of Review

The Employee is to be ranked in each of the following areas. Comments are encouraged, with specific examples whenever possible. Previously established goals should be reviewed with the Employee, as well as the establishment of new goals.

The completed evaluation is to be signed by the Employee and placed in their personnel file, with a copy provided to the Employee.

1. Relationship with Supervisor

Does the Employee maintain an effective relationship with their superiors? Is the Employee courteous and respectful? Do the Employee's superiors find them approachable, or are they reluctant to consult with the Employee when warranted? Does the Employee accept and give criticism well? Does the Employee follow directives when assigned?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

2. Relationship with Coworkers

Does the Employee maintain an effective relationship with their coworkers, retaining the respect of their coworkers? Do the Employee's coworkers find them approachable, or are they reluctant to relate with the Employee? Does the Employee accept and give criticism well?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

3. Attitude & Morale

Does the Employee have a positive attitude; are they enthusiastic, cooperative and willing to adapt? Does the Employee have a positive or negative effect on the morale of the staff? Does the Employee complain excessively about compensation or other work conditions?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

4. Work Ethic

Does the Employee arrive late to work, quit early or take excessive breaks? Do they spend an excessive amount of time conducting personal business at work? Do they perform tasks that they dislike poorly?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

5. Productivity

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Is the Employee proficient in the performance of their duties, conducting the work of the City in an orderly and systematic way? Does the Employee accomplish their tasks in a timely manner?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

6. Professionalism

Does the Employee conduct themselves in a professional manner while at work, and in contact with the public? Does the Employee exhibit an ability to keep sensitive information confidential? Does the Employee remain unbiased on issues and in their dealings with the public? Does the Employee dress appropriately for the position, and keep workspaces clean and orderly?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

7. Technical Knowledge

Does the Employee demonstrate that they have a good base of the technical knowledge required to perform in their position, given their level of experience; and apply that knowledge effectively? Do they show a willingness to learn? Do they share their technical knowledge willingly with others?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

8. Work Quality

Is the work that the Employee performs of good quality? Does work often need to be redone or fixed by the Employee or by another employee?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

9. Initiative

Is the Employee a self-starter, identifying tasks that need to be completed? Does the Employee follow through with tasks without the need to be reminded, or do others often need to verify that tasks have been completed?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

10. Dependability

Does the Supervisor and coworkers find the Employee to be dependable? When given a task, does the Supervisor feel confident in the Employee's ability to complete it and that it will be done well?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

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11. Problem Solving

Is the Employee able to reach timely decisions and initiate action, but not be compulsive? Does the Employee appear to spend too much or too little time on tasks or decisions?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT:

12. Communication Abilities

Does the Employee communicate effectively, verbally and in written form? Does communication with coworkers and the public, via telephone or in person, appear hampered by the Employee's inability to communicate effectively? Do they provide input when warranted, and in a professional manner?

(Very Ineffective) 1 2 3 4 5 (Very Effective)

COMMENT: .

GOALS OF THE EMPLOYEE

1.

EMPLOYEE: This report constitutes the City of Cold Spring's evaluation of your job performance during the review period stated below. Your signature does not necessarily indicate that you agree with the statements and conclusions; it does certify that you have had the opportunity to discuss this evaluation with the Evaluator(s), that you were offered a photocopy of the evaluation, and that you acknowledge that this evaluation will be placed indefinitely in your personnel file.

Employee Signature: _____

Date: _____

Supervisor: _____

Date: _____

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Paynesville Police Department Take-Home Vehicle Policy

Purpose and Scope:

This policy establishes guidelines to ensure the proper use of take-home vehicles. It is the policy of the City of Paynesville to assign police vehicles to certain positions within the Police Department as identified by the Chief of Police for use pursuant to the following guidelines and procedures.

Policy Statement:

Take-Home vehicles shall be authorized on a case-by-case basis to employees who have specific law enforcement duties by the Chief of Police, and if abused, this privilege may be immediately revoked. Employees who are allowed this privilege are required to strictly abide by all guidelines listed in this policy and those set forth by the Chief of Police. Take-home vehicle use authorization is at the discretion of the Chief of Police and is subject to change at any time for any reason.

Definitions:

Take-Home Vehicle: A take-home vehicle is a City of Paynesville Police Department-owned automobile that is authorized by the Chief of Police to be taken home and operated by officers under the conditions allowed in this policy. A take-home vehicle may also be an automobile owned by another governmental agency that has been provided to the Department.

Employee: Sworn Minnesota law enforcement officer employed full-time by the City of Paynesville Police Department.

Home: Residence within the geographical limits of the City of Paynesville and Paynesville Township, Minnesota.

General Criteria:

The City of Paynesville Police Department's take-home vehicle is a privilege extended to authorized, designated personnel of the department. Before the employee is authorized or eligible for a take-home vehicle, he/she must meet criteria that includes, as determined by the Chief of Police, but is not limited to:

- A. Employee's position includes a primary emergency response function
- B. Employee works in an operational division, section or unit which requires the use of a vehicle for the employee to perform the required duties of his or her position and the required vehicle is specifically the vehicle assigned by the Chief of Police (i.e. K-9)
- C. Employee is directly assigned to take-home vehicle use by the Chief of Police
- D. Employee's position requires immediate emergency response to a crime scene or incident creating immediate and substantial threat to human life during non-scheduled work hours.

E. The Employee resides within the city limits of Paynesville or Paynesville Township.

Procedures:

- A. Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless the Chief of Police gives authorization, except in an emergency. Emergencies shall be reported within twenty-four (24) hours to the Chief of Police.
- B. Officers shall not transport non-departmental personnel in the vehicles unless it's in an official capacity or without authorization from the Chief of Police
- C. Only the employee shall operate the take-home-vehicle.
- D. Any officer on light-duty or suspension is not authorized a take-home vehicle.
- E. Take-home vehicles shall be properly maintained and kept clean at all times.
- F. The fact that an employee is driving a take home vehicle in commuting to and from work is not a basis for determining that commuting time is hours of work
- G. Unattended vehicles shall always be kept locked with keys removed at all times. Seat belts must be used as required by City and departmental policy and state law.
- H. All firearms, weapons and computers will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.
- I. Employees on or off duty, who intend to consume or possess, or who have consumed any amount of alcoholic beverage **shall never** drive any City owned vehicles. Employees may possess alcohol in the vehicle if it is for law enforcement purpose, i.e. a seizure or evidence in a case.
- J. Vehicles will not be used when off-duty except:
 - a. When the employee is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
 - b. When the employee has received permission from the Chief of Police
 - c. When the employee is participating in an off-duty activity in which the use of the vehicle is required and has received permission from the Chief of Police to do so.
- K. Employees will comply with all other department policies related to the use of police vehicles.