

AMENDED AGENDA

PERSONNEL COMMITTEE

January 15, 2026 at 6:00 p.m.

Council Chambers, Maple Lake City Hall



1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **New Business**
 - a. Benefit Policy Discussion
 - b. Discuss Public Works Job Descriptions and Recruitments
 - c. Discuss Process for Filling Vacant Council Position
 - d. 2026 Salary Discussion – Administrative Assistants
 - e. **Vacation and Sick Leave Policy Discussion**
5. **Old/Other Business**
6. **Next meeting:** January 20, 2026

Members: Lynn Kissock, Kris Logas, Scott Chantland, Lori Hausken
Advisory: Cathy Reynolds, Interim City Administrator

AGENDA

PERSONNEL COMMITTEE

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- 6. Next meeting:** January 20, 2026

Members: Lynn Kissock, Kris Logas, Scott Chantland, Lori Hausken
Advisory: Cathy Reynolds, Interim City Administrator



Maple Lake Personnel Committee
Agenda Memo
January 15, 2026

From: Cathy Reynolds, Interim City Administrator
To: Personnel Committee

Subject: Benefit Policy

Policy/Action Requested: Discuss the city's benefit offerings to develop a policy document.,

Staff Recommendation:

Overview:

The city's benefit renewal is due in March 2026. In meeting with the benefit consultant and looking at the benefit offerings staff noticed some inconsistencies in 2025 with past years. Staff has not found documented decisions for these changes so we are seeking to have a discussion with the personnel committee to review information and obtain direction on how the personnel committee would like to proceed. Staff will take the direction provided at the personnel committee meeting and prepare a formal benefit policy for city council's approval. The formal policy will provide clarification and clear direction for staff and the benefit consultant to implement moving forward. It will also provide clear information for current and future employees to know the benefits the city offers.

Staff will also have information on the benefit renewals for the personnel committee to discuss and determine if any changes are desired.

Materials are still being compiled and will be presented at the meeting.

Budget Impact:

Attachments:

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Maple Lake Personnel Committee
Agenda Memo
January 15, 2026

From: Cathy Reynolds, Interim City Administrator
To: Personnel Committee

Subject: Public Works Recruitment – Full-time and Seasonal

Policy/Action Requested: Discuss the job descriptions and recruitment for public works full-time vacancy and seasonal hires.

Staff Recommendation: Staff recommends approval of the job descriptions and authorizing the recruitment for the full-time and seasonal positions.

Overview:

Staff is looking to begin the recruitment for the vacant full-time public works position and for seasonal worker for the summer. Prior to beginning the recruitment job descriptions need to be reviewed and approved for the Maintenance Worker 1, Maintenance Worker 2, and Seasonal Worker.

The Maintenance Worker 1 and 2 job descriptions use the city’s 2021 maintenance worker job description as the base. Adjustments were made to align the two positions with the two pay grades approved with the 2026 pay scale. The Maintenance Worker 1 position was adjusted to require 1 year of experience (2021 job description requires 2 years experience), and to work towards water and wastewater licensing. The Maintenance Worker 2 position was adjusted to 5 years of experience and requires Class B driver’s license and water and wastewater licensure. The proposed job descriptions are attached with the areas of change highlighted.

The Seasonal Maintenance Worker job description was developed based on a couple job descriptions found in our files and another community’s job description for a seasonal worker.

Once the job descriptions are approved, Staff would recommend moving forward with recruiting for a Maintenance Worker 1 to fill the current public works vacancy. Staff would also like to begin recruiting for a seasonal worker for the summer.

Budget Impact: Both positions are budgeted for in the 2026 budget.

- Attachments:**
1. Maintenance Worker 1 Job Description
 2. Maintenance Worker 2 Job Description
 3. Seasonal Maintenance Worker Job Description





City of Maple Lake

Position Title	MAINTENANCE WORKER 1
Department	PUBLIC WORKS
Accountable to	PUBLIC WORKS DIRECTOR
Status	NON-EXEMPT
Hours Worked	FULL TIME/40 OR MORE HOURS PER WEEK

POSITION SUMMARY

To assist in performing a variety of maintenance and construction activities on city streets, alleys, sewers, waterways, municipal airport, and public areas, as well as assisting in the operation, servicing, and maintenance of a water treatment facility and lift stations under the direction of the Public Works Director or the designee.

SUPERVISORY DUTIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Maintain and repair streets and roads so that safe and reliable public transportation routes are available.
 - Patch potholes, fill cracks, plow streets and roads, haul snow, spread sand and salt where necessary, uncover fire hydrants.
- Maintain public areas so that a safe and pleasant image is presented to the public.
 - Mow grass at the wastewater treatment plant, airport, parks, ditches, and water tower, spray weeds in parks and downtown curbs and sidewalks, trim and remove brush and trees, clean gutters and remove debris from culverts, paint curbs and crosswalks, signs, or buildings, and other duties as assigned.
- Repair and maintain water and sewer lines so that safe and sanitary utilities are provided to the public.
 - Operate sewer line cleaning equipment, flush hydrants, flush sewer lines and water lines, clean and maintain catch basins, lift stations, manholes, culverts, dig up and replace or repair lines as necessary.
- Maintain city equipment so that the city's investment is protected, and equipment is ready to use when needed.
 - Wash all city equipment, grease vehicles, change the oil and filter, change spark plugs, inspect fan belts and coolant hoses, replace wiper blades, replace headlights, maintain fluid levels, detect and trouble-shoot major mechanical problems report them to the Public Works Director or the designee.
- Operate and monitor the lift stations, under the direction of the Public Works Director or the designee, so that city wastewater is properly disposed of.
 - Monitor lift stations by keeping logs and records of all machinery, levels, readings, visually inspect lift stations, detect and report needed major repairs to the Public Works Director or the designee.
- Operate and monitor water treatment systems, under the direction of the Public Works Director or the designee, so that a safe supply of sanitary portable water is provided to the public.

- Monitor plant functions, keep logs and records of all machinery, take samples and conduct tests of water, operate filters, flush lines and tanks as needed, operate chemical and chlorine systems, regulate water tower level, make minor repairs to pumps and mixers, detect and report needed major repairs to the Public Works Director or the designee.
- **Develop professional skills and work towards obtaining water and wastewater licensures as directed by Public Works Director.**
 - Attend water and wastewater continuing education classes at the city's expense, review trade publications, read manuals, consult with manufacturers, attend professional conferences, fulfill license requirements to operate the facilities.
- Regular attendance is an essential function of the job.
- Performs other duties as assigned or apparent.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crawl, lift, repetitive motion, or crouch.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.
- Work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment.
- Work is generally in a loud noise location (e.g., grounds maintenance, heavy traffic).
- This position is subject to drug testing.

TOOLS and EQUIPMENT USED

Equipment used includes, but is not limited to the use of personal computer, handheld water meter scanner, variety of equipment related to snow removal, lawn mowers, hand tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is mostly outdoors and involves constant bending and lifting loads of up to 25 pounds constantly, up to 75 pounds on occasion.
- Water treatment involves hazardous chemicals and materials, including chlorine, potassium permanganate, hydrofluosilicic acid, and poly phosphorus. Work in confined spaces involves hazardous chemicals including carbon monoxide, methane, and hydrogen sulfide.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Must be 18 years of age or older, possess a high school diploma or equivalent.
- Minnesota class D driver's license: ~~Minnesota class B driver's license with air brake endorsement is required within six (6) months of employment.~~
- Must be able to work overtime, respond to emergency calls, and be on call as needed.
- Have one (1) year of experience in maintenance, construction, or a related field.
- Live within a 30-minute response time.
- A safety orientated person with a safe driving record is a must.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of equipment maintenance and operation.
- Knowledge of methods, materials, and equipment used in street maintenance repair and construction.
- Skill in maintenance of city property and equipment.
- Ability to follow basic verbal and written instructions.
- Ability to comply with and follow standard safety practices and procedures for maintenance and construction work.
- Ability to learn to operate meters, pumps, electrical systems and related wastewater and water equipment.
- Ability to learn methods and techniques of water plant operation, chemical handling, worker safety, water treatment techniques, basic chemistry, and mathematics.
- Ability to make accurate tests and readings, keep records and make reports.
- Ability to perform manual labor, and to lift to 75 pounds constantly.
- Must pass background investigation.

NON-DISCRIMINATION STATEMENT

The City of Maple Lake will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Maple Lake reserves the right to change and/or eliminate any and all job duties if needed).

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FOR OFFICE USE ONLY

Position Description Approved:

By _____
Mayor

Date

By _____
City Administrator

Date

Received by:

Employee

Date



City of Maple Lake

Position Title	MAINTENANCE WORKER 2
Department	PUBLIC WORKS
Accountable to	PUBLIC WORKS DIRECTOR
Status	NON-EXEMPT
Hours Worked	FULL TIME/40 OR MORE HOURS PER WEEK

POSITION SUMMARY

To assist in performing a variety of maintenance and construction activities on city streets, alleys, sewers, waterways, municipal airport, and public areas, as well as assisting in the operation, servicing, and maintenance of a water treatment facility and lift stations under the direction of the Public Works Director or the designee.

SUPERVISORY DUTIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Maintain and repair streets and roads so that safe and reliable public transportation routes are available.
 - Patch potholes, fill cracks, plow streets and roads, haul snow, spread sand and salt where necessary, uncover fire hydrants.
- Maintain public areas so that a safe and pleasant image is presented to the public.
 - Mow grass at the wastewater treatment plant, airport, parks, ditches, and water tower, spray weeds in parks and downtown curbs and sidewalks, trim and remove brush and trees, clean gutters and remove debris from culverts, paint curbs and crosswalks, signs, or buildings, and other duties as assigned.
- Repair and maintain water and sewer lines so that safe and sanitary utilities are provided to the public.
 - Operate sewer line cleaning equipment, flush hydrants, flush sewer lines and water lines, clean and maintain catch basins, lift stations, manholes, culverts, dig up and replace or repair lines as necessary.
- Maintain city equipment so that the city's investment is protected, and equipment is ready to use when needed.
 - Wash all city equipment, grease vehicles, change the oil and filter, change spark plugs, inspect fan belts and coolant hoses, replace wiper blades, replace headlights, maintain fluid levels, detect and trouble-shoot major mechanical problems report them to the Public Works Director or the designee.
- Operate and monitor the lift stations, under the direction of the Public Works Director or the designee, so that city wastewater is properly disposed of.
 - Monitor lift stations by keeping logs and records of all machinery, levels, readings, visually inspect lift stations, detect and report needed major repairs to the Public Works Director or the designee.
- Operate and monitor water treatment systems, under the direction of the Public Works Director or the designee, so that a safe supply of sanitary portable water is provided to the public.

- Monitor plant functions, keep logs and records of all machinery, take samples and conduct tests of water, operate filters, flush lines and tanks as needed, operate chemical and chlorine systems, regulate water tower level, make minor repairs to pumps and mixers, detect and report needed major repairs to the Public Works Director or the designee.
- Maintain professional skills so that water and wastewater licensure is maintained as directed by Public Works Director.
 - Attend water and wastewater continuing education classes at the city's expense, review trade publications, read manuals, consult with manufacturers, attend professional conferences, fulfill license requirements to operate the facilities.
- Regular attendance is an essential function of the job.
- Performs other duties as assigned or apparent.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crawl, lift, repetitive motion, or crouch.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.
- Work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment.
- Work is generally in a loud noise location (e.g., grounds maintenance, heavy traffic).
- This position is subject to drug testing.

TOOLS and EQUIPMENT USED

Equipment used includes, but is not limited to the use of personal computer, handheld water meter scanner, variety of equipment related to snow removal, lawn mowers, hand tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is mostly outdoors and involves constant bending and lifting loads of up to 25 pounds constantly, up to 75 pounds on occasion.
- Water treatment involves hazardous chemicals and materials, including chlorine, potassium permanganate, hydrofluosilicic acid, and poly phosphorus. Work in confined spaces involves hazardous chemicals including carbon monoxide, methane, and hydrogen sulfide.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Must be 18 years of age or older, possess a high school diploma or equivalent.
- Minnesota class B driver's license with air brake endorsement.
- Class C water license
- Class S-C collections license
- Must be able to work overtime, respond to emergency calls, and be on call as needed.
- Have five (5) years of experience in maintenance, construction, or a related field.
- Live within a 30-minute response time.
- A safety orientated person with a safe driving record is a must.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of equipment maintenance and operation.
- Knowledge of methods, materials, and equipment used in street maintenance repair and construction.
- Skill in maintenance of city property and equipment.
- Ability to follow basic verbal and written instructions.
- Ability to comply with and follow standard safety practices and procedures for maintenance and construction work.
- Ability to learn to operate meters, pumps, electrical systems and related wastewater and water equipment.
- Ability to learn methods and techniques of water plant operation, chemical handling, worker safety, water treatment techniques, basic chemistry, and mathematics.
- Ability to make accurate tests and readings, keep records and make reports.
- Ability to perform manual labor, and to lift to 75 pounds constantly.
- Must pass background investigation.

NON-DISCRIMINATION STATEMENT

The City of Maple Lake will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

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SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FOR OFFICE USE ONLY

Position Description Approved:

By _____
Mayor

Date

By _____
City Administrator

Date

Received by:

Employee

Date



City of Maple Lake

Position Title	SEASONAL MAINTENANCE WORKER
Department	PUBLIC WORKS
Accountable to	PUBLIC WORKS DIRECTOR
Status	SEASONAL
Hours Worked	25 -32 HOURS PER WEEK

POSITION SUMMARY

To assist with a variety of general maintenance duties. Hours are flexible and will be performed Monday – Thursday from 6:30 a.m. – 4:00 p.m.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Essential Duties

- Performs manual labor and heavy lifting under all weather conditions.
- Assists full-time employees in various maintenance and repair tasks (ay include, but are not limited to mowing, clipping, trimming, planting, cleaning, painting, operating equipment, shoveling, other miscellaneous tasks) in the Public Works department.
- Operates various motorized and non-motorized equipment.
- May drive vehicles to various job sites.
- Follows all safety requirements of each job task and specific equipment.
- Cooperates and follows all work direction from the Public Works Director.

Peripheral Duties

- Responsible for the safety, upkeep, and maintenance of equipment.
- Notifies supervisor of problems or safety related issues.
- Ability to understand and follow oral and written directions
- Ability to communicate clearly and concisely, both orally and in writing
- Other duties as delegated.

PHYSICAL DEMANDS

This is a physically challenging position which requires some heavy lifting. While performing the duties of this job, the employee is regularly required to reach with hands and arms; required to stand, walk and use hands to handle, feel or operate objects, tools or controls. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

TOOLS and EQUIPMENT USED

Landscaping equipment including mowers, edgers, weed trimmers, miscellaneous equipment, and small tools.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is mostly outdoors and involves constant bending and lifting loads of up to 25 pounds constantly, up to 75 pounds on occasion.

MINIMUM QUALIFICATIONS

- Must be 16 years of age or older, possess a high school diploma or equivalent.
- Minnesota class D driver's license with a good driving record
- Must be able to work outdoors in all weather conditions.
- A safety orientated person with a safe driving record is a must.

NON-DISCRIMINATION STATEMENT

The City of Maple Lake will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

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FOR OFFICE USE ONLY

Position Description Approved:

By _____
Mayor

Date

By _____
City Administrator

Date

Received by:

Employee

Date



Maple Lake Personnel Committee
Agenda Memo
January 15, 2026

From: Cathy Reynolds, Interim City Administrator
To: Personnel Committee

Subject: Discuss Process to Fill Council Vacancy

Policy/Action Requested: Discuss the process to fill the council vacancy.

Staff Recommendation:

Overview:

At the October 21, 2025 council meeting the council approved Resolution 2025-53, Declaring Council Vacancy. At that time, the council decided to wait until 2026 to appoint someone to fill the vacancy. This time is set aside for council to discuss the process they would like to use to fill the vacancy. Options could include advertising for applications for the vacant position, council members nominating candidates, asking if candidates from the last council election still wish to serve and appointing from that list. This list is not all inclusive and council can discuss all options.

Budget Impact:

Attachments:



Maple Lake Personnel Committee
Agenda Memo
January 15, 2026

From: Cathy Reynolds, Interim City Administrator
To: Personnel Committee

Subject: 2026 Salary Discussion – Administrative Assistants

Policy/Action Requested: Discuss the 2026 salary for the administrative assistants.

Staff Recommendation:

Overview:

The Administrative Assistants both started in 2025. They were placed at Step 1 of the 2025 scale when they started. With their reviews both remember, the prior administrator discussed recommending a 2-step adjustment for 2026 to Step 3 of the 2026 scale. The approved 2026 adjustments placed both at Step 2. They have requested that the personnel committee consider recommending to council a pay adjustment for 2026 to Step 3.

2025 Pay: \$22.40, Step 1 2025 Scale
Approved 2026 Pay: \$24.31, Step 2 2026 Scale
Requested Pay: \$24.98, Step 3 2026 Scale

The 2026 pay scale for the appropriate grade is provided below.

2026 Pay Scale										
Grade	2026 Step 1	2	3	4	5	6	7	8	9	10
1	23.66	24.31	24.98	25.67	26.38	27.11	27.86	28.63	29.42	30.23

Budget Impact: The 2026 budget was built using the Step 2 wage. Increasing the wage to Step 3 will cause salaries to be overbudget.

Attachments:

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Maple Lake Personnel Committee
Agenda Memo
January 15, 2026

From: Cathy Reynolds, Interim City Administrator
To: Personnel Committee

Subject: Discuss Vacation and Sick Leave Policy

Policy/Action Requested: Discuss the city's vacation and sick leave policy.

Staff Recommendation:

Overview:

The city's sick leave policy sets a max accrual of 500 hours. I have received a request for the personnel committee to consider allowing staff to do an annual sell back of up to 96 hours at 50% of their hourly rate. With the belief that this would provide a reasonable incentive for responsible sick leave usage while still preserving adequate leave balances and could support long-term employee retention by recognizing and rewarding consistent attendance and long-term service.

The city's vacation policy allows an employee to accumulate up to 1.5 times their annual accrual rate. No vacation is allowed to accrue in excess of this amount without approval of the city council. With the current vacancy in public works, we will discuss if the personnel committee would consider a short duration of additional accruals.

The city's vacation and sick leave language from the personnel policy is attached for your review.

Budget Impact:

Attachments:

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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 and Safe Leave

Purpose. The City's current sick leave policy exceeds the accrual requirements for earned sick and safe time under Minnesota Statutes, sections 181.9445 through 181.9448. Sick leave under this policy is intended to comply with the Minnesota Sick and Safe Time law, effective January 1, 2024. Sick and safe leave is authorized absence from work with pay, granted to eligible full-time, part-time, seasonal, fire, and ambulance employees.

Eligibility. Eligible employees are those employees who perform work for at least 80 hours in a year for the City. For purposes of this policy, a year is a calendar year – January 1 to December 31.

Accrual. Eligible employees will accrue sick and safe leave as follows. Sick and safe leave does not accrue during an unpaid leave of absence. Accrual begins at the start of employment for all employees.

- Full-time employees will accrue sick and safe leave at a rate of one (1) day (8 hours) per month.
- "Earned sick and safe leave" may be used for the purposes described below. Unused sick and safe leave hours will be carried over into the next year
- Part-time, temporary, and seasonal employees will accrue sick and leave at the rate of one hour for every 30 hours worked, up to a maximum of 48 hours of leave per year. These employees may carry over unused hours into the next year but are subject to the maximum accruals noted below. Seasonal employees who separate and are rehired by the City in a subsequent year may only use previously accrued and carried over hours if they are rehired again within 180 days of separation. Part-time, temporary and seasonal employees may begin using accrued sick and safe leave hours for the purposes described below after they have worked 80 hours in a year for the City.
- The City will "front load" 80 hours of sick and safe leave into a bank for fire and ambulance employees at the beginning of the calendar year. These employees may begin using accrued sick and safe leave hours for the purposes described below after they have worked 80 hours in a year for the City. Front-loaded sick and safe leave hours are not carried over into a subsequent year and are not paid out at the end of a year or upon separation from employment.
- Sick and safe leave may be used only for absences when the employee would otherwise have been working a scheduled shift or attending a scheduled training or other scheduled work event. It cannot be used for previously scheduled days off, nor can it be used for missing unscheduled calls or responses to pagers.
- The maximum accrual of sick and safe leave is 500 hours for Full-time employees, 250 hours for part-time employees, and 80 hours for temporary and seasonal employees.
- The hourly rate of sick and safe leave is the same hourly rate an employee earns from employment with the City.

Sick and safe leave may be used for:

- An employee's own:
 - Mental or physical illness, injury, or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness
 - Injury or health condition
 - Need for preventative care
 - Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
 - With mental or physical illness, injury or other health condition
 - Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition
 - Who needs preventative medical or health care
 - Whose school or place of care has been closed due to weather or other public emergency
 - When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
 - Due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

Family Members. For sick and safe leave purposes, “family member” includes an employee’s:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
 - Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild, or step grandchild
 - Grandparent or step grandparent
 - A child of a sibling of the employee
 - A sibling of the parent of the employee or
 - A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

After accrued sick and safe 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 and safe leave pay, the employee will:

- Provide the City with advance notice of at least seven days if the need for leave is foreseeable;
- 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 need for leave;
- Submit supporting documentation (such as medical documentation, court records or related documentation to support safety leave) upon request when the leave is for more than three consecutive days. However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, sick and safe leave for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee’s or the employee’s family member’s medical condition.

After an absence of more than three consecutive days, a physician’s statement may be required on the employee’s first day back to work, 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.

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 and safe leave may be subject to discipline up to and including termination.

Employees must normally use sick and safe leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave.

Sick and safe leave cannot be transferred from one employee to another. Earned sick and safe leave has no cash value upon termination or retirement.

Retaliation Prohibited. The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting sick and safe leave rights, requesting a sick and safe leave absence, or pursuing remedies. Further, the use of sick and safe leave will not be factored into any attendance point system the City may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under the sick and safe leave law.

Benefits and return to work protections. During an employee's use of sick and safe leave, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using sick and safe leave is entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during sick and safe leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the City and the employee is rehired again within 180 days of separation, previously accrued sick and safe leave that had not been used will be reinstated. An employee is entitled to use and accrue sick and safe leave at the commencement of reemployment.

Notice or Rights and Remedies. Written notice of employees' rights and remedies related to sick and safe leave under state law is provided as an attachment at the end of this personnel policy. The City will also post notice at city hall and provide written or electronic copy of the notice to all employees.

For Employees Hired Prior to January 1, 2006:

For Regular Full-time employees, sick leave shall be accumulated at 8 hours of paid sick leave per month with a maximum accrual of 1920 hours. For Regular Part-time employees, sick leave shall be accumulated at 4 hours of paid sick leave per month with a maximum accrual of 960 hours. During the time that the employee receives sick pay, the employee shall accrue sick leave and vacation. Sick leave shall not be earned during any unpaid absences.

Upon retirement, after a minimum of fifteen years of employment, accrued sick leave, not to exceed 960 hours, will be converted to cash and deposited in a Minnesota Post Employment Health Care Savings Plan (HCSP) account. The City will make up to 3 annual deposits.

In the event that the employee dies before the deposit can be made to the HCSP account, the monies will be paid to the employee's estate as cash.

Vacation Leave

Vacation Leave Schedule

Years of Service	Annual Accrual
0-5 years	80 hours
6-10 years	120 hours
11 years	128 hours
12 years	136 hours
13 years	144 hours
14 years	152 hours
15 years	160 hours
16 years	168 hours
17 years	176 hours
18 years	184 hours
19 years	192 hours
20+ years	200 hours

Eligibility

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

Part-time employees who work at least 24 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 24 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

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

Earnings and Use

After 90 days 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.