

AGENDA

Maple Lake City Council
Regular Meeting
April 7, 2026, at 6:00 p.m.
Council Chambers, Maple Lake City Hall



RULES OF CIVILITY FOR OUR COMMUNITY

The City of Maple Lake expects everyone appearing at Council Meetings to follow some basic rules of civility – elected officials, staff, citizens, and visitors. It is hoped that by following these simple rules, everyone’s opinions can be heard and understood in a reasonable manner. It is understood that everyone will follow these principles:

Show Respect For Each Other * Actively Listen To One Another * Keep Emotions In Check * Use Respectful Language

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Approval**
5. **Open Forum** – Matters presented in the Open Forum are limited to 5 minutes. The Council will not debate issues but may direct Staff to provide information. Any matter that requires additional time or consideration by the Council may be tabled until a future meeting.
6. **Public Hearing/Presentation** - None
7. **Consent Agenda**
 - a. Approval of March 17, 2026 City Council Meeting Minutes
 - b. Approval of Resolution 2026-21 Accepting Maple Lake Lions Donation for the St Patrick’s Day Parade
 - c. Approve Purchase of Extended Warranty for City Hall Server
8. **New Business**
 - a. Consider Agreement with Maple Lake Schools for School Resource Officer
 - b. Discussion on Utility Rate Study Capital Improvement Plan
 - c. Consider Approval of Personnel Policy
 - d. Consider Appointment to City Planner Proposal Selection Committee
9. **Old Business**
 - a. Discussion on 2026 Street Improvement Project
 1. Resolution 2026-22 Calling for Public Hearing on Assessment Roll
 - b. Discuss City Administrator Recruitment
10. **Announcements / Dates to Remember**

Dates to Remember:

- April 13, 2026 at 5:00 p.m., Park Board Meeting
- April 14, 2026 at 6:00 p.m., Planning Commission Meeting
- April 21, 2026 at 6:00 p.m., City Council Meeting
- May 5, 2026 at 6:00 p.m., City Council Meeting

11. Adjournment

**CITY OF MAPLE LAKE
WRIGHT COUNTY, MINNESOTA
MINUTES OF MAPLE LAKE REGULAR CITY COUNCIL MEETING
March 17, 2026 – 6:00 P.M.**

1. **Call to Order** - The regular meeting of the Maple Lake City Council was called to order by Mayor Lynn Kissock at 6:00 p.m.
2. Interim Administrator Reynolds administered the oath of office to Natt Bougie who was appointed to fill the vacant council position.

Council Present: Mayor Lynn Kissock, Councilors: Kris Logas, Scott Chantland, Lori Hausken, and Natt Bougie were present.

City Staff and Consultants Present: Cathy Reynolds, Interim City Administrator; Chuck Boser, City Engineer

3. **Approval of Agenda** –Councilor Hausken asked to remove item 9.a. from the consent agenda and place it as item 10.g in new business. **Councilor Chantland made the motion to approve the agenda as amended. Councilor Logas seconded the motion. Motion passed. (5-0)**
4. **Open Forum** – During Open Forum the following individuals spoke. Daryl Hennen and Bradley Hennen talked about the 2026 street improvement project. Kelly Griffin talked about a property survey he had completed.
5. **Law Enforcement Report** – Deputy Long provided an update on February numbers.
6. **Public Hearing**

- a. **Karlsburger Food Tax Abatement.** A public hearing was held on the proposed tax abatement for Karlsburger Food. Mayor Kissock opened the public hearing at 6:11 p.m. Interim Administrator Reynolds provided an overview of the proposed tax abatement. The public was provided with the opportunity to provide input and no comments were received. **Councilor Chantland made a motion to close the public hearing. Councilor Hausken seconded the motion and the motion passed. (5-0)** The public hearing was closed at 6:13 p.m.

Council discussed the tax abatement. **Councilor Logas made a motion to approve Resolution 2026-16 approving the tax abatement. Councilor Chantland seconded the motion and the motion passed. (5-0)**

Councilor Chantland made a motion to approve Resolution 2026-17 approving the tax abatement agreement with corrections to the reference to Freeborn County on Exhibit A, page B-2. Councilor Hausken seconded the motion and the motion passed. (5-0)

7. **Consent Agenda** –
 - a. ~~Approval of Check Register Report~~
 - b. Approval of February 17, 2026 City Council Meeting Minutes

- c. Approval of February 17, 2026 Personnel Committee Meeting Minutes
- d. Approval of March 3, 2026 Special City Council Meeting Minutes
- e. Approval of March 3, 2026 City Council Work Session Minutes
- f. Approval of Policy on Sale of City Owned Property
- g. Approval of Updated City Calendar – City Council Meeting Change
- h. Approval of Amendment to Interim City Administrator Consulting Services Contract
- i. Approval of Resolution 2026-15 Accepting Maple Lake Lions Donation for Makers and Growers
- j. Approve Resolution 2026-18 Declaring Certain Equipment Excess and Authorizing Disposition
- k. Approve Hire of Brayden Blizil as Public Works Maintenance Worker 1
- ~~l. Approval of Purchase and Installation of Fire Department Lock Box at the Airport~~
- m. Approval of Final Pay Application for Lift Station No. 6 Generator Project

Councilor Hausken asked to remove item 9.l. from the consent agenda to be place as item 10.h. under new business. **Councilor Chantland made a motion to approve the consent agenda as amended (items a and l moved to new business). Councilor Hausken seconded the motion and the motion passed. (5-0)**

8. New Business

- a. Consider Approval of Resolution 2026 -14 Approving Increase in Fire Department Pension Benefit. **Mayor Kissock made a motion to approve Resolution 2026-14 approving the increase in the Fire Department’s pension benefit. Councilor Logas seconded the motion and the motion passed. (5-0)**
- b. Consider Approval of Fence for 6th Street Lift Station. The council discussed the type of fence desired for the lift station. **Councilor Hausken made a motion to approve the purchase and installation of an 8 foot standard galvanized steel fence. Councilor Chantland seconded the motion. The motion passed. (5-0)**
- c. Consider Selection and Contracting with Building Official. Interim Administrator Reynolds presented the recommendation of the selection committee for building official services. Council discussed the recommendation. **Councilor Chantland made the motion to approve the contract with Metro West for building official services. Councilor Logas seconded the motion and the motion passed. (5-0)**
- d. Consider Council Member Committee Assignments. The council discussed the council committee appointments for 2026 with the appointment of Councilor Bougie to the vacant seat. The following committee assignments were made for 2026:

AIRPORT COMMISSION:	Kissock, Chantland
FIRE RELIEF BOARD REP:	Hausken, Logas
HEALTH OFFICER:	Kissock
JOINT SEWER BOARD:	Kissock, Logas; Bougie – alternate

LIQUOR BOARD:	Full City Council
MAPLE LAKE LIBRARY BOARD:	Kissock, Logas – alternate
PARK BOARD:	Hausken, Logas
PERSONNEL COMMITTEE:	Full City Council
PLANNING COMMISSION:	Chantland, Bougie – alternate
POLICE COMMISSIONER:	Kissock
SCHOOL LIAISON:	Hausken, Kissock – alternate

- e. Consider Committee Appointments – Planning and Park. The council discussed the appointment to city committees. No applications were received for the Park Board. Staff will continue to advertise for the position. **Mayor Kissock made a motion to renew Mike Rowe’s term on the planning commission for another 4 years. Councilor Chantland seconded the motion and the motion passed. (5-0)**
- f. Consider Approval of Purchase Agreement for Parcel Identification Number 210000071104. **Councilor Logas made the motion to approve Resolution 2026-20 approving the purchase of certain real property. Councilor Hausken seconded the motion and the motion passed. (5-0)**
- g. Consider Approval of Check Register. **Council discussed the check register. Councilor Hausken made a motion to approve the check register. Mayor Kissock seconded the motion and the motion passed. (5-0)**
- h. Consider Approval of Purchase and Installation of Fire Department Lock Box at the Airport. Council discussed the recommendation of the Airport Commission for the purchase and installation of a lock box at the Airport. The lock box will hold hangar keys for use by the Fire Department in responding to calls. **Councilor Chantland made a motion to approve the purchase and installation of a lock box at the airport. Mayor Kissock seconded the motion and the motion passed. (5-0)**

9. **Old Business**

- a. Discussion on 2026 Street Improvement Project. City Engineer Boser presented the bids for the 2026 Street Improvement Project. Council discussed the bids and asked to bring information on assessments and financing to the next city council meeting.
- b. Consider Lan Sky Spa and Yan Tang Therapeutic Massage Enterprise License and Massage Therapist License. Interim Administrator Reynolds presented information on the license applications. **Mayor Kissock made a motion to approve the Therapeutic Massage Enterprise License for Lan Sky Spa and the Massage Therapist License for Yan Tang. Councilor Logas seconded the motion and the motion passed. (5-0)**
- c. Consider Approval of Amendments to Chapter 17 Massage Ordinance.
 - i. Ordinance 2026-02 Amending Chapter 17 of the Maple Lake City Code Related to Licensing of Massage Businesses and Services. Council discussed the proposed ordinance amending Chapter 17 to include an exception for acupuncturists licensed by the State of Minnesota’s

medical practice board. **Mayor Kissock made a motion to approve Ordinance 2026-02 amending Chapter 17 of the Maple Lake City Code Related to Licensing of Massage Businesses and Services. Councilor Logas seconded the motion and the motion passed. (5-0)**

- ii. Resolution 2026-19 Authorizing Summary Publication of Ordinance 2026-02. **Mayor Kissock made a motion to approve Resolution 2026-19 authorizing the summary publication of Ordinance 2026-02. Councilor Logas seconded the motion and the motion passed. (5-0)**

10. Department Reports

- a. Public Works Director/Airport Manager. Interim Administrator Reynolds provided an update from the Airport Commission meeting in Public Works Director Johnson’s absence due to weather-related work needs.
- b. City Engineer. City Engineer Boser provided an update to council.
- c. City Attorney – The city attorney was absent for the meeting and joined for the closed session. No other updates were provided.
- d. Liquor Store – The liquor store had no updates to provide this month.
- e. City Administrator – Interim Administrator Reynolds provided a financial update to the council.

- 11. Closed Session – Mayor Kissock made a motion to go into closed session pursuant to Minnesota Statutes 13D.05, subdivision 3(b) for an attorney-client discussion that requires absolute confidentiality regarding potential litigation involving Kurilla Contracting in relation to the 2024 Drain Tile Project. Councilor Hausken seconded the motion and the motion passed. (5-0)** The city council went into closed session at 7:30 p.m.

Mayor Kissock made a motion to close the closed session and return to open session. Councilor Hausken seconded the motion and the motion passed. (5-0) The city council returned to open session at 7:54 p.m.

12. Announcements

April 2026 dates to remember:

- April 7, 2026 at 6:00 p.m., MLEDA and City Council Meeting
- April 13, 2026 at 5:00 p.m., Park Board Meeting
- April 14, 2026 at 6:00 p.m., Planning Commission Meeting
- April 21, 2026 at 6:00 p.m., City Council Meeting

- 13. Adjournment – Councilor Logas made the motion to adjourn the meeting. Councilor Hausken seconded the motion and the motion passed. (5-0).** The meeting was adjourned at 7:55 p.m.

Approved: _____
Lynn Kissock, Mayor

Attest: _____
Cathy Reynolds, Interim City Administrator



Maple Lake City Council Agenda Memo

April 7, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Approval of Resolutions Accepting Gambling Donations

Policy/Action Requested: Approve Resolution 2026-21 accepting gambling funds from Maple Lake Lions Club Donation to the Maple Lake Chamber of Commerce's 49th Annual St. Patrick's Day Festival Parade.

Staff Recommendation:

Overview:

The Maple Lake Lions Club has presented the city with a \$500 donation to be used for the Annual St. Patrick's Day Festival Parade.

The city may accept the donation as conditioned for use for St. Patrick's Day Festival Parade.

Budget Impact:

Attachments: Resolution 2026-21 Accepting Donations

**CITY OF MAPLE LAKE
WRIGHT COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-21

RESOLUTION ACCEPTING DONATION

WHEREAS, the City of Maple Lake (the “City”) is generally authorized to accept donations pursuant to Minnesota Statutes, section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes, section 471.17; and

WHEREAS, the Maple Lake Lion’s Club (“Donor”) has offered to donate \$500.00 to the City to be used for the 49th Annual St. Patrick’s Day Festival Parade; and

WHEREAS, the Donation is intended to assist and/or benefit the City and its recreational services listed above; and

WHEREAS, the City Council finds that it is appropriate to accept the Donation pursuant to the terms outlined herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLE LAKE, MINNESOTA, AS FOLLOWS:

1. The Donation as described and conditioned above is hereby accepted.
2. If requested by Donor, the City Administrator is directed to issue a receipt acknowledging the City’s receipt of the Donation.
3. City staff and consultants are authorized to take any additional actions necessary or convenient to accomplish the intent of this Resolution.

Approved by the City Council of the City of Maple Lake, Minnesota, this 7th day of April 2026.

Lynn Kissock, Mayor

ATTEST:

Cathy Reynolds, Interim City Administrator



Maple Lake City Council

Agenda Memo

April 7, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Approve Extended Warranty for City Hall Server

Policy/Action Requested: Approve the purchase of an extended warranty for the city hall production server.

Staff Recommendation:

Overview:

The City Hall's production server is 4.25 years old, the backup server is 8 years old. The recommendation from Paumen Computer Services is to extend the warranty on the production server to 7 years and plan to move it to the backup server role when a new production server can be acquired soon. The new production server will come with a 7 year warranty so the eventual plan would be to always have a production server 0-3.5 years old and a backup server 3.5-7 years old all under hardware warranty.

The current server's warranty expires on December 12, 2026. An extended warranty could be purchased for \$2029.30. The extended warranty would be through December 10, 2028. The warranty would cover all hardware issues.

Budget Impact: The \$2029.30 would come out of the administration budget.

Attachments:

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Maple Lake City Council

Agenda Memo

April 7, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Consider Agreement with Maple Lake Schools for School Resource Officer

Policy/Action Requested: Discuss contribution to the Maple Lake

Staff Recommendation:

Overview:

At a previous council meeting the council discussed the city's payment of \$10,000 to the Maple Lake Schools for the School Resource Officer (SRO) and asked staff to look into the payment.

The city has been paying the Maple Lake Schools \$10,000 a school year for the SRO since the 2021/2022 school year. The school pays Wright County \$69,000 a year for the SRO, and the city contributes \$10,000 to that amount. In conversations with Mike Rowe, I learned that he came to the city council when the payments began and requested the city contribute to the cost. No written agreement was made at that time, but the school has invoiced the city every year since and the city has paid the school \$10,000.

The SRO predominantly works in the school but will respond to calls in the community when needed.

Superintendent Mike Rowe will be at the meeting to discuss this item with the council.

Budget Impact: Despite paying this amount for the last 5 years, it has not been budgeted for. If the council approves an agreement with the school for the SRO payment, staff will ensure that this is a budgeted expense in 2027.

Attachments: Draft Agreement with Maple Lake School for SRO

School Resource Officer (SRO) Cost-Sharing Agreement

Between Maple Lake Public Schools and the City of Maple Lake

This Agreement is entered into this ___ day of _____, 2026, by and between **Maple Lake Public Schools**, an independent school district organized under the laws of the State of Minnesota (“School District”), and the **City of Maple Lake**, a municipal corporation organized under the laws of the State of Minnesota (“City”).

1. Purpose

The purpose of this Agreement is to establish a cooperative partnership between the School District and the City to support the presence of a School Resource Officer (SRO) within Maple Lake Public Schools. The SRO will enhance school safety, foster positive relationships between students and law enforcement, and contribute to a secure educational environment.

2. Financial Contribution

- a. The School District and the City agree to share in the cost of the SRO position.
- b. The City shall contribute **Ten Thousand Dollars (\$10,000)** annually toward the cost of the SRO. The School District will cover the rest of the cost.
- c. Payments shall be made on or before January 1 of each fiscal year unless otherwise mutually agreed upon in writing.

3. Term of Agreement

- a. This Agreement shall commence on _____, 2026, and continue for a period of one (1) year.
- b. The Agreement shall automatically renew for successive one-year terms unless terminated in accordance with Section 7.

5. Scope of Services

The SRO shall:

- Serve as a law enforcement officer, mentor, and educator within the school setting.
- Assist in maintaining a safe and secure school environment.
- Respond to incidents as appropriate under applicable laws and policies.
- Participate in prevention, education, and community engagement activities.

6. Liability and Insurance

Each party shall be responsible for its own acts and omissions and those of its officers, employees, and agents. Nothing in this Agreement shall be deemed a waiver of any immunities or limits of liability provided under Minnesota law.

7. Termination

- a. Either party may terminate this Agreement with **ninety (90) days’ written notice** to the other party.
- b. Upon termination, any unpaid financial obligations incurred prior to the termination date shall remain due.

8. Amendment

This Agreement may be amended only by written agreement signed by authorized representatives of both parties.

9. Entire Agreement

This document constitutes the entire agreement between the parties regarding the subject matter and supersedes any prior agreements or understandings.

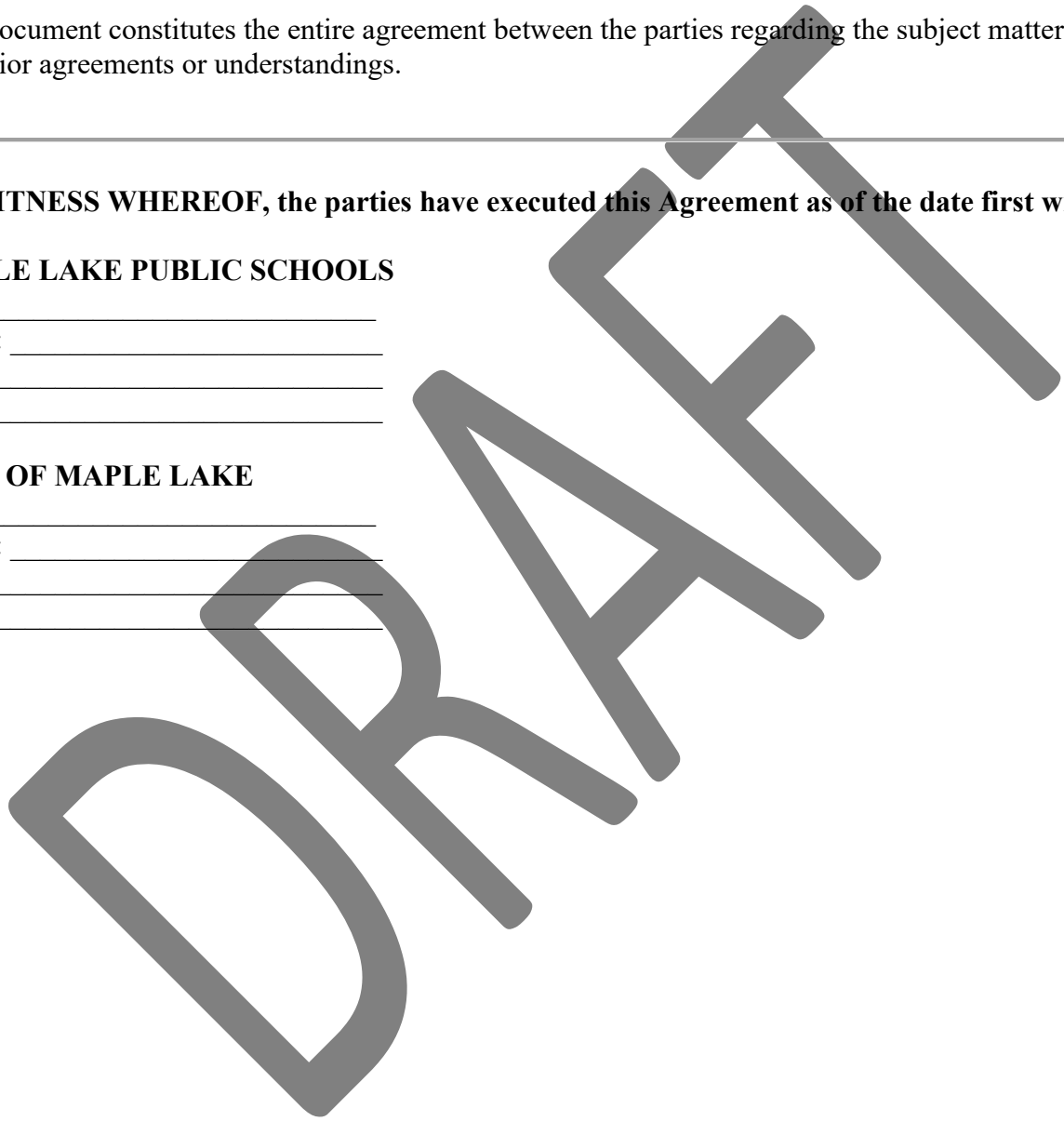
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

MAPLE LAKE PUBLIC SCHOOLS

By: _____
Name: _____
Title: _____
Date: _____

CITY OF MAPLE LAKE

By: _____
Name: _____
Title: _____
Date: _____





Maple Lake City Council

Agenda Memo

April 7, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Discuss Capital Improvement Plan for the Utilities

Policy/Action Requested: Discuss utility capital improvement plan

Staff Recommendation:

Overview:

The city approved a contract with Northland Public Finance in 2024 to complete a Utility Rate Study. The study looks at operating budgets, planned capital improvements, existing debt, number of customers, volume data, special assessments, anticipated growth and current fees. Northland will analyze this data and provide a recommended rate structure.

In preparation for the rate study staff have looked at the capital needs of the utilities and anticipated costs for these needs. Staff will review the anticipated projects/needs with council at the meeting and then finalize the plan to send to Northland for use with the utility rate study.

Attached you will see the project needs as prepared by Stantec for the utility systems. This attachment shows the items as upcoming projects for discussion. The second attachment breaks the projects out by utility fund and adds facility and equipment purchases to provide a comprehensive capital plan.

As with any capital improvement plan, when we are looking out for 10 years, we know that a lot of variables will come into play and items that we are looking at might not need to be updated, and others that are not on our radar at this point may come up as a need. This plan is to provide us with a good baseline for future planning, and for development of a rate structure that can ensure that the utilities are funded for today's operations and future needs.

Budget Impact: This does not create a current budget impact but is a planning tool for the rate study and budget development.

Attachments: Stantec Memo and Capital Improvement Plan
2026 Utility Rate Study Capital Improvement Plan - Draft

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March 24, 2026

Cathy Reynolds, Interim City Administrator
City of Maple Lake
10 Maple Avenue South
P.O. Box 757
Maple Lake, MN 55358-0757

Reference: 2026 Capital Improvements Planning

Dear Cathy,

We have been working with City staff to develop the capital project cost estimate information that can be used in the City's 2026 Utility Rate Study and Plan. Several streets have been identified as high priority reconstruction streets. Other infrastructure improvement projects have also been identified including the water plant and wells. The projects identified are shown below:

- First Street (Ash Ave. to CSAH 8)
- 2nd Street (Oak Ave. to west dead end)
- Elm Avenue (Division St. to 1st St.)
- Pleasant Street (1st St. to CSAH 8)
- Robert Avenue (Division St. to north dead end)
- 4th Street (Oak Ave to west dead end)
- Star Street (Maple Ave. to Oak Ave.) (overlayed in 2023)
- Maple Avenue (Division St. to HWY 55) (overlayed in 2023)
- Water Plant Tank Inspections
- Water Plant Tank Rehabilitation
- Water Plant Chemical Feed Rehabilitation
- Wells 2 & 4 Rehabilitation
- Sanitary Sewer Lift Station Rehabilitation

DISCUSSION

For purposes of this discussion, we have divided the possible capital improvement projects into the following separate projects and areas.

Area A - 1st Street (Ash Ave. to CSAH 8) and Pleasant Street (1st St. to CSAH 8)

- Full street reconstruction including base and drintile.
- New curb and new sidewalk.
- New water main and water services. Main from Ash to Rose will be 12-inch diameter.
- New sewer services.
- Storm sewer will need to be added with the addition of curb along 1st Street.
- Possible intersection changes to 1st Street & CSAH 8 intersection.

Area B - Elm Ave. (Division St. to 1st St.)

- Full street reconstruction including base and drintile.
- New curb and new sidewalk.



Reference: City of Maple Lake – 2026 Capital Improvements Planning

- New water main and water services.
- New sewer services.

Area C – 2nd Street (Oak Ave. to west dead end)

- Full street reconstruction including base and draitile.
- New curb.
- Possible new sidewalk between Birch Ave. & the apartments. (need to discuss further)
- New water main and water services.
- Existing sewer services should be okay, but they will be reviewed on a case-by-case basis.
- Possible street extension and/or cul-de-sac at west end of 2nd Street. (need to discuss further)

Area D - Maple Avenue (Division St. to Hwy 55) and Star Street (Maple Ave. to Oak Ave.) and Robert Avenue (Division St. to north dead end)

- Full street reconstruction including base and draitile. (Will need to discuss street width)
- New curb and new sidewalk on Maple Ave. (Need to discuss curb type and new sidewalk further)
- New water main and water services. Connect water services for east side properties on Robert Ave to watermain in the street.
- New sewer services.
- Loop watermain from Robert Ave. to Maple Ave.
- New curb on Robert Ave.
- Project may require external funding due to the assessment costs to the property owners.

Area E - 4th Street (Oak Ave to west dead end)

- Full street reconstruction including base and draitile.
- New curb on south side of street.
- New water main and water services.
- Existing sewer services should be okay, but they will be reviewed on a case-by-case basis.

Water Plant Project(s)

- Tank Inspections:
 - Tank 1 is approaching 30 years of service and Tank 2 is approaching 20 years of service.
 - The two large water plant tank conditions and deficiencies would be documented with a 3rd party inspection. The exterior and interior of the steel gravity filter tanks, specifically the coatings, welds, filter media, and other interior components would be inspected. A report will be provided documenting the current status, expected remaining service life, and recommendations of rehabilitation needs.
- Tank Rehabilitation:
 - The rehabilitation project scope will ultimately depend on the inspection findings. The rehabilitation project would likely include replacement of filter media, replacement of underdrain components, tank and weld repairs, and sand blasting and recoating the tank's surfaces.
- Chemical Feed Rehabilitation
 - The existing chemical feed equipment is at the end of its service life and staff would like to upgrade to liquid injection equipment eliminating the need for hand mixing chemicals.
 - The pumps, piping, tanks, and injection components would all be replaced and upgraded along with plumping, electrical, and control modifications to accommodate the new systems.



Reference: City of Maple Lake – 2026 Capital Improvements Planning

Wells 2 & 4 Rehabilitation

- Full evaluation and rehabilitation of the well systems restoring water supply efficiency and structural integrity addressing declining capacity, corrosion, and biological clogging.

Sanitary Sewer Lift Station Rehabilitation

- A sanitary sewer lift station rehabilitation project could include replacing submersible pumps, motors, piping, valves, and electrical control panels to boost efficiency and reliability. Additional project scope can involve structural repairs such as wet well re-coating, SCADA system upgrades for remote monitoring, and site improvements.

PRELIMINARY PLANNING LEVEL COST INFORMATION

Planning level breakdown of projects cost estimates are included in the attached table.

The City has a project assessment policy that defines the city’s practice of assessing a portion of the costs of public improvement projects to benefitting properties. The assessment policy generally calls for assessing a portion of street reconstruction and utility replacement costs. For current discussions, the city could assume that **25 to 35 percent of the total project costs for the street projects** would be assessed to benefitting properties.

Should you have any questions, please feel free to contact me.

Sincerely,
STANTEC

Charles J. Boser
City of Maple Lake Engineer

	potential year	2028	2028	2026	2032	2034	2027	2026	2032	2027-2036	2028 & 2030		
	Project	1st Street (Ash Ave. to CSAH 8) and Pleasant Street (1st St. to CSAH 8)	Elm Ave. (Division St. to 1st St.)	2nd Street (Oak Ave. to west dead end)	Maple Avenue (Division St. to Hwy 55) and Star Street (Maple Ave. to Oak Ave.) and Robert Avenue (Division St. to north dead end)	4th Street (Oak Ave to west dead end)	Water Plant Chemical Feed Rehabilitation	Water Plant Tank Inspections (both tanks)	Water Plant Tank Rehabilitation (per tank)	Sanitary Lift Station Rehabilitation	Wells 2 & 4 Rehabilitation		
Fund	Sanitary	\$30,000.00	-	-	\$30,000.00	\$50,000.00	-	-	-	\$50,000.00	-	\$160,000.00	Sanitary Total
	Water	\$485,000.00	\$225,000.00	\$250,000.00	\$425,000.00	\$565,000.00	\$175,000.00	\$10,000.00	\$500,000.00	-	\$300,000.00	\$2,935,000.00	Water Total
	Storm	\$460,000.00	\$200,000.00	\$225,000.00	\$375,000.00	\$510,000.00	-	-	-	-	-	\$1,770,000.00	Storm Total
	Street	\$1,275,000.00	\$625,000.00	\$675,000.00	\$1,170,000.00	\$1,525,000.00	-	-	-	-	-	\$5,270,000.00	Street Total
	Total	\$2,250,000.00	\$1,050,000.00	\$1,150,000.00	\$2,000,000.00	\$2,650,000.00	\$175,000.00	\$10,000.00	\$500,000.00	\$50,000.00	\$300,000.00	\$10,135,000.00	

2026 Utility Rate Study Capital Improvement Plan

Water													Comments	
Project	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037 +		
WTP Roof				\$50,000										Approx 30 years old
WTP HVAC			\$15,000											
Trailer										\$4,000				2015 Felling Trailer Replacement 40% Water, 40% Sewer, 20% Streets
Bobcat E45 Mini Excavator											\$40,000			40% Water, 40% Sewer, 20% PW
BobcatUW56 Toolcat								\$14,000						Bobcat UW56 Tool cat replacement 20% Water, 10% Sewer, 10% Parks, 50% Streets, 10% ?
F450 Dump Truck			\$22,000											Assumption 20% - Continuing to research
F350 PU								\$16,000						Assumption 20% - Continuing to research
F350 Utility								\$24,000						Assumption 20% - Continuing to research
Water Tower	\$39,703	\$36,700	\$27,692	\$27,692	\$28,800	\$28,800	\$28,800	\$29,951	\$29,951	\$29,951	\$31,150	\$31,150		Maintenance Contract fees beyond 2027 are estimated - Not CIP, but placing here for information
Utility Locator							\$5,500							Split between Utilities
2nd Street Improvement	\$250,000													
1st/Pleasant			\$485,000											
Elm Ave			\$225,000											
Maple Ave +							\$425,000							
4th St									\$565,000					
WTP SCADA System		\$50,000												
WTP Chemical Feed		\$175,000												
WTP Tank Inspection	\$10,000													
WTP Tank Rehab							\$500,000						\$500,000	Two Tanks - second expected after 10 years depending on inspection
Wells 2&4 rehab			\$150,000		\$150,000									
Well 3														More research is being conducted on this well to determine future needs
Totals	\$299,703	\$261,700	\$924,692	\$77,692	\$178,800	\$28,800	\$959,300	\$83,951	\$594,951	\$33,951	\$71,150	\$531,150		

Sewer													Comments	
Project	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037 +		
Utility Locator							\$5,500							Split between Utilities
Trailer										\$4,000				2015 Felling Trailer Replacement 40% Water, 40% Sewer, 20% Streets
BobcatUW56 Toolcat								\$7,000						Bobcat UW56 Tool cat replacement 20% Water, 10% Sewer, 10% Parks, 50% Streets, 10% ?
Bobcat E45 Mini Excavator											\$40,000			40% Water, 40% Sewer, 20% PW
F450 Dump Truck			\$11,000											Assumption 10% - Continuing to research
F350 PU								\$8,000						Assumption 10% - Continuing to research
F350 Utility								\$12,000						Assumption 10% - Continuing to research
1st/Pleasant			\$30,000											
Maple Ave +							\$30,000							
4th St									\$50,000					
Lift Station Rehab		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		Build for various lift station rehab projects
Totals	\$0	\$5,000	\$46,000	\$5,000	\$5,000	\$5,000	\$40,500	\$32,000	\$55,000	\$9,000	\$45,000	\$0		

Storm Sewer													Comments	
Project	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037 +		
2nd Street Improvement	\$225,000													
1st/Pleasant			\$460,000											
Elm Ave			\$200,000											
Maple Ave +							\$375,000		\$510,000					
4th St														
Storm Pond Maintenance		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
Totals	\$225,000	\$5,000	\$665,000	\$5,000	\$5,000	\$5,000	\$380,000	\$5,000	\$515,000	\$5,000	\$5,000	\$0		



Maple Lake City Council

Agenda Memo

April 7, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Consider Approval of Personnel Policy

Policy/Action Requested: Discuss and approve Personnel Policy.

Staff Recommendation:

Overview:

With Minnesota Paid Family Medical Leave Act (MN PFMLA) starting in 2026 the city needs to update the Personnel Policy to incorporate language on these programs. Other changes have occurred in Minnesota statutes that require updates to our Personnel Policy.

Staff has prepared a red-lined version of the personnel policy showing recommended changes and raising some questions for council's consideration in adopting a new policy. A clean version of the draft policy is also provided for ease of reading.

Most of the language being recommended in the draft policy comes from the League of Minnesota Cities model policy.

Budget Impact:

Attachments: Redlined Draft Personnel Policy
Clean Draft Personnel Policy

.....



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Maple Lake, MN 55358
www.ci.maple-lake.mn.us
320-963-3611

PERSONNEL POLICY

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INTRODUCTION

Purpose

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Maple Lake. 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

Except as otherwise prohibited by law, the City of Maple Lake 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.

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 Maple Lake is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Maple Lake will not discriminate against any employee or job applicant on the basis of race (including traits associated with race, including but not limited to, hair texture and hair styles such as braids, locs and twists), 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 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 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 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 you would not want your boss or other employees to read, or 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 Maple Lake 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 may be 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, membership, activity in a local human rights 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 Maple Lake. However, these are my own opinions and do not represent those of the City of Maple Lake."
- 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., [MapleLakeGovWork](#)).

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 the City of Maple Lake. 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 Maple Lake. 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 an employee's supervisor.

Attendance & Absence

The operations and standards of service in the City of Maple Lake 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 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 in advance of the absence as outlined in the applicable leave policy under Article XII. In the event of an unexpected absence, employees should call their supervisor before the scheduled starting time, or as soon as practicable for an unexpected absence, and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message with a telephone number where they can be reached and/or contact any other individual who was designated by the supervisor.
- Depending on the absence, failure to use the established reporting process may be grounds for disciplinary action.
- The employee must specify the amount of time needed away from work. In the event the absence is expected to last longer than anticipated, employees must contact their supervisor as soon as practicable to request additional time away from work.
- Employees who are absent for three days or more and who do not report the absence in accordance with this policy may be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.

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~~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 the event 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.

Whistleblower Protections

An employee of the City who, in good faith, reports an activity that he/she considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the city's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

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 outside of work time. Any employee who becomes a candidate for federal, state or municipal elective office, or assumes a federal, state, or municipal elective office, is expected to properly fulfill their normal duties during such candidacy and while holding such office and may be disciplined for failure to do so. An employee holding such office will be permitted time off from regular employment to attend meetings required by reason of the public office. Such time off may be without pay, by using appropriate paid leave, or made up with other hours, as agreed between the employee and the department head.

Any employee whose principal employment in the city is in connection with an activity which is funded in whole or in part by the United States or a federal agency is also subject to the restrictions and penalties of the Federal Hatch Act (5 U.S.C. § 1501-1508). Political activity should not impair objectivity or the perception of objectivity in carrying out city work.

City employees cannot use their official authority or influence through their employment with the city to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity. While at work, city employees must be politically neutral in the performance of their job duties and cannot engage in political activity while at work, on city property, or by using city resources (such as city branded clothing or uniforms, photos, ID badges, nametags, or using the city's email system or technology). Furthermore, employees should not use their city job title in conjunction with any political work or endorsements.

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 Maple Lake 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 24 hours per week on a regular basis.

Core Hours

The core hours all employees (exempt and non-exempt) are expected to work are 7 a.m. to 4:30 p.m., Monday through Friday. Fire, and public works employees do not have core hours and work the schedules established by their supervisors.

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Cannabinoid and Cannabis Products

These terms have the same meanings as described in Minnesota Statutes, Section 342.01.

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. Currently, 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). These amounts may change if required by law.

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. 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 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 Thursday, from 7 a.m. to 4:30 p.m.; Fridays 7 a.m. to 11 a.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. 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 –except that seasonal employees are eligible to accrue Earned Sick and Safe Time (ESST) leave as outlined in the ESST policy. Additionally, effective January 1, 2026, most seasonal employees as defined in this section are also eligible for Minnesota Paid Leave program benefits. The city will provide notice to select seasonal employees who also fall under the Minnesota Paid Leave law's narrow definition of "seasonal employee," as these individuals will not be covered by Minnesota Paid Leave.

~~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.~~

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 – except that temporary employees are eligible for Minnesota Paid Leave Program benefits and Earned Sick and Safe Time (ESST) leave as outlined in the ESST policy.

~~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.~~

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) 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. It does not, however, alter the at-will status of employment between the city and employee.

An employee serving the initial probationary period may be disciplined for any reason at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights unless grievance rights are specifically provided by a collective bargaining agreement.

Nothing in this policy handbook shall be construed to imply during or 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.

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, for example.
- 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.

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 Maple Lake 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 (i.e., probationary 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.

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 may 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 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. 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.

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 city hall/administrative employees is four nine-hour days (Monday through Thursday), 7:00 a.m. to 4:30 p.m., and one four-hour day (Friday), 7:00 a.m. to 11:00 a.m. in addition to a lunch period, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments. Public works employees' work hours are 6:30 a.m. to 4:00 p.m. Monday through Thursday, and 6:30 a.m. to 10:30 a.m. on Friday. Liquor store hours are 9:00 a.m. to 9:00 p.m. Monday through Thursday, 9:00 a.m. to 10:00 p.m. Friday and Saturday, and 11:00 a.m. to 4:00 p.m. on Sunday.

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 January 21, 2020, 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.

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 six (6) 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 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. If applicable, employees may use earned sick and safe leave for absences related to weather closures or public emergencies.

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. When an employee receives a new license or certification relating to their position, the employee will be moved up a step on the compensation scale.

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.

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.

To receive Pay through check, written notice must be submitted to the city administrator.

Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, they should immediately contact their supervisor. If the city determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the city in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written authorization by the employee.

Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required.

Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the city has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that they will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

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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 Maple Lake 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 count toward "hours worked." Compensation will

take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

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

Overtime may be authorized by Department Heads when emergencies arise; however, all other overtime shall be authorized by the City Council. 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.

Staff who are required to work overtime due to an emergency or authorized City Event (movie in the park, wine tasting, community festival, etc.) may choose to be paid one and one-half times their pay for all hours actually worked over 40 hours per week or receive compensatory time (time off) at the rate of one and one-half times for all hours actually worked 40 hours per week. Hours worked for movie in the park events shall run from the time the employee reports to work until the conclusion of the work activities, including the running time for the movie, even if the employee chooses to leave during the movie or any breaks.

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. *All compensatory time earned during a year will be paid by the end of the year at the hourly pay rate the employee is earning at that time.* Employees may request and use compensatory time off in the same manner as other leave requests.

Commented [CA1]: Can do a max accumulation and carry-over.

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 accountability, 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 Maple Lake 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 Maple Lake 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 Maple Lake 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, 7 a.m. to 4 p.m. the city's core hours~~, plus evening meetings as necessary.

~~While a city certainly has discretion on how to handle Exempt employees' timesheet reporting, it is a fairly common practice to not require leave for less than four hour absence:~~

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 core hours 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 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. The City also provides short and long-term disability coverage for employees.

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 the [Accounting Clerk/Finance Officer](#).

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 many employees). For information about PERA eligibility and contribution requirements, contact [Accounting Clerk/Finance Officer](#).

Uniform Allowance

A uniform allowance shall be allowed for those employees who are required to wear uniforms by the City. The amount of such allowance will be determined by the Department head and City Council.

Death Benefits

Upon the death of an employee, severance pay will be ~~made available upon demand by the decedents surviving spouse, dependents or personal representative~~ paid in the form of a check made payable to the descendant's estate. Severance pay shall include ~~accumulated sick leave not to exceed sixty (60) days~~, accumulated vacation pay, accumulated compensatory hours, and all wages earned but not received by the deceased employee.

Commented [CA2]: I would recommend deleting this language. If it is kept the track changes should be considered.

HOLIDAYS

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

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Personal 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. As the City works a short day on Fridays, any holiday that falls on Friday, or is observed on a Friday, will be split between Friday and the Thursday before for a total of 9 hours of holiday pay.

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 half holiday pay based on the number of hours full-time receives. 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.

Holiday pay for time not actually worked shall be considered as work time when computing overtime.

If the holiday is observed on a Liquor Store employee's scheduled day off, said employee shall be paid at regular rates or given a compensatory day off for the unworked holiday at the option of the employee.

When a holiday falls during an employee's vacation or sick leave, the employee will not be charged with vacation or sick leave for the holiday hours; the hours will be considered holiday leave.

Regular Full-time employees must be employed 30 days before they are entitled to holiday pay. Regular Part-time employees are eligible for holiday pay after 6 months of consecutive employment.

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.

Minnesota Paid Leave

Background

Employees are entitled to leaves of absence for a variety of reasons, including those protected by law. Depending on the circumstances, more than one form of leave may apply at the same time. Numerous laws govern or otherwise relate to employee leave, and these laws continue to evolve through legislative changes and decisions by state and federal courts, agencies and other authorities. These laws include, but are not limited to, the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA), Minnesota Human Rights Act (MHRA), Minnesota Paid Family and Medical Leave (MNPL, also referred to as PFML or paid leave), Earned Sick and Safe Time (ESST), Minnesota Pregnancy and Parental Leave Law, workers' compensation, public safety duty disability law, and other laws. Employees must independently meet the eligibility requirements for each type of leave. Leave requests will be evaluated on a case-by-case basis. In addition, collective bargaining agreements and employment contracts may contain leave-related provisions. If any inconsistency exists between city policy and applicable law, the city will follow the law.

Unless otherwise stated, all paid time off taken under any of the city's leave programs must run concurrently (to avoid stacking leave whenever possible) and to prevent any unpaid time from occurring between periods of paid leave. The city will provide employees with time away from work as required by state or federal law or by contract even if those requirements are not fully described in, or differ from, the city's personnel policies.

Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The city of Maple Lake a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must meet both of the following requirements:

- Work at least 50% of the time from a location in Minnesota.

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- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Definitions (Please note that these definitions are or may be different than definitions used in other leave-related laws, and therefore, eligibility and other provisions may differ.)

- **Family member** includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood
- **A serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year begins the first day you use MNPL, which may differ from the benefit year used for other leave laws. There is no waiting period for MNPL if you are granted the benefit.

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the city administrator of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of **one** calendar. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Notice

Prior to starting a claim with the State, employees should reach out to the city administrator to notify of your intention to take leave.

How to Apply for Minnesota Paid Leave

After your leave has been discussed you may apply for MNPL through the Minnesota Paid Leave's portal online or via their phone provided <https://mn.gov/deed/paidleave/employees/faq/>.

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Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

The city offers a short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please contact our benefit consultant for more information. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving state-paid benefits.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average

Weekly Wage (IAWW). Paid leave (i.e. PTO, vacation, etc.) does not accrue during the time an employee is on MNPL. For more information, contact the city administrator.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. arranged to write a check every 4 weeks for the duration that the employee may be out;
3. be postpaid after the leave has ended in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

For any payments requiring deductions outside of normal payroll procedures, the city will obtain written authorization from the employee for those deduction(s). There may be tax advantages and/or consequences associated with the various options, and it is the employee's responsibility to understand these implications and make decisions accordingly. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work, without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

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.

Overview and 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. “Earned Sick and Safe Time” (“ESST”) is paid time off for eligible uses outlined in this policy as required by Minnesota’s Earned Sick and Safe Time law, including but not limited to an employee’s mental or physical illness, injury, or other health condition. Employees will earn ESST as prescribed in this policy, provided that all employees will earn at least one hour of ESST for every 30 hours worked by an employee, up to a maximum of 48 hours of ESST per year. The base rate of ESST is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) anticipated to perform work for at least 80 hours in a year for the city.

The following positions are not eligible for leave under this policy:

1. Volunteer firefighter or paid on-call firefighter;
2. Volunteer ambulance attendant as defined in Minn. Stat. § 144E.001, subdivision 15;
3. On-call ambulance service personnel as defined in Minn. Stat. § 144E.001, subdivision 3a;
4. Elected officials or a person who is appointed to fill a vacancy in an elected office.

ESST leave may be used as it is accrued in the same increment of time for which employees are paid for the following circumstances:

1. An employee’s own:
 - o Mental or physical illness, injury or other health condition
 - o Need for medical diagnosis, care or treatment, of a mental or physical illness injury or health condition
 - o Need for preventive medical or health care, or
 - o Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member
2. Care of a family member:
 - o With mental or physical illness, injury or other health condition.
 - o Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition.
 - o Who needs preventative medical or health care.
3. Absence due to domestic abuse, sexual assault or stalking of the employee or employee’s family member provided the absence is to:
 - o Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - o Obtain services from a victim services organization.
 - o Obtain psychological or other counseling.
 - o Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking.

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o 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.

4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.

Weather Event Exception for Select Non-Union Positions: Consistent with Minnesota Statute § 181.9447, Subd. 12, firefighters and employees holding a commercial driver's license must be ready and available to respond to public emergencies or weather events, and therefore may **not** use ESST for the "closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency." This exception is necessary for these positions because they have preassigned or foreseeable work duties requiring their response to the public emergency or weather event to ensure the city maintains minimum staffing requirements to provide essential public services.

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5. 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.

6. When it has been determined by health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

"Family Member" Defined

For Earned Sick and Safe Time purposes, family member includes an employee's:

1. Spouse or registered domestic partner.
2. 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.
3. Sibling, step sibling or foster sibling.
4. Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
5. Grandchild, foster grandchild or step grandchild.
6. Grandparent or step grandparent.
7. A child of a sibling of the employee.
8. A sibling of the parent of the employee.
9. A child-in-law or sibling-in-law.
10. Any of the above family members of a spouse or registered domestic partner.

- 11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
- 12. Up to one individual annually designated by the employee.

Notice and Documentation

When the need for ESST leave is foreseeable, employees must notify the city administrator within seven days of the leave. In the event the need for leave is unforeseeable, employees must notify the city administrator as reasonably required. When an employee uses ESST for more than two consecutive scheduled work days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). 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, ESST 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.

In accordance with state law, the city will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent. However, this is not meant to limit employees who choose to voluntarily seek a replacement staff member or trade shifts to cover their ESST absence.

Employers must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories, and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records should be maintained confidentially and apart from personnel files.

Employers must comply with the ESST recordkeeping requirements outlined in Minn. Stat. § 181.9447. Among other provisions, cities must preserve the required ESST documentation for a minimum of three years and ensure the documentation is readily accessible by the Commissioner within 72 hours from the Commissioner's request.

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 belowherein. 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. Vacation leave can be used for any reason except a qualifying ESST reason.

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.

Commented [CA3]: This conflicts with the vacation donation paragraph below. Given ESST language that considers any leave that can be used for ESST reasons to follow ESST rules, I would consider removing the leave donation paragraph.

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.

Commented [CR4]: Consider a number that is the same for all employees for ease of tracking.

Recommend max accrual of 250 hours.

Vacation Separation Payout

Full-time employees will be paid accrued, unused vacation, earned through the last date of active employment, subject to applicable caps as noted above, (and applicable taxes withheld) following termination of employment. The rate of pay will be the employee's base rate of pay at the employee's termination date. In the event of the employee's death, earned, unused vacation time will be paid to the employee's surviving spouse directly, (if there is not personal representative of the estate appointed) up to statutory limits.

Vacation Donation

The City permits City employees to donate vacation time on a case by case basis to other employees who have exhausted their leave benefits, but would otherwise be allowed to use sick leave. The City further reserves the right to establish this policy under circumstances that it deems appropriate, all on a case by case basis. An exercise of this policy shall not establish a precedent or practice.

An employee will be eligible to receive donated vacation time only after the employee's accrued sick leave, compensatory time, floating holiday and vacation have been exhausted and the employee is currently on approved Family and Medical Leave or other approved leave.

The donated vacation time will go into the employee's sick time bank. The donated time will be transferred at the donor's pay rate and paid in dollars to the recipient up to the recipient's regular rate of earnings for the pay period.

Unless otherwise approved by the City Council, Co-workers may donate a minimum of 4 hours and a maximum of 40 hours of vacation per calendar year per recipient. The maximum number of donated hours any employee may receive during a calendar year shall be set by the Council on a case by case basis.

Once a donation is made it is irrevocable. Vacation donations are used in the order they are received. The donated vacation hours are not subtracted from the donor's vacation balance until they are actually paid out to the recipient.

The use of the donated time will be counted towards the use of Family and Medical Leave or other approved leave. An employee will not be eligible to accrue any sick or vacation time or be eligible for holiday pay while using donated time.

In order to receive or donate vacation time, the appropriate form must be completed and submitted to the City Clerk.

Commented [CA5]: I would recommend deleting this paragraph. See comment above.

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.).

Regular Full-time and Regular Part-time employees are permitted a paid Funeral/Bereavement leave when a death occurs in their family.

For Regular Full-time employees, leave with pay is limited to the following:

Up to five (5) days: Husband, Wife, Mother, Father, Son, Daughter, Brother, Sister, Step-Mother, Step-Father, Step-Son, Step-Daughter, Step-Brother, Step-Sister

Up to three (3) days: Son-in-Law, Daughter-In-Law, Mother-In-Law, Father-In-Law, Grandparent, Grandchild, Grandparent-In-Law

One (1) day: Employee's Aunt, Uncle, Cousin, Niece, Nephew, Sister-In-Law, Brother-In-Law, Godchild

Regular Part-time employees are eligible for Funeral/Bereavement leave at the rate of 50% of the schedule listed above.

Additional time off for funeral/bereavement leave may be granted and charged to vacation leave or compensatory time, if any.

Unpaid Leave

Unpaid leave may be approved by the city administrator in accordance with the city personnel policies. Employees must normally use all accrued annual leave including vacation, sick and safe, floating holiday aka personal day, holiday banked and compensatory time prior to taking unpaid leave unless otherwise stated in the city personnel policies.

Employee requests for unpaid leave should be on an occasional rather than a frequent basis. Unpaid leave should not be used as hours or a day here or there, rather it should be used for a specific situation that arises for an employee and not due to an employee having used all their accrued leave. The city does offer full-time employees ample accrued leave as well as Friday half days for city hall and public works to allow time for employees to schedule needed personal appointments.

The operations and standards of service in the City of Maple Lake require that employees be at work unless a valid reason warrants an unpaid leave. In order for staff to function efficiently and effectively, employees need to fully understand their position and duties that have been set for them and the time required to be on the job so as to not burden other staff with covering an employee's job duties who is abusing the use of unpaid leave. Understanding attendance requirements is an essential function of every city position.

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.

Military Leave

State and federal laws provide protection 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,

Commented [CR6]: ESST leave includes the need to make funeral arrangements, attend a funeral service, and address financial or legal matters that arise from the death of a family member.

Given these changes, continuing funeral leave is optional.

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.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Military Leave for Family Members

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The city will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the city discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Military Leave for Family Member Injured or Killed in Active Service

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Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparents, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Civil Air Patrol

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The city will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the city. Employees may choose to use vacation or PTO leave while on Civil Air Patrol Leave but are not required to do so.

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

Overview & Eligibility

All employees are entitled to take an unpaid pregnancy and/or parenting leave of absence under the Minnesota Women's Economic Security Act (WESA). 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 the birth or adoption of a child, are eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

Additionally, leave under this section must begin within twelve 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. Employees should provide reasonable notice, which is at least XX [30] days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Interaction with Other Laws and Paid Leave

Leave under this section runs concurrently with FMLA when the leave is for the same purpose.

Additionally, employees may choose, but are not required, to use any accrued vacation leave or Sick Leave/Earned Sick and Safe Time leave during this leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact [appropriate person or department]

Job Reinstatement

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, including any employer contributions toward the benefits, will continue while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits.

The city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

All employees 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 seven 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 Pregnancy and 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.

The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

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.

School Conference Leave

Any employee may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Bone Marrow/Organ 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 or an organ. The 40 hours is over and above the amount of accrued time the employee has earned

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or

organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

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 twenty (20) 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. Employees will also be allowed paid time off to vote during the time allowed for voting in person before Election Day.

Delegates to Party Conventions

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegate, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation/ PTO leave during their absence.

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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.

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*).

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. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the City Council.

The 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.

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

The FMLA applies to all public agencies. 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.

Refer to the League's model [FMLA policy for language.](#)

Commented [CR7]: As the city does not have more than 50 employees, I have not incorporated all of the FMLA language.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable paid break time to express milk. The break time, if possible, should run concurrently with rest and meal periods already provided to the employee. The city will provide a clean, private, secure room or location (other than a bathroom or toilet stall) 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. The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

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.

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;
- Limits on lifting over 20 pounds;
- Modification in work schedule or job assignments; 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. The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

SEXUAL HARASSMENT PREVENTION

General

The City of Maple Lake is committed to creating and maintaining a public service work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws

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, volunteers, members of boards and commissions, and elected officials 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 behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves include: 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 or repeated action of an individual against another individual, using sexual overtones.

Expectations

The City of Maple Lake recognizes the need to educate its employees volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or 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. A 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, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
1. In some situations such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.
3. To reiterate, it's important you notify a supervisor, the city administrator, the mayor or councilmember of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you

a status report on the matter. 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, the mayor or the city attorney.

The city urges 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 takes these complaints seriously, and 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.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the city administrator. If the city administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. 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.

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Special Reporting Requirements

When the supervisor is the alleged harasser, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is the alleged harasser, 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 the alleged harasser, 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.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Retaliation

The City of Maple Lake will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion,

job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. 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.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. City administrator;
3. Mayor or City Councilmember
4. In the event an employee feels retaliation has occurred by the city administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the city administrator, or if the complaint is against the city administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

RESPECTFUL WORKPLACE POLICY (includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other city-sponsored social events.

The city acknowledges 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 public service work environment is a shared responsibility. This policy is applicable to all city employees, volunteers, firefighters, members of boards and commissions and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

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, pregnancy, gender-biased statements, such as stereotypes about women or men, 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. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- 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.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the city administrator, or City Attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, 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.

In some situations with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the city administrator, the mayor or councilmember of promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly 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 promptly 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(a). 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 the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it

is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

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. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the city administrator about the allegations (assuming the allegations do not involve the city administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

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 and to the extent permitted by the Minnesota Government Data Practices Act.

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 determine how to proceed in addressing the complaint as well as appropriate 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.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

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.

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.

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 Maple Lake. 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:

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, who have completed their initial probationary period, 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, who has completed his/her initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Voluntary Termination

We recognize that you may choose to terminate your employment with the City of Maple Lake.

Any employee wishing to leave City employment in good standing shall file with her/his Department Head, at least 10 working days before leaving, a written resignation stating the effective date of the resignation and the reason for leaving.

Department Heads wishing to leave City employment in good standing shall file with the Mayor at least 20 working days before leaving, a written resignation stating the effective date of the resignation and the reason for leaving.

Failure to comply with this procedure may be considered cause for denying the employee future employment by the City and denying termination benefits. At the discretion of the City, you may be asked to leave before the expiration of the notice. In this event, you will be paid as if you had worked during the entire notice period, and the effective date of termination will be the last paid day.

An employee who resigns his/her employment with the City after giving proper written notice as provided above will be compensated for any unused vacation time the employee was eligible to use during that year, and for any accrued but unused compensatory time as of the date of separation. (Vacation time the employee was accruing during the year in which the resignation occurred, but which was not yet eligible for use, will not be paid at termination.)

An unauthorized absence from work for a period of three (3) working days or more may be considered a resignation without proper notice. An employee who resigns his/her employment with the City within six (6) months of attending a training course where a certificate or license is received, he/she must pay the City back for the cost of the course.

Involuntary Termination

Involuntary termination is termination of employment at the will of the City. The City of Maple Lake retains the right to discharge or release any employee at any time, with or without cause. A termination without cause shall require a 4/5 vote of the City Council. A termination for cause shall require a simple majority vote of the City Council. However, unless you are dismissed for cause, you will be entitled to receive two weeks notice in advance of termination.

"Cause" means any act which the City of Maple Lake, in its sole discretion, deems harmful to its business or reputation including specifically, but not exclusively, a breach of professional ethics, dishonesty, willful negligence, sexual harassment, inability to do your job, loss of required licenses, violation of any policy set forth herein, or other grossly unacceptable behavior.

Except as provided above and in the provision of this handbook dealing with vacation, employees of the City of Maple Lake are generally not entitled to receive severance pay upon termination of employment.

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 date at which the incident allegedly occurred, 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 date at which the incident allegedly occurred, 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:

- 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.
- Pay increases or lack thereof; and
- 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.

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. 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 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.

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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 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.

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Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$7 per Breakfast; \$12 for Lunch; and \$18 for Dinner.

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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 Maple Lake 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, ALCOHOL, CANNABIS FREE WORKPLACE

In accordance with federal law, the city of Maple Lake has adopted the following policy on drugs, including cannabis, 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 drugs 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 days after the conviction as required by the Drug-Free Workplace Act of 1988.

Additionally, city employees must pay careful attention to comply with the city's policy prohibiting use and possession of alcohol or drugs- including cannabis- while performing work for the city:

A. Use and Possession of Alcohol or Drug(s):

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while "on call" and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Employees are subject to being disciplined, suspended, or terminated if the employee used or possessed alcohol, drugs, or cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

B. Driving While Impaired:

A conviction of driving while impaired in a city-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

C. Criminal Drug Convictions:

Any employee convicted of any criminal drug statute must notify their supervisor [and the city’s Human Resources Division/City Administrator] in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the city will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment.

In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

D. Failure to Disclose Lawful Drugs:

Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee’s responsibility to seek out written information from their physician or pharmacist regarding medication and any job performance impairment and relay that information to their supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

DRUG-FREE WORKPLACE

In accordance with federal law, City of Maple Lake 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.

ALCOHOL-FREE WORK PLACE

The City of Maple Lake has a responsibility to maintain a drug-free work place. The City also recognizes that drug dependency may be an illness. Consistent with this understanding, the City has an obligation to ensure that its employees perform their jobs efficiently, safely, and in a professional, businesslike manner.

The following rules represent the City's policy concerning alcohol and illegal drug use in the work place. They will be enforced uniformly with respect to all employees:

1. ~~No employee or City Council member shall report to work under the influence of alcohol, marijuana, cannabinoid products, cocaine, opiates, PCP, amphetamines, or other controlled substances which affect his/her alertness, coordination, reaction, response, judgment, decision making, or safety.~~
2. ~~No employee shall operate, use, or drive any equipment, machinery, or vehicle, of the City while under the influence of alcohol, marijuana, cannabinoid products, cocaine, opiates, PCP, amphetamines, or other mood altering drugs. Such employee is under an affirmative duty to immediately notify his/her Department Head that he/she is not of an appropriate mental or physical condition to operate, use, or drive City equipment.~~
3. ~~No employee shall manufacture, distribute, dispense, possess, or use a controlled substance, alcohol, or cannabis and cannabinoid products in the work place or while performing City business. Such action will be reported to appropriate law enforcement officials. An exception shall be made to any employee when the prohibited act is a part of a medical treatment required by a physician, the physician has advised the employee that he/she is capable of performing his/her job, and the employee has informed the Department Head of the otherwise prohibited use.~~
4. ~~When an employee is taking medically prescribed drugs or other controlled substances which the employee knows or reasonably should know may alter job performance, the employee is under an affirmative duty to notify his/her Department Head of his/her temporary inability to perform the job duties of his/her position.~~
5. ~~No employee shall consume alcoholic beverages during work hours. Employees are discouraged from consuming alcoholic beverages during lunch or dinner meals when returning immediately thereafter to perform work on behalf of the City. Employees are advised that in any situation subsequent to the intake of alcohol where the employee must continue conducting the City's business, any employee whose condition or behavior adversely affects his/her work performance shall be subject to possible discipline, up to and including termination.~~
6. ~~Each employee is required to notify his/her Department Head of any criminal drug conviction for a violation occurring in the work place no later than five days after such conviction.~~
7. ~~The following rules represent the policy concerning liquor sampling by liquor store employee:~~
 - ~~Liquor store employees age 21 or older shall be permitted to sample liquor that has been previously opened for tasting by customer(s) only after his or her shift has been completed.~~
 - ~~Liquor store employees are not permitted to open a sample for his or her own sampling or for the sampling by any liquor store employee while on duty.~~
 - ~~Liquor store employees are subject to the same sampling quantity limits as customers.~~
 - ~~Violations of this policy, including any consumption of alcohol while on duty, constitutes just cause for disciplinary action, up to and including termination.~~

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.

Use of Private Vehicles for City Business

Occasionally, a City employee may have to use his or her personal vehicle for City business. All City employees are required to have a valid driver's license and appropriate class designation and wear a properly adjusted and fastened seat belt in all vehicles while conducting City business. Violation of this policy constitutes just cause for disciplinary action, up to and including termination.

If a City vehicle is not available for use when conducting City business, reimbursement will be made for the mileage incurred during travel for City business at the rate allowed by the IRS. Request for mileage reimbursement shall be made in accordance with the expense REIMBURSEMENT POLICY herein.

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.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or

prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.

- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”

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 Maple Lake 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.

City-owned and Issued Mobile phones

In certain situations, the City Council may approve a City-owned mobile phone if the following criteria are met:

1. The position requires a significant time will be spent working away from an existing workstation with phone service.
2. The position requires frequent contact with internal personnel or external contacts.
3. There is not an efficient alternative means of communication, such as a radio or pager.
4. The use of a mobile phone increases the potential for an employee within a critical position to be more efficient and proficient with his/her work.

Mobile phones provided by the City must be used in accordance with the following guidelines.

1. It is understood that the phones will be used for business purposes necessary for completing job responsibilities.
2. The City understands that an occasional personal call may be necessary; however, personal use should be limited to break times and not increase cost of the City’s mobile phone service plan.

3. Any charges beyond that incurred by business will be the responsibility of the employee. It is the employee's responsibility to notify the city of personal use that exceeds the phone service plan allowance and provide payment for the difference.
4. City-owned and issued mobile phones do not leave the work environment required by the employee's job description.
5. Use of mobile phone will be in conformance with all other policies and procedures of the City.

Mobile Phone Allowance Policy

The City Administrator may approve an allowance for a mobile phone if the following criteria are met:

1. The position requires the employee to frequently be available and to respond by phone (or email) during non-scheduled and scheduled work hours.
2. The position requires rapid response or communication by the employee in certain emergency instances.
3. In the case of data plans, response by the employee during non-scheduled or scheduled work hours regularly require access to email, internet, and/or the City's network.
4. The employee's efficiency and proficiency can increase due to the use of technology.

Mobile phone allowance provided by the City must be used in accordance with the following guidelines:

1. The City allowances compensates the employee for business use of personal mobile phone. The City only provides reimbursement for the anticipated minutes used by the employee for business purposes.
2. The City does not reimburse for the purchase of mobile phones, activation fees, change fee, or increased plan options for personal use.
3. The amount of business use is based on historical analysis and review of job duties and responsibilities.
4. Employee must select a phone provider that allows for acceptable service levels in Maple Lake and the area where the employee lives.
5. Employee must be responsive to communications and reachable by mobile phone a significant amount of time.
6. The City Council may occasionally review market costs of mobile phone plans in order to establish and revise allowance rates.

The City has established reimbursement:

- The City will reimburse employees who use personal phones for City Business at the rate of \$30 a month.

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.



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PERSONNEL POLICY

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INTRODUCTION

Purpose

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Maple Lake. 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

Except as otherwise prohibited by law, the City of Maple Lake 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.

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 Maple Lake is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Maple Lake will not discriminate against any employee or job applicant on the basis of race (including traits associated with race, including but not limited to, hair texture and hair styles such as braids, locs and twists), 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 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 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 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 you would not want your boss or other employees to read, or 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 Maple Lake 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 may be 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, membership, activity in a local human rights 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 Maple Lake. However, these are my own opinions and do not represent those of the City of Maple Lake."
- 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., [MapleLakeGovWork](#)).

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 the City of Maple Lake. 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 Maple Lake. 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 an employee's supervisor.

Attendance & Absence

The operations and standards of service in the City of Maple Lake 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 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 in advance of the absence as outlined in the applicable leave policy under Article XII. In the event of an unexpected absence, employees should call their supervisor before the scheduled starting time, or as soon as practicable for an unexpected absence, and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message with a telephone number where they can be reached and/or contact any other individual who was designated by the supervisor.
- Depending on the absence, failure to use the established reporting process may be grounds for disciplinary action.
- The employee must specify the amount of time needed away from work. In the event the absence is expected to last longer than anticipated, employees must contact their supervisor as soon as practicable to request additional time away from work.
- Employees who are absent for three days or more and who do not report the absence in accordance with this policy may be considered to have voluntarily resigned not in good standing.
- The city may waive this rule if extenuating circumstances warranted such behavior.

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.

Whistleblower Protections

An employee of the City who, in good faith, reports an activity that he/she considers to be illegal or dishonest to one or more of the parties may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate city management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the city's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation, or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

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 outside of work time. Any employee who becomes a candidate for federal, state or municipal elective office, or assumes a federal, state, or municipal elective office, is expected to properly fulfill their normal duties during such candidacy and while holding such office and may be disciplined for failure to do so. An employee holding such office will be permitted time off from regular employment to attend meetings required by reason of the public office. Such time off may be without pay, by using appropriate paid leave, or made up with other hours, as agreed between the employee and the department head.

Any employee whose principal employment in the city is in connection with an activity which is funded in whole or in part by the United States or a federal agency is also subject to the restrictions and penalties of the Federal Hatch Act (5 U.S.C. § 1501-1508). Political activity should not impair objectivity or the perception of objectivity in carrying out city work.

City employees cannot use their official authority or influence through their employment with the city to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity. While at work, city employees must be politically neutral in the performance of their job duties and cannot engage in political activity while at work, on city property, or by using city resources (such as city branded clothing or uniforms, photos, ID badges, nametags, or using the city's email system or technology). Furthermore, employees should not use their city job title in conjunction with any political work or endorsements.

Smoking

The City of Maple Lake 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 24 hours per week on a regular basis.

Core Hours

The core hours all employees (exempt and non-exempt) are expected to work are 7 a.m. to 4:30 p.m., Monday through Friday. Fire, and public works employees do not have core hours and work the schedules established by their supervisors.

Cannabinoid and Cannabis Products

These terms have the same meanings as described in Minnesota Statutes, Section 342.01.

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. Currently, 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). These amounts may change if required by law.

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. 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 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 Thursday, from 7 a.m. to 4:30 p.m; Fridays 7 a.m. to 11 a.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. 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 –except that seasonal employees are eligible to accrue Earned Sick and Safe Time (ESST) leave as outlined in the ESST policy. Additionally, effective January 1, 2026, most seasonal employees as defined in this section are also eligible for Minnesota Paid Leave program benefits. The city will provide notice to select seasonal employees who also fall under the Minnesota Paid Leave law's narrow definition of "seasonal employee," as these individuals will not be covered by Minnesota Paid Leave.

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 – except that temporary employees are

eligible for Minnesota Paid Leave Program benefits and Earned Sick and Safe Time (ESST) leave as outlined in the ESST policy.

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) 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. It does not, however, alter the at-will status of employment between the city and employee.

An employee serving the initial probationary period may be disciplined for any reason at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights unless grievance rights are specifically provided by a collective bargaining agreement.

Nothing in this policy handbook shall be construed to imply during or 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.

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 (.

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, for example.
- 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.

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 Maple Lake 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 (i.e., probationary 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.

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 may 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 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. 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.

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 city hall/administrative employees is four nine-hour days (Monday through Thursday), 7:00 a.m. to 4:30 p.m., and one four-hour day (Friday), 7:00 a.m. to 11:00 a.m. in addition to a lunch period, except as otherwise approved by the city administrator in accordance with the customs and needs of the individual departments. Public works employees' work hours are 6:30 a.m. to 4:00 p.m. Monday through Thursday, and 6:30 a.m. to 10:30 a.m. on Friday. Liquor store hours are 9:00 a.m. to 9:00 p.m. Monday through Thursday, 9:00 a.m. to 10:00 p.m. Friday and Saturday, and 11:00 a.m. to 4:00 p.m. on Sunday.

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 January 21, 2020, 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.

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 six (6) 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 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. If applicable, employees may use earned sick and safe leave for absences related to weather closures or public emergencies.

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. When an employee receives a new license or certification relating to their position, the employee will be moved up a step on the compensation scale.

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.

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.

To receive Pay through check, written notice must be submitted to the city administrator.

Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, they should immediately contact their supervisor. If the city determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the city in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written authorization by the employee.

Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required.

Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the city has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that they will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

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 Maple Lake 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 count toward “hours worked.” Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked.

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

Overtime may be authorized by Department Heads when emergencies arise; however, all other overtime shall be authorized by the City Council. 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.

Staff who are required to work overtime due to an emergency or authorized City Event (movie in the park, wine tasting, community festival, etc.) may choose to be paid one and one-half times their pay for all hours actually worked over 40 hours per week or receive compensatory time (time off) at the rate of one and one-half times for all hours actually worked 40 hours per week. Hours worked for movie in the park events shall run from the time the employee reports to work until the conclusion of the work activities, including the running time for the movie, even if the employee chooses to leave during the movie or any breaks.

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. *All compensatory time earned during a year will be paid by the end of the year at the hourly pay rate the employee is earning at that time.* Employees may request and use compensatory time off in the same manner as other leave requests.

Commented [CA1]: An alternate is to do a max accrual and allow it to carry-over.

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 accountability, 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 Maple Lake 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 Maple Lake 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 Maple Lake 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 the city's core hours, 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 Monday through Friday core hours 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 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. The City also provides short and long-term disability coverage for employees.

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 the Finance Officer.

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 many employees). For information about PERA eligibility and contribution requirements, contact Finance Officer.

Uniform Allowance

A uniform allowance shall be allowed for those employees who are required to wear uniforms by the City. The amount of such allowance will be determined by the Department head and City Council.

Death Benefits

Upon the death of an employee, severance pay will be paid in the form of a check made payable to the descendant's estate. Severance pay shall include, accumulated vacation pay, accumulated compensatory hours, and all wages earned but not received by the deceased employee.

Commented [CA2]: I would recommend deleting this language.

HOLIDAYS

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

- | | |
|-----------------------------|---------------------------|
| New Year's Day | Labor Day |
| Martin Luther King, Jr. Day | Veterans Day |
| Presidents Day | Thanksgiving Day |
| Memorial Day | Friday after Thanksgiving |
| Juneteenth | Christmas Eve |
| Independence Day | Christmas Day |
| Personal 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. As the City works a short day on Fridays, any holiday that falls on Friday, or is observed on a Friday, will be split between Friday and the Thursday before for a total of 9 hours of holiday pay.

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 half holiday pay based on the number of hours full-time receives. 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.

Holiday pay for time not actually worked shall be considered as work time when computing overtime.

If the holiday is observed on a Liquor Store employee’s scheduled day off, said employee shall be paid at regular rates or given a compensatory day off for the unworked holiday at the option of the employee.

When a holiday falls during an employee’s vacation or sick leave, the employee will not be charged with vacation or sick leave for the holiday hours; the hours will be considered holiday leave.

Regular Full-time employees must be employed 30 days before they are entitled to holiday pay. Regular Part-time employees are eligible for holiday pay after 6 months of consecutive employment.

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.

Minnesota Paid Leave Background

Employees are entitled to leaves of absence for a variety of reasons, including those protected by law. Depending on the circumstances, more than one form of leave may apply at the same time. Numerous laws govern or otherwise relate to employee leave, and these laws continue to evolve through legislative changes and decisions by state and federal courts, agencies and other authorities. These laws include, but are not limited to, the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA), Minnesota Human Rights Act (MHRA), Minnesota Paid Family and Medical Leave (MNPL, also referred to as PFML or paid leave), Earned Sick and Safe Time (ESST), Minnesota Pregnancy and Parental Leave Law, workers’ compensation, public safety duty disability law, and other laws. Employees must independently meet the eligibility requirements for each type of leave. Leave requests will be evaluated on a case-by-case basis. In addition, collective bargaining agreements and employment contracts may contain leave-related provisions. If any inconsistency exists between city policy and applicable law, the city will follow the law.

Unless otherwise stated, all paid time off taken under any of the city’s leave programs must run concurrently (to avoid stacking leave whenever possible) and to prevent any unpaid time from occurring between periods of paid leave. The city will provide employees with time away from work as required by state or federal law or by contract even if those requirements are not fully described in, or differ from, the city’s personnel policies.

Overview

City of Maple Lake

Personnel Policy

Adopted:

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The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The city of Maple Lake is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must meet both of the following requirements:

- Work at least 50% of the time from a location in Minnesota.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Definitions (*Please note that these definitions are or may be different than definitions used in other leave-related laws, and therefore, eligibility and other provisions may differ.*)

- **Family member** includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood
- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year begins the first day you use MNPL, which may differ from the benefit year used for other leave laws. There is no waiting period for MNPL if you are granted the benefit.

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the city administrator of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of **one** calendar. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Notice

Prior to starting a claim with the State, employees should reach out to the city administrator to notify of your intention to take leave.

How to Apply for Minnesota Paid Leave

After your leave has been discussed you may apply for MNPL through the Minnesota Paid Leave's portal online or via their phone provided <https://mn.gov/deed/paidleave/employees/faq/>.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

The city offers a short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please contact our benefit consultant for more

information. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving state-paid benefits.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). Paid leave (i.e. PTO, vacation, etc.) does not accrue during the time an employee is on MNPL. For more information, contact the city administrator.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. arranged to write a check every 4 weeks for the duration that the employee may be out;
3. be postpaid after the leave has ended in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

For any payments requiring deductions outside of normal payroll procedures, the city will obtain written authorization from the employee for those deduction(s). There may be tax advantages and/or consequences associated with the various options, and it is the employee's responsibility to understand these implications and make decisions accordingly. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work, without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Sick and Safe Leave

Overview and Eligibility.

“Earned Sick and Safe Time” (“ESST”) is paid time off for eligible uses outlined in this policy as required by Minnesota’s Earned Sick and Safe Time law, including but not limited to an employee’s mental or physical illness, injury, or other health condition. Employees will earn ESST as prescribed in this policy, provided that all employees will earn at least one hour of ESST for every 30 hours worked by an employee, up to a maximum of 48 hours of ESST per year. The base rate of ESST is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) anticipated to perform work for at least 80 hours in a year for the city.

The following positions are not eligible for leave under this policy:

1. Volunteer firefighter or paid on-call firefighter;
2. Volunteer ambulance attendant as defined in Minn. Stat. § 144E.001, subdivision 15;
3. On-call ambulance service personnel as defined in Minn. Stat. § 144E.001, subdivision 3a;
4. Elected officials or a person who is appointed to fill a vacancy in an elected office.

ESST leave may be used as it is accrued in the same increment of time for which employees are paid for the following circumstances:

1. 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 preventive medical or health care, or
 - Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member
2. 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.
3. Absence due to domestic abuse, sexual assault or stalking of the employee or 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.
4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.

Weather Event Exception for Select Non-Union Positions: Consistent with Minnesota Statute § 181.9447, Subd. 12, firefighters and employees holding a commercial driver's license must be ready and available to respond to public emergencies or weather events, and therefore may **not** use ESST for the "closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency." This exception is necessary for these positions because they have preassigned or foreseeable work duties requiring their response to the public emergency or weather event to ensure the city maintains minimum staffing requirements to provide essential public services.

5. 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.
6. When it has been determined by health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

“Family Member” Defined

For Earned Sick and Safe Time purposes, family member includes an employee's:

1. Spouse or registered domestic partner.
2. 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.
3. Sibling, step sibling or foster sibling.
4. Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child.
5. Grandchild, foster grandchild or step grandchild.
6. Grandparent or step grandparent.
7. A child of a sibling of the employee.
8. A sibling of the parent of the employee.
9. A child-in-law or sibling-in-law.

10. Any of the above family members of a spouse or registered domestic partner.
11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.
12. Up to one individual annually designated by the employee.

Notice and Documentation

When the need for ESST leave is foreseeable, employees must notify the city administrator within seven days of the leave. In the event the need for leave is unforeseeable, employees must notify the city administrator as reasonably required. When an employee uses ESST for more than two consecutive scheduled work days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). 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, ESST 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.

In accordance with state law, the city will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent. However, this is not meant to limit employees who choose to voluntarily seek a replacement staff member or trade shifts to cover their ESST absence.

Employers must maintain the confidentiality of Earned Sick and Safe records, medical certifications, histories, and documents information pertaining to domestic abuse, sexual assault or stalking, and any statement from the employee about the need for leave. Medical records should be maintained confidentially and apart from personnel files.

Employers must comply with the ESST recordkeeping requirements outlined in Minn. Stat. § 181.9447. Among other provisions, cities must preserve the required ESST documentation for a minimum of three years and ensure the documentation is readily accessible by the Commissioner within 72 hours from the Commissioner's request.

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 herein. 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 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.

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.

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. Vacation leave can be used for any reason except a qualifying ESST reason.

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.

Vacation Separation Payout

Full-time employees will be paid accrued, unused vacation, earned through the last date of active employment, subject to applicable caps as noted above, (and applicable taxes withheld) following termination of employment. The rate of pay will be the employee's base rate of pay at the employee's termination date. In the event of the employee's death, earned, unused vacation time will be paid to the employee's surviving spouse directly, (if there is not personal representative of the estate appointed) up to statutory limits.

Vacation Donation

The City permits City employees to donate vacation time on a case by case basis to other employees who have exhausted their leave benefits, but would otherwise be allowed to use sick leave. The City further reserves the right to establish this policy under circumstances that it deems appropriate, all on a case by case basis. An exercise of this policy shall not establish a precedent or practice.

An employee will be eligible to receive donated vacation time only after the employee's accrued sick leave, compensatory time, floating holiday and vacation have been exhausted and the employee is currently on approved Family and Medical Leave or other approved leave.

The donated vacation time will go into the employee's sick time bank. The donated time will be transferred at the donor's pay rate and paid in dollars to the recipient up to the recipient's regular rate of earnings for the pay period.

Unless otherwise approved by the City Council, Co-workers may donate a minimum of 4 hours and a maximum of 40 hours of vacation per calendar year per recipient. The maximum number of donated hours any employee may receive during a calendar year shall be set by the Council on a case by case basis.

Once a donation is made it is irrevocable. Vacation donations are used in the order they are received. The donated vacation hours are not subtracted from the donor's vacation balance until they are actually paid out to the recipient.

Commented [CA3]: This conflicts with the vacation donation paragraph below. Given ESST language that considers any leave that can be used for ESST reasons to follow ESST rules, I would consider removing the leave donation paragraph.

Commented [CR4]: Consider a number that is the same for all employees for ease of tracking.

Recommend max accrual of 250 hours.

The use of the donated time will be counted towards the use of Family and Medical Leave or other approved leave. An employee will not be eligible to accrue any sick or vacation time or be eligible for holiday pay while using donated time.

In order to receive or donate vacation time, the appropriate form must be completed and submitted to the City Clerk.

Commented [CA5]: I would recommend deleting this paragraph. See comment above.

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.).

Regular Full-time and Regular Part-time employees are permitted a paid Funeral/Bereavement leave when a death occurs in their family.

For Regular Full-time employees, leave with pay is limited to the following:

Up to five (5) days: Husband, Wife, Mother, Father, Son, Daughter, Brother, Sister, Step-Mother, Step-Father, Step-Son, Step-Daughter, Step-Brother, Step-Sister

Up to three (3) days: Son-in-Law, Daughter-In-Law, Mother-In-Law, Father-In-Law, Grandparent, Grandchild, Grandparent-In-Law

One (1) day: Employee's Aunt, Uncle, Cousin, Niece, Nephew, Sister-In-Law, Brother-In-Law, Godchild

Regular Part-time employees are eligible for Funeral/Bereavement leave at the rate of 50% of the schedule listed above.

Additional time off for funeral/bereavement leave may be granted and charged to vacation leave or compensatory time, if any.

Commented [CR6]: ESST leave includes the need to make funeral arrangements, attend a funeral service, and address financial or legal matters that arise from the death of a family member.

Given these changes, continuing funeral leave is optional.

Unpaid Leave

Unpaid leave may be approved by the city administrator in accordance with the city personnel policies.

Employees must normally use all accrued annual leave including vacation, sick and safe, floating holiday aka personal day, holiday banked and compensatory time prior to taking unpaid leave unless otherwise stated in the city personnel policies.

Employee requests for unpaid leave should be on an occasional rather than a frequent basis. Unpaid leave should not be used as hours or a day here or there, rather it should be used for a specific situation that arises for an employee and not due to an employee having used all their accrued leave. The city does offer full-time employees ample accrued leave as well as Friday half days for city hall and public works to allow time for employees to schedule needed personal appointments.

The operations and standards of service in the City of Maple Lake require that employees be at work unless a valid reason warrants an unpaid leave. In order for staff to function efficiently and effectively, employees need to fully understand their position and duties that have been set for them and the time required to be on the job so

as to not burden other staff with covering an employee's job duties who is abusing the use of unpaid leave. Understanding attendance requirements is an essential function of every city position.

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.

Military Leave

State and federal laws provide protection 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.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Military Leave for Family Members

The city will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the city discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness

events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparents, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Civil Air Patrol

The city will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its political subdivisions, unless the absence would unduly disrupt the operations of the city. Employees may choose to use vacation or PTO leave while on Civil Air Patrol Leave but are not required to do so.

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

Overview & Eligibility

All employees are entitled to take an unpaid pregnancy and/or parenting leave of absence under the Minnesota Women's Economic Security Act (WESA). 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 the birth or adoption of a child, are eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

Additionally, leave under this section must begin within twelve 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. Employees should provide reasonable notice, which is at least XX [30] days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Interaction with Other Laws and Paid Leave

Leave under this section runs concurrently with FMLA when the leave is for the same purpose.

Additionally, employees may choose, but are not required, to use any accrued vacation leave or Sick Leave/Earned Sick and Safe Time leave during this leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact [appropriate person or department]

Job Reinstatement

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, including any employer contributions toward the benefits, will continue while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits.

The city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

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.

School Conference Leave

Any employee may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Bone Marrow/Organ 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 or an organ. The 40 hours is over and above the amount of accrued time the employee has earned

The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

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 twenty (20) 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. Employees will also be allowed paid time off to vote during the time allowed for voting in person before Election Day.

Delegates to Party Conventions

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegate, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, the employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use vacation/ PTO leave during their absence.

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.

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*).

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. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city administrator subject to approval of the City Council.

The 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.

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

The FMLA applies to all public agencies. 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.

Commented [CR7]: As the city does not have more than 50 employees, I have not incorporated all of the FMLA language.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable paid break time to express milk. The break time, if possible, should run concurrently with rest and meal periods already provided to the employee. The city will provide a clean, private, secure room or location (other than a bathroom or toilet stall) 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. The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

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.

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;
- Limits on lifting over 20 pounds;
- Modification in work schedule or job assignments; 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. The City will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

SEXUAL HARASSMENT PREVENTION

General

The City of Maple Lake is committed to creating and maintaining a public service work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws

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, volunteers, members of boards and commissions, and elected officials 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 behaviors that are unacceptable and therefore prohibited, even if not unlawful in and of themselves include: 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 or repeated action of an individual against another individual, using sexual overtones.

Expectations

The City of Maple Lake recognizes the need to educate its employees volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or 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. A 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, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

1. Communicate to the harasser the conduct is unwelcome. Professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions, and request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
1. In some situations such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.
3. To reiterate, it's important you notify a supervisor, the city administrator, the mayor or councilmember of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. 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, the mayor or the city attorney.

The city urges 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 takes these complaints seriously, and 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.

In the case of a sexual harassment complaint, a supervisor must report the allegations promptly to the city administrator. If the city administrator is the subject of the complaint, then the supervisor is to report the complaint to the City Attorney. A supervisor must act upon such a report even if requested otherwise by the victim. 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.

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Special Reporting Requirements

When the supervisor is the alleged harasser, a report will be made to the city administrator who will assume the responsibility for investigation and discipline.

If the city administrator is the alleged harasser, 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 the alleged harasser, 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.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Retaliation

The City of Maple Lake will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. 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.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. City administrator;
3. Mayor or City Councilmember

4. In the event an employee feels retaliation has occurred by the city administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the city administrator, or if the complaint is against the city administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

RESPECTFUL WORKPLACE POLICY

(includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other city-sponsored social events.

The city acknowledges 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 public service work environment is a shared responsibility. This policy is applicable to all city employees, volunteers, firefighters, members of boards and commissions and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

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, pregnancy, gender-biased statements, such as stereotypes about women or men, 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. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- 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.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the city administrator, or City Attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, 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.

In some situations with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the city administrator, the mayor or councilmember of promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly 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 promptly 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(a). 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 the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

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. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The supervisor must notify the city administrator about the allegations (assuming the allegations do not involve the city administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

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 and to the extent permitted by the Minnesota Government Data Practices Act.

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 determine how to proceed in addressing the complaint as well as appropriate 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.

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

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.

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.

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 Maple Lake. 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:

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, who have completed their initial probationary period, 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, who has completed his/her initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Voluntary Termination

We recognize that you may choose to terminate your employment with the City of Maple Lake.

Any employee wishing to leave City employment in good standing shall file with her/his Department Head, at least 10 working days before leaving, a written resignation stating the effective date of the resignation and the reason for leaving.

Department Heads wishing to leave City employment in good standing shall file with the Mayor at least 20 working days before leaving, a written resignation stating the effective date of the resignation and the reason for leaving.

Failure to comply with this procedure may be considered cause for denying the employee future employment by the City and denying termination benefits. At the discretion of the City, you may be asked to leave before the expiration of the notice. In this event, you will be paid as if you had worked during the entire notice period, and the effective date of termination will be the last paid day.

An employee who resigns his/her employment with the City after giving proper written notice as provided above will be compensated for any unused vacation time the employee was eligible to use during that year, and for any accrued but unused compensatory time as of the date of separation. (Vacation time the employee was accruing during the year in which the resignation occurred, but which was not yet eligible for use, will not be paid at termination.)

An unauthorized absence from work for a period of three (3) working days or more may be considered a resignation without proper notice.

An employee who resigns his/her employment with the City within six (6) months of attending a training course where a certificate or license is received, he/she must pay the City back for the cost of the course.

Involuntary Termination

Involuntary termination is termination of employment at the will of the City. The City of Maple Lake retains the right to discharge or release any employee at any time, with or without cause. A termination without cause shall require a 4/5 vote of the City Council. A termination for cause shall require a simple majority vote of the City

Council. However, unless you are dismissed for cause, you will be entitled to receive two weeks notice in advance of termination.

"Cause" means any act which the City of Maple Lake, in its sole discretion, deems harmful to its business or reputation including specifically, but not exclusively, a breach of professional ethics, dishonesty, willful negligence, sexual harassment, inability to do your job, loss of required licenses, violation of any policy set forth herein, or other grossly unacceptable behavior.

Except as provided above and in the provision of this handbook dealing with vacation, employees of the City of Maple Lake are generally not entitled to receive severance pay upon termination of employment.

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 date at which the incident allegedly occurred, 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 date at which the incident allegedly occurred, 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:

- 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.
- Pay increases or lack thereof; and
- 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.

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. 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 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 council.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

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

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the city administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$7 per Breakfast; \$12 for Lunch; and \$18 for Dinner.

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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 Maple Lake 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, ALCOHOL, CANNABIS FREE WORKPLACE

In accordance with federal law, the city of Maple Lake has adopted the following policy on drugs, including cannabis, 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 drugs 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 days after the conviction as required by the Drug-Free Workplace Act of 1988.

Additionally, city employees must pay careful attention to comply with the city’s policy prohibiting use and possession of alcohol or drugs- including cannabis- while performing work for the city:

A. Use and Possession of Alcohol or Drug(s):

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while “on call” and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Employees are subject to being disciplined, suspended, or terminated if the employee used or possessed alcohol, drugs, or cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

B. Driving While Impaired:

A conviction of driving while impaired in a city-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

C. Criminal Drug Convictions:

Any employee convicted of any criminal drug statute must notify their supervisor [and the city's Human Resources Division/City Administrator] in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the city will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment.

In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

D. Failure to Disclose Lawful Drugs:

Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from their physician or pharmacist regarding medication and any job performance impairment and relay that information to their supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

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.

Use of Private Vehicles for City Business

Occasionally, a City employee may have to use his or her personal vehicle for City business. All City employees are required to have a valid driver's license and appropriate class designation and wear a properly adjusted and fastened seat belt in all vehicles while conducting City business. Violation of this policy constitutes just cause for disciplinary action, up to and including termination.

If a City vehicle is not available for use when conducting City business, reimbursement will be made for the mileage incurred during travel for City business at the rate allowed by the IRS. Request for mileage reimbursement shall be made in accordance with the expense REIMBURSEMENT POLICY herein.

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.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”

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 Maple Lake 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.

City-owned and Issued Mobile phones

In certain situations, the City Council may approve a City-owned mobile phone if the following criteria are met:

1. The position requires a significant time will be spent working away from an existing workstation with phone service.
2. The position requires frequent contact with internal personnel or external contacts.
3. There is not an efficient alternative means of communication, such as a radio or pager.
4. The use of a mobile phone increases the potential for an employee within a critical position to be more efficient and proficient with his/her work.

Mobile phones provided by the City must be used in accordance with the following guidelines.

1. It is understood that the phones will be used for business purposes necessary for completing job responsibilities.
2. The City understands that an occasional personal call may be necessary; however, personal use should be limited to break times and not increase cost of the City's mobile phone service plan.
3. Any charges beyond that incurred by business will be the responsibility of the employee. It is the employee's responsibility to notify the city of personal use that exceeds the phone service plan allowance and provide payment for the difference.
4. City-owned and issued mobile phones do not leave the work environment required by the employee's job description.
5. Use of mobile phone will be in conformance with all other policies and procedures of the City.

Mobile Phone Allowance Policy

The City Administrator may approve an allowance for a mobile phone if the following criteria are met:

1. The position requires the employee to frequently be available and to respond by phone (or email) during non-scheduled and scheduled work hours.
2. The position requires rapid response or communication by the employee in certain emergency instances.
3. In the case of data plans, response by the employee during non-scheduled or scheduled work hours regularly require access to email, internet, and/or the City's network.
4. The employee's efficiency and proficiency can increase due to the use of technology.

Mobile phone allowance provided by the City must be used in accordance with the following guidelines:

1. The City allowances compensates the employee for business use of personal mobile phone. The City only provides reimbursement for the anticipated minutes used by the employee for business purposes.
2. The City does not reimburse for the purchase of mobile phones, activation fees, change fee, or increased plan options for personal use.
3. The amount of business use is based on historical analysis and review of job duties and responsibilities.
4. Employee must select a phone provider that allows for acceptable service levels in Maple Lake and the area where the employee lives.
5. Employee must be responsive to communications and reachable by mobile phone a significant amount of time.
6. The City Council may occasionally review market costs of mobile phone plans in order to establish and revise allowance rates.

The City has established reimbursement:

- The City will reimburse employees who use personal phones for City Business at the rate of \$30 a month.

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.

DRAFT



Maple Lake City Council

Agenda Memo

April 7, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Consider Appointment to City Planner Proposal Selection Committee

Policy/Action Requested: Appoint 1-2 council members to participate in the interviews for the city planner contract.

Staff Recommendation:

Overview:

The city released a Request for Proposals in 2025 for planning services. Several proposals were received and four companies were selected to present to the planning commission. The planning commission recommended two companies move forward and present to the city council. These companies were scheduled to present in November, but the process was placed on hold with the transition.

At this time, we are looking to move the process forward and complete the selection process. Staff recommends that 1-2 council members be appointed to a selection committee with the interim city administrator and Tanya. The committee would then complete the interviews of the two firms and make a recommendation to the city council for consideration.

Council members have been provided with the proposals and are asked to provide questions and comments to the interim city administrator for inclusion into the interviews and selection recommendation.

Budget Impact: The city currently has planning services provided via their city engineer contract with Stantec. This contract would replace those expenses.

Attachments:

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Maple Lake City Council
Agenda Memo
May 7, 2026

From: Chuck Boser, Stantec
To: City Council

Subject: 2026 Street Project Final Assessment Rolls

Policy/Action Requested: The Council should determine if the City should proceed with the full project, 2nd St W project portion, or no project. Further action requested is included in the Stantec memo.

Staff Recommendation:

Overview:

See attached memo and attachments for project cost and assessment roll information.

Budget Impact:

Attachments: Stante Final Assessment Roll Memo

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Council Action:

Date:

To:	Honorable Mayor and City Council City of Maple Lake, MN	From:	Chuck Boser St. Cloud, MN
File:	Memo for 2026 Street Project – Final Assessment Rolls	Date:	March 26, 2026

Reference: Full Project Assessment Roll & 2nd St W Assessment Roll Information

At the March 17 Council meeting, the bid results were presented to the City Council. The City Council requested staff prepare final assessment rolls for two project scenarios. Scenario 1 is for the City awarding the full project, as bid, and Scenario 2 is for the City awarding the 2nd St W portion of the project and removing the 1st St E, Pleasant St E and Elm Ave S portions from the project by a deduct change order.

Full Project- Scenario 1

If the City Council decides to proceed with the full project, the Engineer's Opinion of Probable Total Project Costs is \$4,410,000 and the Total Assessable Project Cost is \$2,489,000.

The total amount to be assessed is \$1,107,000. **The City Council should: Declare Cost to be Assessed of \$1,107,000 and schedule the Public Assessment Hearing (Resolutions) for May 5, 2026.** After the public hearing on May 5, the City Council can consider award of the construction contract as bid.

2nd St W Project- Scenario 2

If the City Council decides to proceed with the 2nd St W project portion, the Engineer's Opinion of Probable Total Project Costs is \$1,300,000 and the Total Assessable Project Cost is \$655,000.

The total amount to be assessed is \$304,000. **The City Council should: Declare Cost to be Assessed of \$304,000 and schedule the Public Assessment Hearing (Resolutions) for May 5, 2026.** After the public hearing on May 5, the City Council can consider award of the construction contract and approval of the deduct change order.

Please let me know if you have any questions.

**Chuck Boser**

City Engineer

c. Cathy Reynolds, Andrew Johnson, Dave Anderson

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
1	DKH PROPERTIES LLP 312 MAPLE AVE S PO BOX 425 MAPLE LAKE, MN 55358 220 OAK AVE S LUMBER YARD	110025008140	Street & Storm Replacement	\$172.55	205	\$12,380.46	
			New Sidewalk	\$19.13	205	\$3,921.65	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	205	\$5,791.25	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	1	\$5,295.34	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	1	\$4,925.85	
			Water Main Replacement	\$97.43	205	\$6,990.60	\$39,305.15
			<hr/>				
2	DKH PROPERTIES LLP 312 MAPLE AVE S PO BOX 425 MAPLE LAKE, MN 55358 111 BIRCH AVE S LUMBER YARD	110025008070	Street & Storm Replacement	\$172.55	118	\$7,126.32	
			New Sidewalk	\$19.13	118	\$2,257.34	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	118	\$3,333.50	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	1	\$5,295.34	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	1	\$4,925.85	
			Water Main Replacement	\$97.43	118	\$4,023.86	\$26,962.21
			<hr/>				
3	JOHN HAACK 118 1ST ST E MAPLE LAKE, MN 55358 110 BIRCH AVE S	110025008010	Street & Storm Replacement	\$172.55	124	\$7,488.67	
			New Sidewalk	\$19.13	124	\$2,372.12	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	124	\$1,302.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	124	\$4,228.46	\$15,391.25
			<hr/>				
4	JOHN HAACK 118 1ST ST E MAPLE LAKE, MN 55358	110500063400	Street & Storm Replacement	\$172.55	88	\$5,314.54	
			New Sidewalk	\$19.13	88	\$1,683.44	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	88	\$924.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	1	\$5,295.34	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	1	\$4,925.85	
			Water Main Replacement	\$97.43	88	\$3,000.84	\$21,144.01

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
5	SOO LINE RAILROAD COMPANY %MACKENZIE SHAW 427 W 12TH ST CATHEDRAL SQUARE KANSAS CITY, MO 64105	110999444100	Street & Storm Replacement	\$172.55	647	\$39,073.95	
			New Sidewalk	\$19.13	647	\$12,377.11	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	647	\$6,793.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	1	\$5,295.34	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	1	\$4,925.85	
			Water Main Replacement	\$97.43	647	\$22,063.02	\$90,528.77
	RAILROAD						
6	MAPLE LAKE HOUSING DEVELOPMENT %OFFICE 333 W 2ND ST APT 15 MAPLE LAKE, MN 55358 333 2ND ST W	110500063303	Street & Storm Replacement	\$172.55	298	\$17,996.97	
			New Sidewalk	\$19.13	298	\$5,700.74	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	298	\$3,129.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	1	\$5,295.34	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	1	\$4,925.85	
			Water Main Replacement	\$97.43	298	\$10,161.95	\$47,209.85
	MANOR						
7	DYLLAN OTTO 202 MAPLE AVE S MAPLE LAKE, MN 55358 202 MAPLE AVE S	110010012010	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	75	\$1,434.75	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	75	\$787.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$6,751.69
8	JEAN A RIVERS REVTR 211 4TH ST W MAPLE LAKE, MN 55358 201 MAPLE AVE S	110010011160	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	75	\$1,434.75	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	75	\$787.50	
			Sanitary Service	\$2,733.29	1	\$2,733.29	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$12,166.93

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
9	VICTOR N & PETER A JUDE PTSHP %PETER A JUDE PO BOX 209 MAPLE LAKE, MN 55358 200 BIRCH AVE S	110010011010	Street & Storm Replacement	\$172.55	155	\$9,360.84	
			New Sidewalk	\$19.13	155	\$2,965.15	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	155	\$1,627.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	1	\$4,925.85	
			Water Main Replacement	\$97.43	155	\$5,285.58	\$24,164.92
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10	CORY D HAUSLADEN & MANDY M HAUSLADEN 1298 HOYT AVE SW HOWARD LAKE, MN 55349 211 BIRCH AVE S	110010010010	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	75	\$1,434.75	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	75	\$2,118.75	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	1	\$2,733.29	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$10,816.23
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11	DKH PROPERTIES LLP 312 MAPLE AVE S PO BOX 425 MAPLE LAKE, MN 55358 LUMBER YARD	110010010080	Street & Storm Replacement	\$172.55	155	\$9,360.84	
			New Sidewalk	\$19.13	155	\$2,965.15	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	155	\$4,378.75	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	155	\$5,285.58	\$21,990.32
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12	CITY OF MAPLE LAKE PO BOX 757 MAPLE LAKE, MN 55358 40 PARK AVE S VETERANS PARK	110026002010	Street & Storm Replacement	\$172.55	337	\$20,352.27	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	337	\$6,775.39	
			New Curb	\$28.25	337	\$9,520.25	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$36,647.91

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
13	KELLY E GRIFFIN PO BOX 381 MAPLE LAKE, MN 55358 309 1ST ST E	110026001130	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	75	\$1,507.88	
			New Curb	\$28.25	75	\$2,118.75	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$8,156.07
14	MICHAEL & AMANDA GROMMESCH 64 LINDEN AVE S MAPLE LAKE, MN 55358 64 LINDEN AVE S	110016002062	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	75	\$1,507.88	
			New Curb	\$28.25	75	\$2,118.75	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$8,156.07
15	JACOB G JARMON 77 LINDEN AVE S MAPLE LAKE, MN 55358 77 LINDEN AVE S	110016001090	Street & Storm Replacement	\$172.55	62	\$3,744.34	
			New Sidewalk	\$19.13	62	\$1,186.06	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	62	\$1,751.50	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$6,681.90
16	KENNETH J FOBBE PO BOX 321 MAPLE LAKE, MN 55358 411 1ST ST E	110016001091	Street & Storm Replacement	\$172.55	88	\$5,314.54	
			New Sidewalk	\$19.13	88	\$1,683.44	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	88	\$2,486.00	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$9,483.98

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
17	DYLAN EASTHAM 96 ROSE AVE S MAPLE LAKE, MN 55358	110017004110	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	198	\$3,787.74	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	75	\$2,118.75	
	96 ROSE AVE S		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$10,435.93
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17B	SANDRA M HOMQUIST 90 ROSE AVE S MAPLE LAKE, MN 55358	1.10017E+11	Street & Storm Replacement	\$172.55	0	\$0.00	
			New Sidewalk	\$19.13	53	\$1,013.89	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
	90 ROSE AVE S		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	Rose Ave new sidewalk		Water Main Replacement	\$97.43	0	\$0.00	\$1,013.89
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18	MARK W & JACQUELINE K BROUER 511 1ST ST E MAPLE LAKE, MN 55358	110017003210	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	75	\$1,434.75	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	75	\$2,118.75	
	511 1ST ST E		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$8,082.94
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19	JOSHUA L & BRANDI J BRANDSTROM 118 ELM AVE S MAPLE LAKE, MN 55358	110027002050	Street & Storm Replacement	\$172.55	16	\$966.28	
			New Sidewalk	\$19.13	16	\$306.08	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	16	\$452.00	
	118 ELM AVE S		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$1,724.36

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
20	CHARLES V & DEBORA J HUIKKO 124 ELM AVE S MAPLE LAKE, MN 55358	110027002070	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	75	\$1,434.75	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	75	\$2,118.75	
	124 ELM AVE S		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(1st St assessments)		Water Main Replacement	\$97.43	0	\$0.00	\$8,082.94
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21	ALAN B & MICHELE E MULLER 139 ELM AVE S MAPLE LAKE, MN 55358	110027004110	Street & Storm Replacement	\$172.55	62	\$3,744.34	
			New Sidewalk	\$19.13	62	\$1,186.06	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	62	\$1,751.50	
	139 ELM AVE S		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(1st St assessments)		Water Main Replacement	\$97.43	0	\$0.00	\$6,681.90
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22	AMY M TOPEL &, KAREN T SLICE 601 1ST ST E MAPLE LAKE, MN 55358	110028001010	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	75	\$1,434.75	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	75	\$2,118.75	
	601 1ST ST E		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(1st St assessments) (2023 M&O assessment was \$1,696.86)		Water Main Replacement	\$97.43	0	\$0.00	
			2025 M&O ASSESSMENT DEDUCTION			-\$1,442.33	\$6,640.61
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23	TIMOTHY E FARBER &, CHRISTY M FARBER 620 PLEASANT ST E MAPLE LAKE, MN 55358	110028002010	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	75	\$2,118.75	
	620 PLEASANT ST E		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(1st St assessments)		Water Main Replacement	\$97.43	0	\$0.00	\$6,648.19

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
24	CITY OF MAPLE LAKE PO BOX 757 MAPLE LAKE, MN 55358	110027004260	Street & Storm Replacement	\$172.55	100	\$6,039.25	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	100	\$2,825.00	
	N/A		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	LIFT STATION NO 4 (1st St assessments)		Water Main Replacement	\$97.43	0	\$0.00	\$8,864.25
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25	KELLY R FARRIER &, DENNIS DEMARAIS 628 PLEASANT ST E MAPLE LAKE, MN 55358	110028002030	Street & Storm Replacement	\$172.55	104	\$6,280.82	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	104	\$2,938.00	
			Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(1st St assessments)		Water Main Replacement	\$97.43	0	\$0.00	\$9,218.82
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26	CITY OF MAPLE LAKE PO BOX 757 MAPLE LAKE, MN 55358	210000071104	Street & Storm Replacement	\$172.55	112	\$6,763.96	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	112	\$3,164.00	
	N/A		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(1st St assessments)		Water Main Replacement	\$97.43	0	\$0.00	\$9,927.96
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27	SOO LINE RAILROAD COMPANY 427 W 12TH ST CATHEDRAL SQUARE KANSAS CITY, MO 64105	210999444200	Street & Storm Replacement	\$172.55	158	\$9,542.02	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	158	\$4,463.50	
	N/A		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	%MACKENZIE SHAW (EAST SECTION)		Water Main Replacement	\$97.43	0	\$0.00	\$14,005.52

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
28	SOO LINE RAILROAD COMPANY 427 W 12TH ST CATHEDRAL SQUARE KANSAS CITY, MO 64105	110999444100	Street & Storm Replacement	\$172.55	2298	\$138,781.97	
			New Sidewalk	\$19.13	2298	\$43,960.74	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	2298	\$64,918.50	
	N/A		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	%MACKENZIE SHAW (WEST SECTION) (2023 M&O assessment was \$5,722.34)		Water Main Replacement	\$97.43	0	\$0.00	
			2025 M&O ASSESSMENT DEDUCTION			-\$4,863.99	\$242,797.22
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29	JOHN S HAACK 118 1ST ST E MAPLE LAKE, MN 55358	1.1001E+11	Street & Storm Replacement	\$172.55	50	\$3,019.63	
			New Sidewalk	\$19.13	50	\$956.50	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	50	\$1,412.50	
	118 1ST ST E		Replacement Curb	\$30.00	0	\$0.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$5,388.63
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31	KELSEY EDWARDS &, ASHLEY EDWARDS 20 ELM AVE S MAPLE LAKE, MN 55358	110027001020	Street & Storm Replacement	\$172.55	105	\$6,341.21	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	105	\$2,111.03	
			New Curb	\$28.25	0	\$0.00	
	20 ELM AVE S		Replacement Curb	\$30.00	105	\$1,102.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$9,554.74
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32	ANDREW E KRAUSE 22 ELM AVE S MAPLE LAKE, MN 55358	110027001040	Street & Storm Replacement	\$172.55	120	\$7,247.10	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	120	\$2,412.60	
			New Curb	\$28.25	0	\$0.00	
	22 ELM AVE S		Replacement Curb	\$30.00	120	\$1,260.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	120	\$4,092.06	\$17,693.71

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
33	JACOB WILLIAM ENDRESON 26 ELM AVE S MAPLE LAKE, MN 55358	110027001060	Street & Storm Replacement	\$172.55	120	\$7,247.10	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	120	\$2,412.60	
			New Curb	\$28.25	0	\$0.00	
	26 ELM AVE S		Replacement Curb	\$30.00	120	\$1,260.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$10,919.70
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34	MICHELLE K MCALPINE 30 ELM AVE S MAPLE LAKE, MN 55358	110027001080	Street & Storm Replacement	\$172.55	90	\$5,435.33	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	90	\$1,809.45	
			New Curb	\$28.25	0	\$0.00	
	30 ELM AVE S		Replacement Curb	\$30.00	90	\$945.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$8,189.78
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35	IRENE L KALWAY PO BOX 106 MAPLE LAKE, MN 55358	110027001100	Street & Storm Replacement	\$172.55	90	\$5,435.33	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	90	\$1,809.45	
			New Curb	\$28.25	0	\$0.00	
	40 ELM AVE S		Replacement Curb	\$30.00	90	\$945.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$8,189.78
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36	LANCE HENDRICKSON 44 ELM AVE S MAPLE LAKE, MN 55358	110027001110	Street & Storm Replacement	\$172.55	120	\$7,247.10	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	120	\$2,412.60	
			New Curb	\$28.25	0	\$0.00	
	44 ELM AVE S		Replacement Curb	\$30.00	120	\$1,260.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$10,919.70

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
37	JOSEPH R & LINDA D BAKER PO BOX 265 MAPLE LAKE, MN 55358 102 ELM AVE S	110027002010	Street & Storm Replacement	\$172.55	120	\$7,247.10	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	120	\$2,412.60	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	120	\$1,260.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$10,919.70
38	BRETT ACKERMAN PO BOX 164 MAPLE LAKE, MN 55358 108 ELM AVE S	110027002030	Street & Storm Replacement	\$172.55	60	\$3,623.55	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	60	\$1,206.30	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	60	\$630.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	60	\$2,046.03	\$10,187.83
39	STEVEN & PAMELA LEMIEUX PO BOX 426 MAPLE LAKE, MN 55358 112 ELM AVE S	110027002040	Street & Storm Replacement	\$172.55	60	\$3,623.55	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	60	\$1,206.30	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	60	\$630.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	60	\$2,046.03	\$10,187.83
40	JOSHUA L & BRANDI J BRANDSTROM 118 ELM AVE S MAPLE LAKE, MN 55358 118 ELM AVE S (Elm St assessment)	110027002050	Street & Storm Replacement	\$172.55	120	\$7,247.10	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	120	\$2,412.60	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	120	\$1,260.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	120	\$4,092.06	\$17,693.71

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
41	CHARLES V & DEBORA J HUIKKO 124 ELM AVE S MAPLE LAKE, MN 55358	110027002070	Street & Storm Replacement	\$172.55	75	\$4,529.44	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	75	\$1,507.88	
			New Curb	\$28.25	0	\$0.00	
	124 ELM AVE S		Replacement Curb	\$30.00	75	\$787.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(Elm St assessment)		Water Main Replacement	\$97.43	75	\$2,557.54	\$12,064.31
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42	BRYCE C CARLSON &, JESSICA L CARLSON 21 ELM AVE S MAPLE LAKE, MN 55358	110027003010	Street & Storm Replacement	\$172.55	115	\$6,945.14	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	115	\$2,312.08	
			New Curb	\$28.25	0	\$0.00	
	21 ELM AVE S		Replacement Curb	\$30.00	115	\$1,207.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	115	\$3,921.56	\$17,068.23
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43	JOHN L BERG 27 ELM AVE S MAPLE LAKE, MN 55358	110027003020	Street & Storm Replacement	\$172.55	90	\$5,435.33	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	90	\$1,809.45	
			New Curb	\$28.25	0	\$0.00	
	27 ELM AVE S		Replacement Curb	\$30.00	90	\$945.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	90	\$3,069.05	\$13,940.78
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44	JOSHUA & STEPHANIE MCCLANAHAN 33 ELM AVE S MAPLE LAKE, MN 55358	110027003040	Street & Storm Replacement	\$172.55	60	\$3,623.55	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	60	\$1,206.30	
			New Curb	\$28.25	0	\$0.00	
	33 ELM AVE S		Replacement Curb	\$30.00	60	\$630.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	60	\$2,046.03	\$10,187.83

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
45	SCOTT H WELLSTED PO BOX 201 MAPLE LAKE, MN 55358	110027003060	Street & Storm Replacement	\$172.55	90	\$5,435.33	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	90	\$1,809.45	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	90	\$945.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	90	\$3,069.05	\$13,940.78
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46	RICHARD D & HEIDI A MOONEY PO BOX 652 MAPLE LAKE, MN 55358	110027003061	Street & Storm Replacement	\$172.55	90	\$5,435.33	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	90	\$1,809.45	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	90	\$945.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	90	\$3,069.05	\$13,940.78
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47	JANET OTTO 51 ELM AVE S MAPLE LAKE, MN 55358	110027003080	Street & Storm Replacement	\$172.55	120	\$7,247.10	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	120	\$2,412.60	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	120	\$1,260.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	120	\$4,092.06	\$17,693.71
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48	DEBORAH J ZUELKE 103 ELM AVE S MAPLE LAKE, MN 55358	110027004010	Street & Storm Replacement	\$172.55	90	\$5,435.33	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	90	\$1,809.45	
			New Curb	\$28.25	0	\$0.00	
			Replacement Curb	\$30.00	90	\$945.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	90	\$3,069.05	\$13,940.78

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
49	BRENDA ANN NABER &, TIMOTHY PAUL CALLAHAN PO BOX 452 MAPLE LAKE, MN 55358 109 ELM AVE S	110027004020	Street & Storm Replacement New Sidewalk Replacement Sidewalk New Curb Replacement Curb Sanitary Service OVS Sanitary Service Water Service OVS Water Service Water Main Replacement	\$172.55 \$19.13 \$40.21 \$28.25 \$30.00 \$2,733.29 \$5,295.34 \$2,681.95 \$4,925.85 \$97.43	90 0 90 0 90 0 0 1 0 90	\$5,435.33 \$0.00 \$1,809.45 \$0.00 \$945.00 \$0.00 \$0.00 \$2,681.95 \$0.00 \$3,069.05	\$13,940.78
50	ANDREW ALBERG &, HANNAH LATOUR 115 ELM AVE S MAPLE LAKE, MN 55358 115 ELM AVE S	110027004040	Street & Storm Replacement New Sidewalk Replacement Sidewalk New Curb Replacement Curb Sanitary Service OVS Sanitary Service Water Service OVS Water Service Water Main Replacement	\$172.55 \$19.13 \$40.21 \$28.25 \$30.00 \$2,733.29 \$5,295.34 \$2,681.95 \$4,925.85 \$97.43	60 0 60 0 60 0 0 1 0 60	\$3,623.55 \$0.00 \$1,206.30 \$0.00 \$630.00 \$0.00 \$0.00 \$2,681.95 \$0.00 \$2,046.03	\$10,187.83
51	DANIEL J LOBNER PO BOX 85 MAPLE LAKE, MN 55358 121 ELM AVE S	110027004050	Street & Storm Replacement New Sidewalk Replacement Sidewalk New Curb Replacement Curb Sanitary Service OVS Sanitary Service Water Service OVS Water Service Water Main Replacement	\$172.55 \$19.13 \$40.21 \$28.25 \$30.00 \$2,733.29 \$5,295.34 \$2,681.95 \$4,925.85 \$97.43	120 0 120 0 120 0 0 1 0 120	\$7,247.10 \$0.00 \$2,412.60 \$0.00 \$1,260.00 \$0.00 \$0.00 \$2,681.95 \$0.00 \$4,092.06	\$17,693.71
52	PAUL HARCEY &, KAYLA HARCEY 127 ELM AVE S MAPLE LAKE, MN 55358 127 ELM AVE S	110027004070	Street & Storm Replacement New Sidewalk Replacement Sidewalk New Curb Replacement Curb Sanitary Service OVS Sanitary Service Water Service OVS Water Service Water Main Replacement	\$172.55 \$19.13 \$40.21 \$28.25 \$30.00 \$2,733.29 \$5,295.34 \$2,681.95 \$4,925.85 \$97.43	90 0 90 0 90 0 0 1 0 90	\$5,435.33 \$0.00 \$1,809.45 \$0.00 \$945.00 \$0.00 \$0.00 \$2,681.95 \$0.00 \$3,069.05	\$13,940.78

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
53	STEVE & LAURA WARNER 133 ELM AVE S MAPLE LAKE, MN 55358	110027004080	Street & Storm Replacement	\$172.55	117	\$7,065.92	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	117	\$2,352.29	
			New Curb	\$28.25	0	\$0.00	
	133 ELM AVE S		Replacement Curb	\$30.00	117	\$1,228.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	0	\$0.00	\$10,646.71
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54	ALAN B & MICHELE E MULLER 139 ELM AVE S MAPLE LAKE, MN 55358	110027004110	Street & Storm Replacement	\$172.55	50	\$3,019.63	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	50	\$1,005.25	
			New Curb	\$28.25	0	\$0.00	
	139 ELM AVE S		Replacement Curb	\$30.00	50	\$525.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(Elm St assessment)		Water Main Replacement	\$97.43	0	\$0.00	\$4,549.88
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55	AMY M TOPEL &, KAREN T SLICE 601 1ST ST E MAPLE LAKE, MN 55358	110028001010	Street & Storm Replacement	\$172.55	50	\$3,019.63	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
	601 1ST ST E		Replacement Curb	\$30.00	50	\$525.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	0	\$0.00	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(Pleasant St assessment)		Water Main Replacement	\$97.43	0	\$0.00	\$3,544.63
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56	MICHAEL JANNETTA 611 PLEASANT ST E MAPLE LAKE, MN 55358	110028001020	Street & Storm Replacement	\$172.55	105	\$6,341.21	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
	611 PLEASANT ST E		Replacement Curb	\$30.00	105	\$1,102.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	105	\$3,580.55	\$13,706.21

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
57	DUSTIN W CARLSON &, JOHANNA I HALLOFF 621 PLEASANT ST E MAPLE LAKE, MN 55358	110028001030	Street & Storm Replacement	\$172.55	90	\$5,435.33	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
	621 PLEASANT ST E		Replacement Curb	\$30.00	90	\$945.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	90	\$3,069.05	\$12,131.33
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58	JUSTIN COMO &, AMBER COMO 631 PLEASANT ST E MAPLE LAKE, MN 55358	110028001040	Street & Storm Replacement	\$172.55	100	\$6,039.25	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
	631 PLEASANT ST E		Replacement Curb	\$30.00	100	\$1,050.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	100	\$3,410.05	\$13,181.25
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59	TIMOTHY E FARBER &, CHRISTY M FARBER 620 PLEASANT ST E MAPLE LAKE, MN 55358	110028002010	Street & Storm Replacement	\$172.55	94	\$5,676.90	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
	620 PLEASANT ST E		Replacement Curb	\$30.00	94	\$987.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(Pleasant St assessment)		Water Main Replacement	\$97.43	94	\$3,205.45	\$12,551.30
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60	EDWARD J & PEGGY JANIAK 624 PLEASANT ST E MAPLE LAKE, MN 55358	110028002020	Street & Storm Replacement	\$172.55	120	\$7,247.10	
			New Sidewalk	\$19.13	0	\$0.00	
			Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
	624 PLEASANT ST E		Replacement Curb	\$30.00	120	\$1,260.00	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
			Water Main Replacement	\$97.43	120	\$4,092.06	\$15,281.11

**FULL PROJECT - FINAL ASSESSMENT ROLL - Project
2026 STREET IMPROVEMENTS PROJECT**

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$172.55 per L.F.
New Sidewalk	\$19.13 per L.F.
Replacement Sidewalk	\$40.21 per L.F.
New Curb	\$28.25 per L.F.
Replacement Curb	\$30.00 per L.F.
Sanitary Service	\$2,733.29 per EACH
OVS Sanitary Service	\$5,295.34 per EACH
Water Service	\$2,681.95 per EACH
OVS Water Service	\$4,925.85 per EACH
Water Main Replacement	\$97.43 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
61	KELLY R FARRIER &, DENNIS DEMARAIS	110028002030	Street & Storm Replacement	\$172.55	95	\$5,737.29	
	628 PLEASANT ST E		New Sidewalk	\$19.13	0	\$0.00	
	MAPLE LAKE, MN 55358		Replacement Sidewalk	\$40.21	0	\$0.00	
			New Curb	\$28.25	0	\$0.00	
	628 PLEASANT ST E		Replacement Curb	\$30.00	95	\$997.50	
			Sanitary Service	\$2,733.29	0	\$0.00	
			OVS Sanitary Service	\$5,295.34	0	\$0.00	
			Water Service	\$2,681.95	1	\$2,681.95	
			OVS Water Service	\$4,925.85	0	\$0.00	
	(Pleasant St assessment)		Water Main Replacement	\$97.43	95	\$3,239.55	\$12,656.29

\$1,106,315.91

2ND ST W PROJECT - FINAL ASSESSMENT ROLL Project
2026 STREET IMPROVEMENTS PROJECT

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$191.24 per L.F.
New Sidewalk	\$17.75 per L.F.
New Curb	\$37.88 per L.F.
Replacement Curb	\$17.58 per L.F.
Sanitary Service	\$2,723.89 per EACH
OVS Sanitary Service	\$5,277.14 per EACH
Water Service	\$2,185.17 per EACH
OVS Water Service	\$3,880.89 per EACH
Water Main Replacement	\$72.22 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
1	DKH PROPERTIES LLP 312 MAPLE AVE S PO BOX 425 MAPLE LAKE, MN 55358 220 OAK AVE S LUMBER YARD	110025008140	Street & Storm Replacement	\$191.24	205	\$13,721.48	
			New Sidewalk	\$17.75	205	\$3,638.96	
			New Curb	\$37.88	205	\$7,765.77	
			Replacement Curb	\$17.58	0	\$0.00	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	1	\$5,277.14	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	1	\$3,880.89	
			Water Main Replacement	\$72.22	205	\$5,182.07	\$39,466.31
			<hr/>				
2	DKH PROPERTIES LLP 312 MAPLE AVE S PO BOX 425 MAPLE LAKE, MN 55358 111 BIRCH AVE S LUMBER YARD	110025008070	Street & Storm Replacement	\$191.24	118	\$7,898.22	
			New Sidewalk	\$17.75	118	\$2,094.62	
			New Curb	\$37.88	118	\$4,470.05	
			Replacement Curb	\$17.58	0	\$0.00	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	1	\$5,277.14	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	1	\$3,880.89	
			Water Main Replacement	\$72.22	118	\$2,982.85	\$26,603.77
			<hr/>				
3	JOHN HAACK 118 1ST ST E MAPLE LAKE, MN 55358 110 BIRCH AVE S	110025008010	Street & Storm Replacement	\$191.24	124	\$8,299.82	
			New Sidewalk	\$17.75	124	\$2,201.12	
			New Curb	\$37.88	0	\$0.00	
			Replacement Curb	\$17.58	124	\$763.12	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	0	\$0.00	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	0	\$0.00	
			Water Main Replacement	\$72.22	124	\$3,134.52	\$14,398.58
			<hr/>				
4	JOHN HAACK 118 1ST ST E MAPLE LAKE, MN 55358	110500063400	Street & Storm Replacement	\$191.24	88	\$5,890.20	
			New Sidewalk	\$17.75	88	\$1,562.09	
			New Curb	\$37.88	0	\$0.00	
			Replacement Curb	\$17.58	88	\$541.57	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	1	\$5,277.14	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	1	\$3,880.89	
			Water Main Replacement	\$72.22	88	\$2,224.50	\$19,376.39

2ND ST W PROJECT - FINAL ASSESSMENT ROLL Project
2026 STREET IMPROVEMENTS PROJECT

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$191.24 per L.F.
New Sidewalk	\$17.75 per L.F.
New Curb	\$37.88 per L.F.
Replacement Curb	\$17.58 per L.F.
Sanitary Service	\$2,723.89 per EACH
OVS Sanitary Service	\$5,277.14 per EACH
Water Service	\$2,185.17 per EACH
OVS Water Service	\$3,880.89 per EACH
Water Main Replacement	\$72.22 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
5	SOO LINE RAILROAD COMPANY %MACKENZIE SHAW 427 W 12TH ST CATHEDRAL SQUARE KANSAS CITY, MO 64105	110999444100	Street & Storm Replacement	\$191.24	647	\$43,306.34	
			New Sidewalk	\$17.75	647	\$11,484.90	
			New Curb	\$37.88	0	\$0.00	
			Replacement Curb	\$17.58	647	\$3,981.74	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	1	\$5,277.14	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	1	\$3,880.89	
			Water Main Replacement	\$72.22	647	\$16,355.12	\$84,286.13
				RAILROAD			
6	MAPLE LAKE HOUSING DEVELOPMENT %OFFICE 333 W 2ND ST APT 15 MAPLE LAKE, MN 55358 333 2ND ST W	110500063303	Street & Storm Replacement	\$191.24	298	\$19,946.35	
			New Sidewalk	\$17.75	298	\$5,289.80	
			New Curb	\$37.88	0	\$0.00	
			Replacement Curb	\$17.58	298	\$1,833.94	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	1	\$5,277.14	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	1	\$3,880.89	
			Water Main Replacement	\$72.22	298	\$7,532.96	\$43,761.08
				MANOR			
7	DYLLAN OTTO 202 MAPLE AVE S MAPLE LAKE, MN 55358 202 MAPLE AVE S	110010012010	Street & Storm Replacement	\$191.24	75	\$5,020.06	
			New Sidewalk	\$17.75	75	\$1,331.33	
			New Curb	\$37.88	0	\$0.00	
			Replacement Curb	\$17.58	75	\$461.56	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	0	\$0.00	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	0	\$0.00	
			Water Main Replacement	\$72.22	0	\$0.00	\$6,812.95
8	JEAN A RIVERS REVTR 211 4TH ST W MAPLE LAKE, MN 55358 201 MAPLE AVE S	110010011160	Street & Storm Replacement	\$191.24	75	\$5,020.06	
			New Sidewalk	\$17.75	75	\$1,331.33	
			New Curb	\$37.88	0	\$0.00	
			Replacement Curb	\$17.58	75	\$461.56	
			Sanitary Service	\$2,723.89	1	\$2,723.89	
			OVS Sanitary Service	\$5,277.14	0	\$0.00	
			Water Service	\$2,185.17	1	\$2,185.17	
			OVS Water Service	\$3,880.89	0	\$0.00	
			Water Main Replacement	\$72.22	0	\$0.00	\$11,722.01

2ND ST W PROJECT - FINAL ASSESSMENT ROLL Project
2026 STREET IMPROVEMENTS PROJECT

PROJECT NO. - 193807470

DATE - March 26, 2026

Street & Storm Replacement	\$191.24 per L.F.
New Sidewalk	\$17.75 per L.F.
New Curb	\$37.88 per L.F.
Replacement Curb	\$17.58 per L.F.
Sanitary Service	\$2,723.89 per EACH
OVS Sanitary Service	\$5,277.14 per EACH
Water Service	\$2,185.17 per EACH
OVS Water Service	\$3,880.89 per EACH
Water Main Replacement	\$72.22 per L.F.

NO.	NAME and ADDRESS	PID		RATE	QUANT.	SUBTOTAL	TOTAL
9	VICTOR N & PETER A JUDE PTSHP %PETER A JUDE PO BOX 209 MAPLE LAKE, MN 55358 200 BIRCH AVE S	110010011010	Street & Storm Replacement	\$191.24	155	\$10,374.78	
			New Sidewalk	\$17.75	155	\$2,751.41	
			New Curb	\$37.88	0	\$0.00	
			Replacement Curb	\$17.58	155	\$953.89	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	0	\$0.00	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	1	\$3,880.89	
			Water Main Replacement	\$72.22	155	\$3,918.15	\$21,879.12
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10	CORY D HAUSLADEN & MANDY M HAUSLADEN 1298 HOYT AVE SW HOWARD LAKE, MN 55349 211 BIRCH AVE S	110010010010	Street & Storm Replacement	\$191.24	75	\$5,020.06	
			New Sidewalk	\$17.75	75	\$1,331.33	
			New Curb	\$37.88	75	\$2,841.14	
			Replacement Curb	\$17.58	0	\$0.00	
			Sanitary Service	\$2,723.89	1	\$2,723.89	
			OVS Sanitary Service	\$5,277.14	0	\$0.00	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	0	\$0.00	
			Water Main Replacement	\$72.22	0	\$0.00	\$11,916.42
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11	DKH PROPERTIES LLP 312 MAPLE AVE S PO BOX 425 MAPLE LAKE, MN 55358 LUMBER YARD	110010010080	Street & Storm Replacement	\$191.24	155	\$10,374.78	
			New Sidewalk	\$17.75	155	\$2,751.41	
			New Curb	\$37.88	155	\$5,871.68	
			Replacement Curb	\$17.58	0	\$0.00	
			Sanitary Service	\$2,723.89	0	\$0.00	
			OVS Sanitary Service	\$5,277.14	0	\$0.00	
			Water Service	\$2,185.17	0	\$0.00	
			OVS Water Service	\$3,880.89	0	\$0.00	
			Water Main Replacement	\$72.22	155	\$3,918.15	\$22,916.02

\$303,138.78

City of Maple Lake, Minnesota
General Obligation Bonds, Series 2026A
(interest rates based upon "AA-" rates as of 3/19/26)

	Scenario 1	Scenario 2
	Full Project financed in 2026 with Level Debt Service	Full Project financed in 2026 with Deferred Principal for 2 Yrs
DEBT SERVICE		
Deposit to Construction Fund	\$ 4,410,000	\$ 4,410,000
Add Costs of Issuance and Rounding	\$ 109,452	\$ 107,596
Add Capitalized Interest	\$ 60,548	\$ 62,404
Bond Amount	\$ 4,580,000	\$ 4,580,000
Bond term (Years)	15	15
Avg. Interest Rate	3.46%	3.54%
Total Net Debt Service	\$ 6,032,513	\$ 6,227,645
Avg. Annual Debt Service	\$ 396,747	\$ 399,353
105% Statutory Annual Debt Service	\$ 416,584	\$ 419,321

Scenario 3	Scenario 4	Scenario 5
2nd Street SW financed in 2026	Elm Ave. S.; 1st St. E; Pleasant St. E financed in 2028	Total of Scenario 3 and Scenario 4
\$ 1,300,000	\$ 3,326,750	\$ 4,626,750
\$ 56,029	\$ 90,595	\$ 146,624
\$ 18,971	\$ 47,655	\$ 66,626
\$ 1,375,000	\$ 3,465,000	\$ 4,840,000
15	15	15
3.46%	3.66%	
\$ 1,810,816	\$ 4,631,868	\$ 6,442,684
\$ 119,094	\$ 304,444	\$ 423,538
\$ 125,049	\$ 319,667	\$ 444,715

UTILITY REVENUES		
Annual Stormwater Revenues	\$ 49,433	\$ 49,281
Annual Water Revenues	\$ 49,433	\$ 43,762
Annual Sanitary Sewer Revenues	\$ 2,472	\$ 2,493

\$ 11,318	\$ 41,679	\$ 52,997
\$ 15,214	\$ 37,306	\$ 52,519
\$ -	\$ 2,968	\$ 2,968

SPECIAL ASSESSMENT REVENUES		
Assessment principal amount =	\$1,200,000	\$1,200,000
Annual Special Assessment Revenues	\$ 114,324	\$ 114,721

\$340,000	\$920,000	\$1,260,000
\$ 32,392	\$ 89,174	\$ 121,566

TAX LEVY REVENUE		
Annual Tax Levy Required	\$ 195,856	\$ 197,987
Tax Impact Information		
Net Tax Capacity Value (Pay 2025)	\$ 3,131,796	\$ 3,131,796
Estimated Net Tax Rate Increase	6.2538%	6.3218%
Market Value of Residential Property		
200,000	\$ 107.22	\$ 108.39
250,000	\$ 141.30	\$ 142.84
300,000	\$ 175.39	\$ 177.30
350,000	\$ 209.47	\$ ¹⁶⁶ 211.75

\$ 64,798	\$ 144,442	\$ 209,240
\$ 3,131,796	\$ 3,131,796	\$ 3,131,796
2.0690%	4.6121%	6.6812%
\$ 35.47	\$ 79.07	\$ 114.55
\$ 46.75	\$ 104.21	\$ 150.96
\$ 58.03	\$ 129.35	\$ 187.37
\$ 69.30	\$ 154.48	\$ 223.79

400,000	\$ 243.55	\$ 246.20	\$ 80.58	\$ 179.62	\$ 260.20
450,000	\$ 277.64	\$ 280.66	\$ 91.85	\$ 204.75	\$ 296.61
Mkt Value of Commercial-Industrial Property					
100,000	\$ 93.81	\$ 94.83	\$ 31.04	\$ 69.18	\$ 100.22
250,000	\$ 265.79	\$ 268.68	\$ 87.93	\$ 196.01	\$ 283.95
500,000	\$ 578.48	\$ 584.77	\$ 191.39	\$ 426.62	\$ 618.01
750,000	\$ 891.17	\$ 900.86	\$ 294.84	\$ 657.23	\$ 952.06

DISCLAIMER: This material is intended solely for the general information of the recipient. It is based on mathematical calculations showing hypothetical debt service for an assumed issue at estimated current market rates with substantially level annual debt service payments. These projections do not represent a recommendation of action or the advice of Northland Securities related to the structure, terms, timing and other similar matters related to any issuance of bonds. In providing this information, Northland Securities is not acting as a municipal advisor to the Issuer and does not owe a fiduciary duty to the Issuer pursuant to applicable federal securities regulations. The Issuer should review and understand the information contained in this communication before acting on this information. Please contact me if you would like information on how to engage Northland Securities to provide advice on any of these matters.

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**CITY OF MAPLE LAKE
WRIGHT COUNTY
STATE OF MINNESOTA**

**RESOLUTION 2026-22
RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT FOR
2026 STREET IMPROVEMENTS PROJECT**

WHEREAS, a proposed assessment roll has been prepared for the 2026 Street Improvements Project (Scenario __) in accordance with Minnesota Statutes, chapter 429; and

WHEREAS, the interim city administrator has notified the council that such proposed assessment roll has been filed in her office for public inspection.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLE LAKE, MINNESOTA, the following:

1. A hearing shall be held at 6:00 p.m. on Tuesday, May 5, 2026 at Maple Lake City Hall, located at 10 Maple Ave. S., Maple Lake, MN, to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The interim city administrator is hereby directed to cause a notice of the hearing on the proposed assessment roll to be published once in the city's official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. The interim city administrator shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Maple Lake, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the county auditor, the entire amount of the assessment remaining unpaid with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.

Adopted by the City Council of the City of Maple Lake this 7th day of April, 2026.

Lynn Kissock, Mayor

Cathy Reynolds, Interim City Administrator



Maple Lake City Council

Agenda Memo

April 7, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Discuss City Administrator Recruitment

Policy/Action Requested: Discuss process for city administrator recruitment

Staff Recommendation:

Overview:

With the city administrator recruitment process that ended in February with the council withdrawing from contract negotiations with the candidate, David Drown Associates completed their contracted recruitment process. The city council has options on how they would like to proceed with the next recruitment process. Staff can reach out to firms that provide recruiting services and obtain proposals from them, or we can look at completing the recruitment process in-house.

Staff would like to discuss these options and determine which way council would like to proceed. If we are moving forward in-house, I would like to discuss what the council would like to see as a target start date so a timeline can be developed for the recruitment.

Budget Impact:

Attachments:

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