



## STAFF REPORT

TO: Mayor Keis and Members of the City Council

FROM: Heidi Heller, City Clerk/HR Manager

DATE: November 17, 2021

RE: Personnel Policy Update

### ACTION TO BE CONSIDERED

Consider approval of recommended updates to the Little Canada Personnel Policy.

### BACKGROUND

The Personnel Policy is a working document that is amended as needed. There have been several specific changes and additions made in the last few years, but the document as a whole was due for a full review and update. The attached draft of the policy shows both the recommended deletions (in red) and the additions (in blue). The table of contents is included here in order to see the full list of topics, but the page numbers are not correct due to both deleted and added text being included in this draft. This will be redone once the document is finalized.

The Insurance Benefits, Other Insurance Benefits and Workflex Policy sections have already been updated in the last couple of years. This full review includes many simple housekeeping changes, corrections and removal of outdated language; and more information and details added to some sections. Many of the changes are self-explanatory, but highlights include:

- Removal of excluding “Exempt employees hired after July 12, 1995.” This was obviously added for a specific reason and is found throughout the policy, but it is no longer applicable and has been removed in all locations of the policy.
- Changes for how things are being done now; for example, posting on the city website rather than publishing in the newspaper, or other actions that are now done electronically.
- Update for the many personnel duties that are now being handled by the City Clerk/HR Manager rather than the City Administrator.
- Change to overtime for hourly employees who are not Public Works or Parks Maintenance staff: they will not receive overtime until after working 40 hours in a week. Some staff flex their daily/weekly hours due to evening duties.
- Removed the language for “Conversion of Deferred Sick Leave Hours to PTO.” This conversion was only allowed during the transition to PTO, and is no longer applicable.

- Put the paid holidays in a chart format so it is easier to read; added when Christmas Eve also falls on Friday to when a floating holiday is given.
- The Computer Use Policy was updated to be more current and add some more detail – used language from the City of Roseville/Metro-INET and the League of MN Cities.
- Added the Cell Phone Policy (adopted in 2019) into the Personnel Policy rather than it being a stand-alone policy.
- Added specific language for Pregnancy and Nursing Mother Accommodations in order to document that the city will comply with expanded laws pertaining to these situations that will take effect in 2022.
- Full replacement of the Alcohol & Drug Testing Policy for CDL Drivers – the current language is outdated and should include current requirements and laws for commercial drivers. The new policy language and consent form is from the League of MN Cities and complies with current requirements.
- Harassment Policy was expanded and now includes language for retaliation.
- Uniform Policy details the allowance amount that an employee is provided annually for work pants, and states that employees will be reimbursed after submitting a receipt for the purchase.

#### RECOMMENDATION

Review recommended changes and approve the updated Little Canada Personnel Policy.