City Council Item

February 24, 2025

Item	Approve Personnel Policy updates	
File No.		**Item No:** D.8
Agenda Section	**CONSENT AGENDA**	
Prepared By	Matt Unmacht, Assistant City Manager	
Reviewed By		

SUGGESTED ACTION "The Chanhassen City Council adopts the Personnel Policy, dated February 24, 2025."	
Motion Type	Simple Majority Vote of members present
Strategic Priority	Operational Excellence

SUMMARY

BACKGROUND

The Chanhassen City Council adopted it's existing Personnel Policy in December 2022. Since that time, there have been some changes in state law and city policy that require minor updates to the existing policy.

The highlights of the changes are listed below:

- Updating the paid leave section to include Earned Sick and Safe Time
- Clarifying how paid leave is paid out when employment ends
- Clarifying and updating the Salary Continuation Policy
- Updating certain sections to match the existing contract with Local 49

DISCUSSION

BUDGET

The League of Minnesota Cities developed a template for cities to utilize. To a large extent, the City of Chanhassen follows this template More information and the template that we used can be found here: https://www.lmc.org/resources/hr-reference-manual-chapter7-personnel-policies/

RECOMMENDATION

Staff recommends that the Chanhassen City Council approve the updates to the City's Personnel Policy.

ATTACHMENTS

2025 Personnel Policy Redlined