

Council Meeting: June 3, 2026	Prepared By: Nalisha Williams, Assistant City Administrator Ryan Ganner, HR Generalist
Topic: Section 2 Handbook Amendments	Action Required: Approval

Summary

The Employee Handbook is currently being revised to ensure compliance with current laws and policy changes.

In addition, City leadership has collaborated with their respective department teams to identify updates that should be incorporated. The handbook will be reviewed and revised in sections, with each section presented to the City Council for approval.

Updates:

Topic:	Change(s):
Attendance: Adverse Weather Conditions	- Added language regarding working from home if possible. - Changed "vacation time" to "Paid Time Off" for consistency. - Removed verbiage discussing reducing pay. With ESST laws we need to give employees an option to use paid time off, as long as they aren't required to respond to emergencies as part of their duties (addressed in the next paragraph).
Leave Policy	- Removed unnecessary storytelling language in first paragraph. - Updated the process language in the 2nd paragraph to Human Resources working with department heads rather than City Administrator facilitating the leave process. Also added Minnesota Paid Leave (state mandated) information to 2nd paragraph.
Leave Policy: Definitions	Deleted this section, not necessary to define what a paid leave vs unpaid leave is.
Leave Policy: Leave Policy for Exempt Employees	Matched the language in the approved "Exempt Employee Policy" regarding leaves.

Paid Time-Off Earning and Use	• Remove language stating PTO accrual for PT employees scheduled to work 30 or more hours. Any employee scheduled to work more than 30 hours would be benefit eligible. • Got rid of the 4.7 hour per pay period accrual bucket and start employees off at 6.2 hours per pay period until they hit the 5 year mark. • Added the 12.4 hour per pay period accrual for all employees that have 20+ years of service, not just those hired prior to 12/1/2011. • Added language to include MN Paid Leave in relation to PTO accrual while out on leave. • Added language to clarify the practice of losing any hours in excess of a maximum balance of one year's worth of accrual at year end. • Updated language regarding using ADP to request PTO rather than filling out a form. This is consistent with our current process. • Updated language allowing PTO to be used in increments of 15 minutes or more, for all employees, which is the smallest increment we are obligated to offer by ESST law.
Holidays - Paid	• Removed pro-rated holiday pay for PT employees working 30 hours or more. City doesn't have any 30+ hour PT employees. • Clarified that seasonal employees who are not consistently scheduled to work 40 hours a week are not eligible for holiday pay. • Cleaned up language to match City Hall hours regarding holidays that fall on Fridays.
Funeral Leave - Paid	• With how broad ESST Law's definition of what a family member is, staff felt it was appropriate to remove the immediate family member criteria from this policy. • Added language listing ESST as a way to supplement funeral leave if needed. Time-off to attend a funeral is an ESST covered reason.
Leave Donation	• Updated policy to make donating time off less restrictive. • Added language that prohibits somebody from exceeding their maximum PTO balance.
Minnesota Paid Leave (MN PL)	Added this section using information from the state's website. MN PL information must be listed in handbook.
Reasonable Break Time for Nursing Mothers	Updated language to match updated state law regarding expressing milk at work.

Extended Leaves - Unpaid	- Removed language requiring PTO to be exhausted. This is not allowed under ESST law. - Updated process to involve Human Resources and direct supervisor.
Light Duty/Modified Duty Assignment	Updated language to include Human Resources and Department head in process.
Earned Safe and Sick Time	1st paragraph - Updated language to comply with ESST Law - Section d - updated language to comply with ESST Law - Section 3 - updated language to explain where ESST balance can be viewed.
Remote Work	Updated language to be consistent with current practice.
Americans with Disabilities	Updated language to include Human Resources in process.
Bulletin Boards	- Removed unnecessary storytelling language - Updated language to include Human Resources in process.
Business Ethics	Removed unnecessary storytelling language.
City Property	Added language explaining that additional details and policies exist elsewhere such as CBAs or departmental policies.
City and Personal Cell Phone Use	- Removed language that allows employees to be reimbursed for using their personal cell phone for work related reasons. This is an effort to make sure work is only being done on work equipment. - Removed language prohibiting excessive use of personal cell phone. If an employee is spending too much time on their cell phone, to the point that their performance isn't satisfactory it would be treated as a performance issue, and does not need to be specifically called out in the handbook.
Electronic Communications	Removed unnecessary or outdated language.
Social Networking	Updated language to match current practices.
Employee Appearance	Made this section more concise.
Assigning and Scheduling Work	Updated language to have Department Head approve instead of City Administrator.
Data Practice Advisory/Personnel Files	Updated language to have Human Resources manage this process rather than City Administrator.
Media Information	Updated to match current practices.
Employment of Relatives	Deleted this from this section. It is detailed earlier in the handbook.
Expense and Travel Reimbursement	Deleted from this section. It is detailed later in the handbook.
Performance Reviews	Updated language to match current and future practices.
Personal Conduct	Removed unnecessary storytelling language.

Solicitation and Distribution	Updated language to explain an acceptable way to engage in this activity.
City Driving Policy	• Updated this section to match current practices. • Removed language in first paragraph to make it clear that anytime any employee is driving while on city business that they do so legally and safely. • Removed language in 2nd paragraph regarding examining driving records once per year. This match's current practice. • Cleaned up language regarding take-home vehicles, now that more employees have been designated to have them. • Added language explaining that additional policies may be outlined in the union contract.

Options

Approve Section 2 Handbook Amendments.

Recommendation

Approve Section 2 Handbook Amendments.

Council Action

Approve Section 2 Handbook Amendments.

Attachments

1. [Handbook Section 2 - Redlined Version.pdf](#)