



Council Committee Memorandum

TO: General Affairs Committee
THROUGH: Tim Murray, City Administrator
FROM: Kevin Bushard, Human Resources Manager
MEETING DATE: August 18, 2020
SUBJECT: Review Updated Personnel Policies

Discussion:

Administration, the Leadership Team, and consultant attorneys have reviewed the personnel policies within the City and have made revisions, additions and deletions to the current employee handbook.

Staff began this process in January 2020 by collecting all legal updates and a policy manual template from the League of Minnesota Cities. After that collection, staff began incorporating current policies as well as updating all the new legislation that has been adopted since our last update of the employee handbook in 2013. From that incorporation, Staff began to put it all together to form a document to be reviewed by all of the Leadership Team. The Leadership Team reviewed the new personnel policies and made any changes they felt necessary for the City of Faribault. After that review, Staff had attorneys review the document and make any necessary changes based on their legal expertise and opinion. This brings us to today and the review and approval by the General Affairs Committee.

Some of the major changes or updates that Staff is recommending is as follows:

- Change the name from Employee Handbook to Personnel Policies.
- Updated disclaimer that better states that this is not a contract and basically any language in the employee contracts supersedes the personnel policies.
- Updating some of the definitions and other legal terms.
- Updating the Personal Appearance Policy to be more relevant to each department.
- Updating the Employee Recruitment and Selection section.
- Make the necessary changes to the leave policies that have changed since 2013.
- Make changes to the Benefits section to include all benefits offered by the City.

- Make all legal updates to leave policies (FMLA, Parenting Leave, Military Leave, etc.).
- Update all paid leave policies to reflect the changes since 2013.
- Modify and change the Employee Education and Training policy and explaining how reimbursement will work.
- Add a policy on Workplace Accommodation for Disability.
- Include the City Driving policy and updated Federal Motor Carrier Safety Administration (FMCSA) policy.
- Include a Section for Communications, Privacy and Security.
- Include a Section for Employee Assistance programs.
- Update and change the employee acknowledgement form.

There are many other minor changes and changes in grammar that staff has made as well.

Overall, Staff has reviewed and updated the Employee Personnel Policies and would ask for the Committee to approve the changes and ask for consensus to move forward with the new Personnel Policies.

Attachments:

- Employee Personnel Policies