AGENDA
PERSONNEL ADVISORY COMMITTEE MEETING
MAPLE PLAIN CITY HALL
August 31, 2026
1:30 PM

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1. AGENDA ITEMS

A. Q2 Payroll Review

B. Employee Handbook Updates

Discuss Updates to Meetings that Council Receive Stipend Pay

C. Code of Conduct

Discuss Code of Conduct & If there are revisions to be made.

EMPLOYEE HANDBOOK

Revisions Approved:

October 26, 2020
March 28, 2022
October 24, 2022
March 27, 2023
June 26, 2023
September 23, 2024
April 29, 2025
December 15, 2025
September 28, 2026

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1. INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Maple Plain. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City Council. These policies supersede all previous personnel policies. Appendices A and B are incorporated in and made a part of this document. In the event of inconsistency between the Appendices and this document, the Appendices shall control.

Except as otherwise prohibited by law, the City of Maple Plain 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. Applicability to the following employment classifications are noted at the beginning of each section or sub-section. Employment classifications include:

* Elected
* Volunteer
* Regular Employees
* Part-Time Employees
* Temporary Employees

If a section or subsection applies to all categories, the term “All” shall be used. If any specific provisions of these personnel policies conflict with any employment agreement conditions of that agreement shall prevail. Any policy, or portion thereof, that does not conflict with an employment agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

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. Employee shall receive a copy of such work rules upon hiring. The immediate supervisor shall explain and discuss enforcement of those rules with the employee.

Elected officials are subject to State law as described, for example, in the League of Minnesota Cities Council Handbook.

Employment 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.

Elected

Persons elected by the citizens of Maple Plain or appointed by the City Council to serve as Mayor or City Councilmember.

Volunteer

Persons, including those serving on citizen advisory boards, commissions and other task-oriented groups organized by the City Council, who participate, coordinate and/or organize City-sponsored meetings, functions, and events without compensation. Volunteers must follow the parameters of the City's employment policies. They are not eligible for City benefits or leave.

Regular Employees (Full Time)

Employment expected to exceed more than nine (9) months in duration. Regular employees work a minimum of 40 hours per week and are entitled to benefits and accrual of benefits from the initial day of employment, as described in those respective policy sections. Newly hired, promoted and re- hired employees shall serve a six (6) month probationary period. Continued employment is at the sole discretion of the employer.

Part Time Employees

Employees performing regular, but limited, duties for the City continually for more than (6) months and for less than 40 hours per week on average are considered part-time. Such employees are not eligible for City benefits or leave considerations, except for ESST as provided in Section 7. Work schedules are determined by the City Administrator.

Temporary Employees

Persons hired for specific jobs, projects or period of time of less than six (6) months are considered temporary. Temporary employees are not eligible for City benefits or leave considerations, except for ESST as provided in Section 7. Employees included in this classification include, but are not limited to, interns, seasonal parks or public works employees, etc.

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Equal Employment Opportunity Statement

The City of Maple Plain is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for

training.

The City shall 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, gender expression, disability, age, marital status, 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 kept in personnel files, finance files, and benefit/medical files. Information is used for, but not limited to the following: administer employee salary and benefit programs, process payroll, complete state and federal reports, and document employee performance.

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 Contact

Formal news releases concerning municipal affairs are the responsibility of the City Administrator. All media interviews must be approved by the City Administrator before the interview. All contacts with the media should be reported to the City Administrator as soon as practicable. The Chief of Police shall handle all media contact and inquiries regarding public safety and emergency matters in consultation with 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, or by action of the City Council.

All news releases concerning City personnel will be the responsibility of the City Administrator.

Accepting Gifts

The City of Maple Plain prohibits an interested person from giving a gift or requesting another to give a gift to a local official. A local official may not accept a gift from an interested person.

An "interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.

A "local official" means all members of the city council, appointed boards, commissions, committees, City Administrator, city staff, and contracted positions, such as the City Attorney, City Engineer, City Planner or other positions where a person is representing

the City.

A "gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return.

A local official shall not solicit or accept from any person, business, or organization any gift for themselves or for the benefit of the City or Department if it may reasonably be inferred that the person, business, or organization:

- Seeks to influence action of an official nature, or seeks to affect the performance or non-performance of an official duty; or
- Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

The above prohibitions shall not apply to gifts that are exceptions under Minn. Stat. §471.895, subd. 3.

2. CITYWIDE WORK RULES & CODE OF CONDUCT

Applicable employment classifications: All

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 Maple Plain. 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 City of Maple Plain employees.

- 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 with decorum 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.

Attendance & Absence

The operations and standards of service in the City of Maple Plain require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who will be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should contact their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where they can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process may be grounds for disciplinary action.

The employee must contact 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.

Councilmembers are subject to the requirements of State law pertaining to extended absences, vacancies and abandonment of office as referenced in the League of Minnesota Cities Handbook.

Access to and Use of City Property

Employees may have access to keys, cell phones, pagers, tools, and other equipment necessary to perform the duties of their positions. All equipment made available to an employee is the property of the City of Maple Plain. Access to and use of these items is considered a privilege, which may be revoked if abused. Employees are responsible for the safekeeping and care of all such equipment. Prior to receiving a final paycheck from the City all such equipment must be returned and accounted for by any employee leaving City employment.

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

Personal appearance should be appropriate to the nature of the work, and contacts with other people and should present a professional look and positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace.

Conflict of Interest

City employees, elected officials, consultants, members of appointed boards and commissions, and volunteers shall remove themselves from situations in which they would have to take action or make a decision where that action or decision could be an actual conflict of interest.

Elected or Appointed City Council members may not concurrently hold a position as a regular, full-time, temporary, or consultant position. Employees with questions about whether such a conflict exists should consult 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 may be subject to immediate disciplinary action up to and including termination and or potential criminal prosecution.

Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with City work and are to be completed as quickly as possible. 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. However, during hours of employment, no City employee will directly or indirectly engage in political activities, including but not limited campaigning on behalf of local, state, or federal candidates for office, solicit or receive funds for political purposes, etc.

Employees must always be cognizant of their position with the City when engaged in political activities. This is to avoid conflict of interest, perception of bias and to refrain from being a representative of the City on political positions or for candidates.

Elected officials are subject to State law pertaining to political activities as referenced in the League of Minnesota Cities Handbook.

Tobacco, Alcohol, and Cannabis Free Workplace

All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or cannabis flower, use cannabis product, use lower-potency hemp edible, or use smokeless tobacco and hemp derived consumer products while in a City facility, vehicle, or equipment. No person or employee shall smoke or use a tobacco product within 50-feet of any public facility.

Smoking of any kind, including pipes, cigars, cigarettes, cannabis products, or hemp-derived consumer products, and vaping with e-cigarettes; the use of chewing tobacco and consumption of or being under the influence of alcohol or cannabis or hemp-derived consumer products is prohibited for employees while on duty. Possession of tobacco, alcohol, cannabis, hemp-derived consumer products or non- prescribed drugs is also prohibited on City property.

No employee, including elected officials, consultants, members of appointed boards and

commissions, and volunteers, shall operate equipment or engage in work activities or City functions while under the influence of alcohol, cannabis products, or hemp-derived consumer products, non- prescribed drugs, and or prescribed drugs taken outside the directives of a licensed medical professional.

See Section 15 – Drug Free Workplace regulating drugs in the workplace.

3. EMPLOYEE RECRUITMENT & SELECTION

Applicable employment classifications: Regular Employees, Part-Time Employees, and Volunteers

Scope

The City Administrator will manage the hiring process for all positions within the City. All positions shall be posted. The City Council approves all hires to City employment as recommended by the City Administrator. All hires will be made according to merits of the position being filled.

Features of the Recruitment System

Interested persons must submit applications for city employment on application forms provided by the City. Other materials (*e.g.*, resumes) may be accepted in lieu of a formal application in certain recruitment situations. Supplemental questionnaires may also 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 City Administrator may extend the deadline as needed to obtain more quality candidates for a position.

The City Council may fill position vacancies on an "acting" basis as needed. The Council shall determine pay rate adjustments, if necessary.

Applicant Evaluations

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 (for specific jobs), or another appropriate job-related exam.

The City Council will establish minimum qualifications for each position with input from the City Administrator. To be eligible to participate in the selection process, a candidate for any position must meet the minimum qualifications. All final candidates must be approved by the City Council.

Pre-Employment Medical Exams

The City Administrator may determine that a pre-employment medical examination and/or psychological evaluation are required when considering employment for position vacancies.

The medical and/or psychological exam will be conducted by a licensed physician or psychologist or psychiatrist designated by the City with the cost of the exam paid by the City. The provider will notify the City Administrator that a candidate either is or is not 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 will confer with the provider and candidate regarding reasonable and acceptable accommodations.

Candidates rejected for employment based on the results of the medical and/or psychological exam will be notified of this determination.

Selection Process

The selection process for filling position vacancies shall be coordinated by the City Administrator and respective Department heads, as appropriate. The City Council shall have final approval of all candidates selected for City employment.

The process for hiring seasonal and temporary employees is delegated to the City Administrator with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the City Administrator at any time, subject to City Council approval.

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. All employees of the City, except for City Councilmembers, are at-will employees.

Training Period

The training, or probationary, period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, promotions, and re-hires. Training periods are 6 months in duration unless expressly otherwise provided for herein.

4. PERFORMANCE REVIEWS

Applicable employment classifications: Regular Employees, Part Time Employees, and Temporary Employees.

The City Administrator shall use an objective performance review system for the purpose of annually evaluating the performance of all City employees. The quality of an employee's past performance is considered in personnel decisions such as promotions,

demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. An employee does not have the right to change or challenge his/her performance review but may submit a written response which will be attached to the performance review.

Performance reviews are done annually. The form, with all required signatures, will be retained as part of the employee's personnel file. During the training, or probationary, period, informal performance meetings should occur frequently between the City Administrator, or designee, and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

5. ORGANIZATION & CLASSIFICATIONS

Applicable employment classifications: Regular Employees, Part Time Employees, and Temporary Employees.

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.

Job descriptions shall include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), 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. Attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to positing a vacancy notice, the City Administrator shall review job descriptions to ensure each job description accurately reflects the position and job qualifications. The Administrator shall present changes to those job descriptions, if necessary, to the City Council for approval.

Assigning and Scheduling Work

Work duties assignments and scheduling work is subject to the approval of the City Administrator.

Employment 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 and are more fully described in the Introduction section.

Layoff

If it becomes necessary to reduce personnel, the City Council has discretion to determine which employees are subject to that reduction. The City Council may retain an employee in a probationary period if that employee/position is deemed essential to City operations.

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.

6. HOURS OF WORK & COMPENSATION

Applicable employment classifications: Regular Employees, Part Time Employees, and Temporary Employees

WORK HOURS

Work schedules for employees shall be established by the City Administrator with input from City employees.

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 eight 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.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Any and all decisions to close City facilities or cancel City programs (i.e. public meetings, special events, etc.) will be made by the Mayor and City Administrator.

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 normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued PTO time, personal time, or compensatory time, with the approval of the City Administrator. The City Administrator may also allow the employee to modify the work schedule or make other reasonable schedule adjustments.

Public Works employees will generally be required to report to work regardless of conditions, unless instructed otherwise by the City Administrator.

COMPENSATION

Compensation shall be designated as salaried or hourly. Employees will not receive any amount from the City in addition to the pay authorized unless approved by the City Council. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

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, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for disclosing their 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) 284-5075 or (800) 342-5354.

Paychecks

The pay periods for Regular, Part Time, and Temporary Employees are biweekly beginning on Saturday at 12:01 a.m. and ending at 11:59 p.m. on Friday. Paychecks are issued no later than the Thursday following the end of the pay period.

Elected officials are paid monthly, with pay periods beginning on the first of each month and ending on the last day of each month. Paychecks are issued no later than 5 business days following the end of the pay period.

When a payday falls on a holiday, or weekend, checks may be issued the day before the holiday.

Paychecks will not be given to anyone other than the employees for whom they were prepared unless the employee has notified the City Administrator in writing authorizing someone else to collect the check.

Employees are responsible for notifying the City Administrator of any change in status

including changes in address, phone number, names of beneficiaries, and any tax information changes.

Employees are strongly encouraged to enroll in direct deposit for payroll, as it provides faster and more secure access to funds. Pay stubs will be emailed or mailed upon request. Employees who choose not to use direct deposit will receive a physical paycheck, which must be picked up at City Hall during regular office hours.

Full-time, non-exempt employees are expected to work the number of hours as according to their job description and 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 Act, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Employees required to report hours worked are required to complete, sign, and turn in a biweekly timecard to the City Administrator for review and approval. Employees must have a completed and signed timecard in order to receive a paycheck. Timecards for Bi-Weekly and Monthly pay periods must be submitted by 12:00 pm on the first business day following the end of the pay period or risk being excluded from the payroll processing.

The City Administrator must complete a utilization sheet and have the Mayor sign off on each pay period and for any time requested off City Administrator shall notify the Council of any extended PTO or sick leave in advance.

Falsification or misrepresentation of hours worked may result in disciplinary action, which may include termination of employment.

Overtime & Compensatory Time

The City of Maple Plain has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. In general, only non-exempt, or hourly employees working a minimum of 40 hours per week, in the City of Maple Plain are eligible for overtime.

Compensation for all overtime-eligible employees is at a rate of time and one-half (1.5) for all hours worked over 40 in one workweek. Employees must complete a 40-hour work week before receiving overtime compensation. PTO, ESST, and paid holidays do not count toward “hours worked.” Absent City Administrator approval, the City of Maple Plain does not offer compensatory time in lieu of overtime.

Employees shall notify the City Administrator in advance of all known overtime, unless otherwise directed by the City Administrator. Notification is not required for responding to water or sewer main breaks, snowplowing, or City emergencies. The City Administrator reserves the right to adjust employee schedules accordingly to manage overtime compensation. Employees are not authorized to work at home without the prior written approval of the City Administrator.

Hourly employees scheduled to work or called to work on weekends, holidays, or emergencies will be paid at the applicable rates for those hours actually worked. The City Administrator has the discretion to adjust employee to work schedules in lieu of

overtime. Employees shall be notified in advance of such adjustments. An employee may also request a work schedule adjustment in lieu of receiving overtime.

Exempt employees are expected to work the hours necessary to meet the performance expectations. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee may need to work more than 40 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.

All employees are required to work overtime as requested by the City Administrator. Refusal to work overtime may result in disciplinary action. Efforts will be made to balance the personal needs of all employees when assigning overtime work.

Upon Leaving Employment Pay

Benefit-eligible employees leaving the City in good standing will be paid accrued, unused PTO, earned through the last date of employment, subject to applicable caps noted herein (and applicable taxes and other withholdings) following termination of employment, will receive 100% of their earned but unused PTO leave balance as compensation; applicable taxes are withheld.

Employees shall not be paid accrued, unused sick time following termination of employment.

7. BENEFITS & LEAVE

BENEFITS

Applicable employment classifications: Regular Employees

Health, Dental & Life Insurance

The City offers health, dental and life insurance benefits to eligible employees. Benefits shall be established annually during the budget process and approved by motion of the Council. Benefits shall only remain in effect throughout the employee's service with the City.

Additional insurance policies offered by the City, including long-term disability, supplemental life insurance, etc., are optional to employees. These optional coverages are the sole responsibility of the employees and are deductible from employee paychecks pre-tax.

Retirement

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and employees contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding).

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 paycheck 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 the City Administrator.

Holidays

The City observes the following official holidays for all permanent employees.

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve- ½ Day Paid	December 24
Christmas Day	December 25

In the event that a holiday falls on a Saturday, the holiday shall be “observed” on the preceding Friday. For a holiday falling on a Sunday, the following Monday shall be the observed holiday. The City Administrator may interpret and adjust observed holidays when dates do not line up as intended, such as Christmas Day.

Only Regular employees are eligible for holiday pay. Regular employees shall receive pay for official holidays at their normal straight time rates. An employee on a leave of absence without pay from a City is not eligible for holiday pay. Employees must be on the City payroll during the holiday in order to receive holiday pay. Employees wanting to observe holidays other than those officially observed by the City may request either PTO leave, use of ESST leave, or unpaid leave for time off.

COUNCIL MEETING PAY

Applicable employment classifications: Elected

The Mayor and City Council receive a monthly stipend for their work preparing for and attending regular business meetings. They also receive additional compensation for various meetings/events where they represent the City of Maple Plain in an official capacity.

Special meetings where the Mayor and City Council receive additional compensation are as follows:

- Council Workshops
- Special Meetings
- Public Hearings
- Commissions, task forces, committees where the mayor or council members are appointed to serve as the official city representative and approved by City Council on the Council Appointments list. Council shall adopt the Council Appointments list annually, and may amend it from time to time as needed.
- Training sessions approved by the City Council and budgeted in advance (*e.g.*, League of MN training activities)
- Meetings or briefings with elected officials or government agencies

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The following types of meetings are not typically reimbursed, unless approved in the aforementioned Council Appointments, including:

- 1:1 meetings with city administrator or staff
- 1:1 or group meetings with residents or businesses
- Professional association meetings
- Meetings with consultants, contractors, or staff unless part of meetings defined above
- Meetings or briefings with elected officials or government agencies
- Service projects by local organizations
- Ribbon cutting ceremonies
- Emergency management activities and events
- Any activity that may be considered campaigning

LEAVE

Applicable employment classifications: Regular Employees, Part Time Employees, and Temporary Employees.

Depending on an employee's situation, more than one form of leave may apply during the same period (*e.g.*, the Family and Medical Leave Act may apply during a worker's compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests are evaluated on a case-by-case basis.

Except as otherwise states, 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

Applicable Employment Classification: All eligible employees

Eligibility

Effective January 1, 2026, eligible employees may apply for paid leave benefits under Minnesota Paid Leave. Minnesota Paid Leave will be available to all eligible employees for up to twelve (12) weeks of medical leave and twelve (12) weeks of family leave, for a combined maximum of twenty (20) weeks, per twelve (12) month period.

Eligible employees are those employees who worked 50% or more of the prior year in Minnesota and earned at least 5.3 percent of the state's average annual wage in the last year. Employees who performed some work in Minnesota but did not work 50% or more of the year in Minnesota or any one state, are eligible if they lived in Minnesota during 50% or more of the calendar year.

Eligible employees shall be issued not more than thirty (30) days from the beginning date of employment, or thirty (30) days before premium collection begins, written information that includes an explanation of the available benefits provided under Minnesota Paid Leave, instructions on how to file a claim, and other specified information.

Employees are requested to give verbal or written notice to the City Administrator at least seven (7) days prior to submitting an application for Minnesota Paid Leave or, if seven (7) days' notice cannot be given, as much notice as practical.

Provisions

Minnesota Paid Leave is a state-run insurance program managed by the Minnesota Department of Employment and Economic Development (DEED) that provides payments and job protections for eligible employees. Minnesota Paid Leave is funded by a premium split between the City and the eligible employee. The City is required to cover 50% of the premium cost and can deduct the remaining 50% from the employees' wages.

Alternatively, the City may choose to cover 100% of the premium. This allocation will be established annually during the budget process and approved by Council.

Minnesota Paid Leave is intended for long-term extended leave and requires DEED approval based on necessity and eligibility.

Qualifying Uses

Minnesota Paid Leave may be used for medical and family leave purposes. Applications for Minnesota Paid Leave must be submitted to DEED and will require certification as requested by DEED.

When an employee uses Minnesota Paid Leave for more than three consecutive days, the City may require an employee provide a copy of the certification required by DEED to apply for the benefits.

If Minnesota Paid Leave is taken for a purpose that also qualifies for leave under the Family and Medical Leave Act (FMLA), Minnesota Paid Leave shall run concurrently with FMLA leave.

Benefits and return to work protections

Any leave taken under Minnesota Paid Leave may be continuous or intermittent. Intermittent leave may be taken in fifteen (15) minute increments for up to 480 hours per twelve (12) month period and counts toward the maximum leave allowed. If, after taking 480 hours of intermittent leave, additional Minnesota Paid Leave is needed, an employee is permitted to take up to the maximum amount of Minnesota Paid Leave allowed.

Except for FMLA leave and unless otherwise requested by an employee, Minnesota Paid Leave will not run concurrently with other paid leave. An employee may choose to use any other paid leave accrued concurrently with Minnesota Paid Leave but will not receive Minnesota Paid Leave benefits for any day in which they receive payments from other paid leave.

During an employee's use of Minnesota Paid 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 Minnesota Paid 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 Minnesota Paid Leave absences will continue to accrue as if the employee has been continually employed.

Earned Sick And Safe Time

Applicable Employment Classification: All eligible employees, except Regular Employees and Elected Officials.

Eligibility

Effective January 1, 2024, Earned Sick and Safe Time (ESST) leave is required by the City to provide paid leave benefits to all eligible employees. Employees who earn leave under this policy may use such leave as provide for below.

Provisions

ESST leave is paid time off earned at one hour of ESST for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of ESST leave 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) performing work for at least 80 hours in a year for the City. ESST leave cannot be transferred from one employee to another.

Regular Employees only will accumulate ESST leave at a rate of one (1) day per month, prorated based on a Full-Time Equivalent (FTE, or 40 hours per week). Prorated ESST leave accrual per pay period is calculated as the number of paid hours (except overtime) divided by eighty (80) hours multiplied by the accrual rate (3.69 hours per pay period). ESST leave may accumulate annually up to 120 hours maximum.

Use for ESST Leave Purposes

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system in 15-minute increments for the following circumstances:

- 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
    - Absence 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

Use for ESST leave purposes, family member includes an employee's:

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- 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 local 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

Advance Notice for use of ESST Leave

If the need for sick and safe leave is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need

for ESST time as soon as practicable. When an employee uses ESST time for more than three consecutive 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 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. In accordance with state law, the City will not require an employee using ESST leave to find a replacement worker to cover the hours the employee will be absent.

Carry Over of ESST Leave

Employees are eligible for carry over accrued but unused ESST time into the following year, but the total of ESST leave carry over hours shall not exceed 80 hours.

Retaliation prohibited

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST leave rights, requesting an ESST leave absence, or pursuing remedies. Further, use of ESST 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 ESST leave.

Benefits and return to work protections

During an employee's use of ESST 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 accrued ESST 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 ESST leave absences will continue to accrue as if the employee has been continually employed.

The employee shall notify the City Administrator, and shall provide a written notice from a physician, of any illness or injury affecting an employee's ability to return to work and safely perform the essential functions with or without reasonable accommodations. 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.

When there is a separation from employment with the City and the employee is rehired again within 180 days of separation, previously accrued ESST leave that had not been used will be reinstated. An employee is entitled to use and accrue ESST leave at the commencement of reemployment.

Paid Time Off

Applicable employment classifications: Regular Employees

Regular Employees will earn Paid Time Off (PTO) in accordance with the schedule below. Years of continuous service shall determine an employee's PTO accrual rate. Employees re-hired after terminating City employees will not receive credit for their prior service unless specifically negotiated at the time of hire. Accrual rates shall be prorated based on a Full Time Equivalent (FTE, or 40 hours per week). Prorated PTO leave accruals per pay period are calculated as the number of hours of paid service (except overtime) divided by eighty (80) hours and multiplied by the employee's rate of accrual.

PTO Leave Schedule

Length of Service	Hours Per Payroll Period
0-2 Years	6.77
3-10 Years	8.31
11+ Years	9.84

Accrual

Regular Employees start accruing PTO from their hire date. Annual accrual rates shall be adjusted on an employee's date of hire anniversary. The adjustment shall take place during the current payroll period. Employees may accumulate no more than 160 hours (20 days) of accrued PTO leave annually.

Compensation for accrued PTO leave may only be provided upon separation from City employment. An employee who separates, or is released, from City employment prior to the completion of required training or a probationary period shall not receive compensation for accrued PTO leave.

Use

PTO leave may be used as it is earned and is subject to approval by the City Administrator. Requests for PTO leave 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.

Hourly employees can request PTO in increments as small as one-quarter (¼) hour up to the total amount of the accrued leave balance. Exempt salary employees can request PTO in four (4) hour increments (e.g., a half day or full day) up to the total amount of accrued leave balance. PTO leave may not be transferred to another

employee.

Funeral Leave

Applicable employment classifications: Regular Employees.

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, which includes brother, sister, father, mother, daughter, son, grandfather, grandmother, and step brother, step sister, step father, step mother, step daughter and step son. This paid leave will not be deducted from the employee's PTO or sick leave balance.

The actual amount of time off, and Funeral Leave approved, will be determined by the City Administrator depending on individual circumstances (i.e. closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Military Leave

Applicable employment classifications: Regular Employees

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or 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 fifteen (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 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 (5) years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. Employees that have not yet exhausted their fifteen (15) days of paid leave when called to active duty may use the remaining unpaid time prior to the unpaid leave of absence.

Employees returning from military service will be re-employed in the job they would have attained had they not been absent for military service, and with the same seniority, statues and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of PTO 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 (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 ten (10) days may be reduced if an employee elects to use appropriate accrued paid leave.

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 PTO while on Civil Air Patrol Leave but are not required to do so.

Jury Duty

Applicable employment classifications: Regular Employees

Eligible employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation (excluding mile and meal reimbursement) they receive for jury duty, 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 PTO to make up the difference.

Employees are required to notify the City Administrator 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 complete by the Clerk of Court, so the City will be able to determine the amount of compensation due for the period involved.

All other employees are generally not eligible for compensation for absences due to jury duty but can take a leave of absence without pay subject to City Administrator approval.

Employees are expected to return to work when not required in court.

Court Appearances

Applicable employment classifications: Regular Employees

Employees will be paid their regular wages to testify in court for City-related business. Any compensation received for court appearances (*e.g.*, subpoena fees) arising out of in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Victim or Witness Leave

Applicable employment classifications: Regular Employees

An employee who is a witness and is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony will be granted unpaid leave to attend criminal proceedings.

A victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family members include parents, child, or siblings of the employee) will be granted reasonable unpaid leave to attend criminal proceedings related to the victim's case. An employee must give 48 hours advance notice to the City of their need to be absent unless it is impracticable or an emergency prevents them from doing so.

The City may request verification that supports the employee's reason for being absent from the workplace.

Unpaid Leave

Applicable employment classifications: All

Unpaid leaves may be approved in accordance with the City personnel policies. Employees must normally use all accrued PTO leave and sick leave prior to taking an unpaid leave. 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.

Administrative Leave

Applicable employment classifications: All

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. Regular Employees on administrative leave may continue to receive benefits and accrue personal (sick) and PTO leave.

If placed on administrative leave while an internal or external investigation is to take place the following steps should be taken in the first 24 hours of administrative leave.

1. Access to City Email is no longer available to the Employee.
2. Access to any City owned building is no longer permitted to the Employee.
3. Any keys to City owned property are confiscated and provided to the City Administrator or City Council if the investigation is pertaining to the City Administrator.
4. Any Access codes or passwords to City software or building access are confiscated and provided to the City Administrator or City Council if the investigation is pertaining to the City Administrator.

While on administrative leave the employee shall not have contact with other City Employees pertaining to City business unless directed by the City Administrator or City Council if the investigation is pertaining to the City Administrator.

Elections / Voting

Applicable employment classifications: Regular Employees

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 ten (10) 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 during the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Delegates to Party Conventions

Applicable employment classifications: Regular Employees

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.

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 PTO during their absence.

Regular Leave without Pay

Applicable employment classifications: Regular Employees.

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 to a maximum of one (1) year.

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 PTO leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and PTO leave based on actual hours worked.

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 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.

Family and Medical Leave Act (FMLA)

Applicable employment classifications: Regular Employees

In accordance with the Family and Medical Leave Act ("FMLA") unpaid job protected leave will be granted to all eligible employees for up to twelve (12) weeks per twelve (12) month period per federal statute.

An eligible employee is one who has worked for the City for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to requesting the leave. FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

The twelve (12) month period is calculated using the calendar year. Employees are required to give verbal or written notice to the City Administrator at least thirty (30) days prior to the date on which leave is to begin or, if thirty (30) days' notice cannot be given, as much notice as practical.

Failure to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay may result in a denial of said request until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations.

During the Family and Medical Leave, employees must use accrued sick leave and PTO leave prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation. Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee granted leave under this policy will continue to be covered under the City's group health, dental, and life insurance plans under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

Refer to the Family and Medical Leave Act for definitions, employee eligibility, further requirements, and return to work policies.

Refer to Worker's Compensation & Return to Work policy for returning to work following a FMLA leave of absence, if applicable.

School Conference Leave

Applicable employment classifications: Regular Employees, Part-Time Employees, and Temporary Employees.

Any employee may take unpaid leave for up to a total of sixteen 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 PTO leave hours for this absence but are not required to do so.

Reasonable Work Time for Nursing Mothers

Applicable employment classifications: Regular Employees, Part-Time Employees, and Temporary Employees.

Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk.

The city will provide a clean, private and secure room (other than a bathroom) 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.

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

8. SAFETY, WORKER'S COMPENSATION, & RETURN TO WORK

The City of Maple Plain encourages all employees to practice care and follow all safety procedures and policies when performing duties of their positions. Practicing safety-first measures will ensure employees help prevent workplace accidents.

SAFETY

Applicable employment classifications: All

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, employees will maintain an environment free from unnecessary hazards and will follow all safety policies and procedures established for each department. Adherence to these policies is the responsibility of each employee. In the event of a workplace accident, employees shall follow the appropriate procedures to document the incident and provide or obtain medical treatment.

Overall administration of this policy is the responsibility of the City Administrator

Reporting Accidents and Illnesses

Both Minnesota Worker's 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 their supervisor who will then report to the City Administrator.

If no one is available, the employee should seek medical treatment at the nearest available medical facility and, as soon as possible, notify the City Administrator or City office personnel 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. Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

The City Administrator shall file the First Report of Injury (FROI) with the League of Minnesota Cities Insurance Trust upon notification of job-related injury or illness. FROI must be filed with the Insurance Trust within 24 hours of the incident. The employee's supervisor and employee shall also complete and file any other workplace accident forms.

Supervisor's Report of Accident
When a new injury is reported, it is important to conduct an immediate investigation to record the facts of how the injury occurred and what body parts were injured. The Supervisor's Report of Accident (SRA) should be completed based on the supervisor's first-hand contact with the injured employee and review of the area where the injury occurred. The SRA is due to the City Administrator within three (3) working days of the incident.

Employee Incident Report
The Employee Incident Report (EIR) should also be completed by the employee, but should not be substituted for an in-person interview or completion of the supervisor's analysis via the SRA. If possible, this form should be included with the FROI, but do not

delay the filing of the FROI for more than one day. If the EIR is not completed and returned within one day, the City Administrator or responsible supervisor should continue to follow up with the employee the form is completed and received. The EIR is due to the City Administrator within three (3) working days of the incident.

Safety Equipment/Gear

Where safety equipment/gear is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn and/or used by the employee. The City of Maple Plain is not liable for employees that do not use the appropriate safety equipment/gear while performing the duties of the job.

Unsafe Behavior

The City Administrator is hereby 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.

WORKER'S COMPENSATION

Applicable employment classifications: All

Worker's Compensation benefits are extended only to employees injured as a result of workplace accidents while performing the required duties of their positions for the City of Maple Plain. In order to be eligible for and receive Worker's Compensation benefits, an employee and/or employee's supervisor must notify the City Administrator within 24 hours of the incident. All required incident reporting forms must also be submitted to the City Administrator within the required period of time.

Worker's Compensation "lost wages" benefits are paid at two-thirds ($^2/_3$) of the employee's regular gross wages as of the date of injury. Lost wages benefits are intended to meet an employee's regular take home pay after taxes. Employees suffering "lost time" – missing work due to a work-related injury or illness – have the option of using sick leave until Worker's Compensation benefits begin. Any City compensation paid to the employee from the date of injury shall be repaid to the City. The City shall then reinstate sick leave used.

Eligible employees receiving Worker's Compensation lost wage benefits shall not receive their regular pay from the City while absent from work due to a work-related injury or illness. Permanent employees on Worker's Compensation shall continue to receive all applicable City-provided benefits, including City benefit contributions, and accrue leave during their absence from work. Personal (sick), PTO and other accrued leave may not be used while receiving Worker's Compensation lost wage benefits. The employee will be responsible for any family contributions for health and dental insurance.

RETURN TO WORK

Applicable employment classifications: All

Fitness for duty determination

The City shall require a medical certificate or letter from the employee's physician attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the health condition(s) for which the employee was absent. It must address whether the employee can perform the essential functions of his/her regular job. If a fitness for duty certification or physician letter is not furnished, the City will deny reinstatement until it is provided.

The City Administrator may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act).

Notification of duty restrictions

Employees unable to perform the essential requirements of their job due to a short-term, temporary disability, they will notify the supervisor in writing as to the nature and extent of the disability and the reasons why they 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.

Light duty and modified duty assignment

Employees returning to work with physician restrictions, temporary disability or who are medically unable to perform their regular work duties resulting from a job-related injury or illness shall work with the City Administrator to establish a light duty or modified duty assignment and work schedule. Assignments and work schedule shall meet the restrictions or disabilities of employees as outlined by the employee's physician. Written documentation from a

Light duty is evaluated by and at the discretion of the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty or a modified duty assignment. Such assignments are for short-term, temporary disability-type purposes and shall not exceed six (6) months in duration.

Notice to employees

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.

If the City offers a light duty assignment to employees who are out on worker's compensation leave, the employees may be subject to penalties if they refuse 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 temporarily disabled employee performing light duty work

will be reviewed regularly. Any light duty or modified work assignment may be discontinued at any time.

9. RESPECTFUL WORKPLACE

Applicable employment classifications: All

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City of Maple Plain acknowledges that this policy cannot 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.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that the City Administrator intervene when a customer is perceived as abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, the City Administrator should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent. Employees must notify their supervisor about the incident as soon as possible.

Professionalism

Employees shall be courteous, professional, and respectful when in contact with any member of the public while in the course and scope of City business.

Employees shall work in a cooperative manner with their supervisors and fellow employees to foster an atmosphere of civility.

Types of Disrespectful Behavior

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

Violent behavior***:*** includes the use of physical force, harassment, or intimidation.

Discriminatory behavior: inappropriate remarks about or conduct related to a person's protected status, including race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, or status with regard to public assistance, as defined by the Minnesota Human Rights Act and applicable federal law.

Sexual harassment: consists 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
- submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment
- 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.
- 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.

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 City Administrator 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 the City Administrator.

Employee Response to Unprofessional or Disrespectful Workplace Behavior

Employees who believe that unprofessional behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below, and to report the allegations to the City Administrator. If the City Administrator is the complainant or the subject of the complaint, the incident should be brought, in writing, to the Personnel Committee.

Upon a finding by the City Administrator or the Personnel Committee that the behavior in question involves an allegation of violent behavior, sexual harassment, or discriminatory behavior, the City Administrator and/or the City Attorney shall determine whether an investigation is warranted and, as necessary, conduct that investigation and report to the City Council.

If employees see or overhear a violation of this policy, they are encouraged to follow these steps.

Step 1(a). Politely, 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 the City Administrator. If the City Administrator is the complainant or the subject of the complaint, the incident should be brought, in writing, to the Personnel Committee. The party to whom the report is brought is responsible for documenting the issues and for giving you a status report on the matter within a reasonable period of time.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to the City Administrator. If the City Administrator is the complainant or the subject of the complaint, the incident shall be brought immediately, in writing, to the Personnel Committee.

Any employee who observes violent behavior, sexual harassment, or discriminatory behavior, or receives any reliable information about such conduct, must report it as soon as possible to the City Administrator. If the City Administrator is the complainant or the subject of the complaint, the incident shall be brought, in writing, to the Personnel Committee. The party to whom the report is brought shall decide as to the nature of the allegations brought. All allegations of violent behavior, sexual harassment, or discriminatory behavior will be turned over to the City Administrator and/or the City Attorney for further action. All other matters may be referred to a follow up meeting with the Personnel Committee, to determine further action.

Step 2. If, after what is considered to be a reasonable length of time you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident, in writing, to the Personnel Committee. If the matter was initially reported to the Personnel Committee, the matter should be reported directly to the City Attorney.

City's Response to Allegations of Unprofessional or Disrespectful Workplace Behavior

In the case of allegations of violent behavior, sexual harassment, or discriminatory behavior, these incidents shall be immediately reported to the City Administrator

and/or the City Attorney. As soon as possible following a report of such allegations, the City Administrator and/or the City Attorney will determine whether an investigation is warranted. All reports must be acted upon even if requested otherwise by the victim. All matters formally investigated by the City Administrator and/or the City Attorney shall be brought before the City Council, as necessary.

In situations that do not involve allegations of violent behavior, sexual harassment, or discriminatory conduct, the City Administrator or, when applicable, the Personnel Committee will follow these steps when an allegation is reported:

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Step 1. Initial Review and Informal Resolution
If the nature of the allegation and the preferences of the reporting party support a simple intervention, the City Administrator or Personnel Committee may choose to address the matter either informally or formally, ensuring appropriate documentation in either case. This may include a coaching session with the employee whose conduct is in question, explaining the impact of their actions and requiring that the behavior not recur. This approach is particularly appropriate when there is ambiguity about whether the conduct was unprofessional or disrespectful.

Step 2. Formal Review
If a formal investigation or further intervention is warranted, the individual reporting the concern will be interviewed by the City Administrator and/or the City Attorney to discuss the nature of the allegations. The person being interviewed may have someone of their choosing present during the interview. The City Administrator and/or City Attorney will obtain a written statement from the reporting party, including a description of the incident (date, time, and location), and will also compile:

- Any corroborating evidence
- A list of witnesses
- Identification of the alleged offender

Step 3. Investigation
The City Administrator or City Attorney will conduct an investigation into the matter.

Step 4. Notification of Alleged Violator
As soon as practical after receiving the complaint, the alleged policy violator will be informed of the allegations and given an opportunity to answer questions and respond.

Step 5. Determination and Council Review
After completing the investigation and consulting with appropriate personnel, the City Administrator or City Attorney will present the findings to the City Council, which will determine whether disciplinary action is warranted.

Step 6. Communication of Outcome
Both the alleged violator and the reporting party will be advised of the findings and conclusions as soon as practicable.

Special Reporting Requirements

If a City Council member 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 or, in the event of a conflict, the City Attorney shall take appropriate action to protect the alleged victim, other employees, or citizens.

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.

10. SEPARATION FROM SERVICE

Applicable employment classifications: Regular Employees, Part-Time Employees, and Temporary Employees.

Resignations

Employees, other than regular employees, wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least fourteen (14) calendar days before leaving. Regular Employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation. Employees must complete their required notice period. The City shall not

provide a pay-in-lieu of the required notice work period unless otherwise agreed to by the City Council or per employment agreements.

Failure to comply with this procedure may be cause for denying the employee's separation pay and any future employment with the City.

For Severance or Separation Pay see the Hours of Work & Compensation section.

11. DISCIPLINE

Applicable employment classifications: Regular Employees, Part-Time Employees, Temporary Employees, and Volunteers.

General Policy

The City Administrator is 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 Plain. All City employees are 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 City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken. Reports and documentation of disciplinary actions shall be provided to the City Administrator for review and placed in an employee's file.

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 with any 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 City employees have a property right to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee. Employees shall not have contact with any City Council member regarding disciplinary procedures and decisions, except as explicitly articulated in this Handbook. Employees not satisfied with the outcome of such procedures and decisions may file an appeal through the City's Appeal policy.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used where documented discussions and coaching with the City Administrator and City employees have not resolved the matter. 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 oral reprimand shall be documented in written form, including date(s) and a summary of discussion and corrective action needed and/or agreed to.

Employees will be given a copy of the oral reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the oral reprimand. Oral reprimands will be placed in the employee's personnel file.

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 City Administrator.

A written reprimand will:

- state what happened
- state what should have happened
- identify the policy, directive or performance expectation that was not followed
- provide history, if any, on the issue
- state goals, including timetables, and expectations for the future
- indicate consequences of recurrence.

Employees will be given a copy of the written reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the written reprimand. Written reprimands will be placed in the employee's personnel file.

Suspension

The City Administrator may suspend an employee 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.

Demotion

An employee may be demoted if attempts at resolving an issue have failed, and the City Administrator determines a demotion to be the best solution to the problem. The

employee must be qualified for the position to which they are being demoted. 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.

Discharge

The City Administrator, with the approval of the City Council, may dismiss any 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 the initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

12. APPEAL PROCEDURE

Applicable employment classifications: Regular Employees, Part-Time Employees, Temporary Employees, and Volunteers.

Any dispute between an employee and the City regarding the application, meaning, or interpretation of these personnel policies will be resolved as follows:

Step 1: Initial Appeal to the City Administrator

If an employee disagrees with a decision made by the City Administrator or has a dispute regarding the application or interpretation of these personnel policies, the employee must submit a written appeal within twenty-one (21) calendar days of the alleged violation or decision. The appeal must include:

- The nature of the appeal
- The facts on which it is based
- The specific provision(s) of the personnel policies allegedly violated
- The remedy requested

The appeal should be directed to the City Administrator. If the City Administrator is the party filing the appeal, the written appeal must be submitted to the Personnel Committee within the same timeframe. In all other cases, the first level of appeal is handled by the City Administrator.

The recipient of the appeal will respond in writing within seven (7) calendar days unless both parties agree to an alternate timeline. If the appeal is initially directed to the Personnel Committee because the City Administrator is filing the appeal, Step 2 will be skipped, and any unresolved appeal will proceed to Step 3.

Step 2: Personnel Committee Review

If the appeal is not resolved in Step 1, the employee must submit the same written information to the Personnel Committee within seven (7) calendar days after receiving the City Administrator's response.

The Personnel Committee will confer with the City Administrator and either:

- Refer the matter to the City Attorney for further investigation, or
- Respond to the employee in writing

A response must be provided within fourteen (14) calendar days, which may include notice that additional time is required to render a decision.

Step 3: City Council Hearing

If the appeal remains unresolved after Steps 1 and 2, the employee may request a hearing before the City Council within seven (7) calendar days of receiving the Personnel Committee or City Attorney's decision.

The City Council will review all information and schedule a hearing at its discretion.

Important Restrictions

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To ensure a fair and impartial process, employees filing an appeal must not contact any City Council member who is not on the Personnel Committee regarding the appeal.

Waiver of Appeal

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- If an appeal is not filed within the specified time limits, it will be considered waived.
- If an appeal is not advanced to the next step within the required timeframe (or any agreed extension), it will be considered settled based on the City's last response.
- If the City does not respond within the specified time limits, the employee may treat the appeal as denied and proceed to the next step.
- Time limits may be extended by mutual agreement without prejudice to either party.

Non-Appealable Actions

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The following actions are not subject to appeal:

- Performance evaluations
- Pay increases or lack thereof
- Merit pay awards
- Job Assignments
- Scheduling decisions
- Matters of inherent managerial policy under Minn. Stat. §179A.07, including:
    - Organizational Structure
    - Selection of Personnel
    - Direction of Personnel
    - Utilization of technology
    - Overall budget and program functions

(This list is not meant to be all inclusive or exhaustive)

13. EMPLOYEE EDUCATION, TRAINING & TRAVEL

TRAINING

Applicable employment classifications: All

The City of Maple Plain 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 if attendance is approved in advance under the following criteria and procedures. Advanced approval shall include either with the annual budget or as a separate request.

Training, Conferences & Meetings

The subject matter of the training session, conference or attending professional meetings directly job-related is considered 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.

Continuing learning credits or similar courses taken by permanent employees in order to maintain licensing or other professional accreditation required as a condition of employment with the City, or necessary to perform essential job functions, is covered under this policy.

The City Administrator is responsible for determining appropriate job- related training and approving or disapproving training and conference attendance.

Participation in training, conferences and meetings

All potential training sessions, conferences or attendance at professional meetings shall

be outlined and approved during the annual budget process. The City Administrator shall notify the City Council and other eligible employees of training opportunities. Eligible employees shall notify the City Administrator of their interest in participating in those opportunities.

Requests not budgeted for and totaling more than $200 per registrant require City Administrator approval or City Council approval if the training is for City Administrator.

The City Council shall approve all non-budgeted training requiring travel expenses, such as airfare, hotel, etc. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the City for prompt payment.

Memberships and Dues

Membership in professional organizations is encouraged and is viewed as a benefit to the employee and City of Maple Plain. Unless an organizational or individual-only membership is available, the City normally obtains only one membership per agency, as determined appropriate by the City Administrator with approval from the City Council.

The City shall pay for all professional organization membership costs for employees if membership is specifically related to the duties of the employee and City of Maple Plain.

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

TRAVEL

Applicable employment classifications: All

This policy includes, but is not limited to, travel, lodging, conference expenses, and other related expenditures incurred while conducting City business. This policy also establishes procedures for authorization and reimbursement of such expenses.

All expenses that do not fall within this adopted expense and reimbursement policy must be approved by the governing body, in a public meeting, before the expense is incurred.

Travel Authorization

Travel expenses identified and allocated for during the budgeting process are deemed approved the City Council. Requests for incurring travel expenses not budgeted for requires City Council approval. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the City for prompt payment.

Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements should be used, using the most direct and time-efficient route. The use of government and/or group rates offered by a provider of transportation are encouraged. The following transportation modes may be employed for the purpose of traveling on City business.

Airfare

Employees shall utilize coach accommodations when traveling within the continental United States by commercial airline. Reservations, where possible, should be made at least (30) or more days in advance to take advantage of all available discounts. Employees may, at their own expense, pay to upgrade their airline accommodations. City Council approval is required. Airfare expenses shall include baggage handling fees of the employee.

Alternate Travel Methods

Employees using alternative travel methods, such as commercial bus or train for travel to and from designated places on City business outside the City will be reimbursed for the actual expense of the alternative travel method, not to exceed coach airfare.

Airfare and tickets for other alternative travel methods shall be purchased in advance using the City credit card. Employees must obtain approval from the City Administrator before purchasing tickets and seeking approval. Receipts are required in order to receive reimbursement.

Vehicle Rentals, Taxi, and Transit Fare

Out of town expenses for such transportation may be authorized where reasonable and necessary to conduct City business. Receipts must be provided to obtain reimbursement. An employee shall cite reasons when choosing vehicle rental over taxi or shuttle service. If rental vehicle is subsequently denied, the related parking fees will also be denied, and the official will be reimbursed the round-trip shuttle charges.

Lodging

Lodging expenses for employee overnight travel shall be paid by the City. The City shall only pay the single room rate and will not cover expenses for a spouse or dependent accompanying an employee on the trip unless previously approved by the City Administrator.

If lodging is in connection with a conference or event, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, the official shall use lodging that offers rates comparable to government and/or group rates.

Employees and their spouses or dependents traveling on City business are responsible for costs including baggage; phone calls; room service, unless part of employee per diem; etc. Transportation may be reimbursed for trips directly to and from the hotels, airports or meeting sites as stated above.

Lodging reservations shall be purchased in advance using the City credit card. Employees must obtain approval from the City Administrator before reserving and paying for lodging accommodations with a personal credit card. Receipts are required in order to receive reimbursement.

Mileage

When a personal vehicle is used for City business, the City of Maple Plain reimburses actual miles traveled at the IRS mileage rate. Mileage is only reimbursed for trips in excess of eight (8) miles round trip. Employees shall also be reimbursed for parking, including airport parking. A receipt for parking is required for reimbursement. The City does not reimburse for valet parking.

Meals

Employees traveling as a representative of the City or representing the City at various functions. The per diem rates include tips up to twenty percent (20%) of the actual meal costs (which meal costs shall not exceed the below allotment) and are:

Meals	Amount
Breakfast	$15.00
Lunch	$25.00
Dinner	$35.00

Eligibility for meal reimbursement shall be based on the employee on assignment, representing the City at meetings, and events more than 20 miles from Maple Plain. The City may also reimburse employees for meals at City-sponsored meetings or events. Expenses for which City officials receive reimbursement from another agency are not reimbursable.

The City does not reimburse employees for alcohol and entertainment.

The City does not reimburse employees for breakfast if a hotel they are staying at includes breakfast or if the event they are attending offers breakfast.

If meals are included in conference registration or hotel accommodations, the City shall not reimburse employees for additional costs.

Special Expense

Employees incurring special expenses while on travel status may submit receipts for reimbursement. Special expenses include writing utensils, writing paper, faxes for City business, windshield washer fluid and oil when driving City-owned vehicles, etc. Volunteers and others requesting reimbursement of expenses must request receive

prior approval from the City administrator before incurring any expense.

Entertainment

Expenses for entertainment not related to the event or function for which an employee is attending are the responsibility of the employee. The City does not reimburse employees for alcohol and entertainment.

Reimbursement of Travel & Related Expenses

The following are required in order to receive reimbursement for travel and travel-related expenses employees must submit the following along with appropriate documentation of purpose of trip.

Receipts
- Credit card and/or cash payment receipts.
- Meal, hotel, transportation, and other expense receipts.

Documentation
- Conference brochure.
- Meeting agenda.
- Trip or meeting purpose.
- Other attendees at a meal or meeting.

The reason for the expenses should be clearly documented on the expense reimbursement request and forms.

Unable to Attend Pre-Planned Trip

Employees unable to attend a planned trip or event where the City pre-paid travel expenses (i.e. airfare) and/or conference registration fees shall notify the City Administrator. If the City has prepaid an employee's expenses, it is the employee's responsibility to cancel their registration and ensure any prepaid and/or credit card fees are refunded within thirty (30) days of the unattended event to the City.

Employees paying for travel expenses out of pocket and unable to attend the planned trip or event, and seeking reimbursement from the City, shall provide a written explanation as to the reason(s) why they were unable to attend (i.e. unexpected illness, injury or death in the family, etc.) and why they should be reimbursed for those expenses.

Employees may be required to pay any applicable cancellation fees.

City Prepayment & Credit Card Use Policy

The City does not issue credit cards. The City Administrator or their designee may authorize prepayment by the City and/or use of the City's credit card for the following types of expenses only: conference or event registrations, airline, bus or train tickets and lodging expenses for employees.

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.

Out of State Travel

Any out of state travel for City business must be approved within the sole discretion of the City Council.

14. OUTSIDE EMPLOYMENT

Applicable employment classifications: Regular Employees

The potential for conflicts of interest is lessened when individuals employed by the City of Maple Plain regard the City as their primary employment responsibility. All outside employment is to be reported to 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 they are also being compensated by the City. Work performed for others while on approved PTO 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.

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.

15. DRUG FREE WORKPLACE

Applicable employment classifications: All

In accordance with Federal Law, the City of Maple Plain has adopted the following policy on drugs in the workplace:

- 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 drugfree, safe, and secure work environment.
- The unlawful manufacturing, 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.
- 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.
- 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.

16. CITY DRIVING POLICY

Applicable employment classifications: All

This policy applies to all employees who drive a vehicle on City business at least once (1) 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. City employees are also required to always wear their seat belts while on City business, whether operating a City-owned or personal vehicle.

Employees who lose their driver's license or receive restrictions on their license are required to notify the City Administrator on the first work day after any temporary, pending or permanent action is taken on their license, and to keep the City Administrator informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

17. TECHNOLOGY POLICY

Applicable employment classifications: All

CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure that 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.

The City Administrator may authorize an employee to use his/her own personal cellular phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from the City Administrator. The City Administrator may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

It is the objective of the City of Maple Plain to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones shall be subject to disciplinary action.

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All passwords and access information for any technology shall be documented.

COMPUTER USE

Purpose

The purpose of this policy is to assist the City in protecting its technology system security and assets, to protect the privacy rights of employees, to manage City resources, and to protect the rights of third parties for appropriate access to City files.

Policy

This document sets forth the City's policies with regard to access and use of computer hardware, software, data, and electronic mail messages. It also sets forth the City's policies with regard to disclosure of computer files, created or received, or electronic mail messages sent or received by City employees with the use of the City's computer resources or electronic mail system. This document sets forth policies on the proper use of computer hardware, software, data, the electronic mail system, and Internet system provided by the City.

All employees that will work with the City's computers are responsible for reading and adhering to these policies. It is the responsibility of supervisors to ensure that each of their employees has received this document and signed off that they have read it.

General

Inappropriate uses of City technology

City technology is to be used only for business purposes and in a professional manner. The following is a list of inappropriate uses of the City's technology which may result in disciplinary action up to and including dismissal. This is not a complete list of inappropriate uses.

- Displaying, printing, or transmitting material that contains false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, discriminatory, or illegal material.
- Displaying, printing, or transmitting material that violates City regulations prohibiting sexual harassment.
- Using the City's computer system or software or allowing others to use it for personal profit, commercial product advertisement or partisan political purposes.
- Using e-mail to solicit for commercial ventures, or charitable, religious, or political causes, with the exception of charitable campaign drives sponsored by the City.
- Inappropriately sharing your user ID or password to allow an individual to obtain confidential information to which they normally would not have access.
- Deliberately damaging or disrupting a computer system (hardware or software) or intentionally attempting to "crash" network systems or programs.
- Attempting to gain unauthorized access to internal or external computer systems.
- Attempting to decrypt system or user passwords.
- Unauthorized copying of system files or software programs.

Storage of Data

All data shall be stored on the City's network servers.

Management of Files – Official Records

Because the storage capacity of the network is limited, all users are responsible for deleting outdated files, being sure to adhere to any records retention policies and procedures. If computer files are deleted, employees should take care in maintaining paper copies of any files that must be retained according to the records retention schedule.

All data that is composed, transmitted or received on City owned, leased, or rented technology, including internal and external electronic mail (e-mail), is considered to be part of the official records of the City, and therefore subject to disclosure as appropriate under state and federal laws. Most documents will be considered public records unless classified otherwise by state or federal law. However, employees must use the same caution in releasing information on City technology systems as they do when release

hard copies of information. If in doubt about whether information is public, employees must wait to release it until they have checked with the City Administrator

E-mail and other electronic documents must be saved in accordance with the City's records retention schedule if they are required for ongoing legal, fiscal, administrative, operational or research purposes. These records should be saved to a word processing or paper file for storage according to the City's records retention schedule.

Portable Files

Files used to facilitate off-site work, such as word processing documents, electronic spreadsheets and presentation graphic files are considered public property and may fall under the records retention schedule.

Work Product Ownership

All City technology systems are the property of the City of Maple Plain. This includes, but is not limited to, all hardware, software, programs, applications, templates, internal and external email messages, facsimile (fax) messages, data, data files, and voicemail messages developed or stored on City-owned, leased, or rented technology systems. The City reserves the right to access, retrieve and read any data, messages or files stored on City technology and disclose any data, messages, or files without prior employee consent. Employee use of city technology is not private. This includes, but is not limited to, use of internal and external email and use of the Internet.

Virus Protection

Users shall not change their system's configuration or take other steps to defeat virus protection devices or systems.

Configuration

Individual workstations are configured to operate in a complex, networked environment. Users may not change their system's setup files.

Security

The City of Maple Plain uses a computer security system to protect information from unauthorized or inappropriate access or modification. Users shall not add additional security, such as passwords, to their workstations or files.

Computer users shall identify themselves to the system by signing on with their assigned username. Users shall never attempt to sign on to the system with any other username. All users provide the City Administrator with User IDs and passwords used to access workstations.

Software

In addition to authorized roles regarding software, the legal implications for improper handling of software can be significant:

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as $100,000 per work copied, and criminal penalties, including fines and imprisonment. The City of Maple Plain does not allow the illegal duplication of software or any other form of criminal activity. Employees who engage in such activity are also subject to discipline using City personnel procedures.

Personal Use of City Computers

The City currently allows personal use of City-owned computers by City employees only. City computers are not to be used to manage any part of a private business, for personal gain or for political or criminal activity. No personal software or hardware is to be used or installed on City computers.

Portable Computer Use

Portable personal computer(s) can be used for City business, outside of City facilities, after normal working hours provided these procedures are followed. Employees are responsible for loss or damage to a portable computer. If a portable computer is stolen while outside of City facilities, an insurance claim should first be submitted to the employee's insurance company. No employee will be held responsible for a theft unless an investigation determines the employee played a part in that theft.

Internet Use

The use of the Internet during work hours should be limited to those subjects that are directly related to an individual's job duties for the City of Maple Plain. Employees are advised to exercise discretion when using the Internet for personal business since any use can be monitored. Use of the Internet to view illegal, pornographic, or other inappropriate materials, whether during work hours or on personal time, is prohibited and may be cause for disciplinary action.

The primary function of the computer system is to assist in service delivery to our residents and customers. Allowing employees to spend personal time learning how to use and conduct research on the Internet will ultimately result in improved performance as employees for the City of Maple Plain.

To that end, employees may use the Internet for personal use during non-work time. However, employees may not intentionally access any site that is inappropriate for a public sector employee, or which could cause embarrassment to the organization or the employee. Public sector organizations are held to a high standard of scrutiny and ethical behavior. Some examples of inappropriate sites include adult entertainment, sexually explicit material, Web sites promoting violence or terrorism, illegal use of controlled substances (drugs) and intolerance of other people/races/religions, etc.

City Councilmembers will be provided with a computer for use during their term.

Electronic Communications

Electronic communications can take a variety of forms such as telephone messages, voicemail, facsimile, e-mail, social media, texts, instant messaging, and similar computer-based documents. Data stored in any form using City equipment is considered City data. Such data is available to anyone authorized to see that data. All passwords and security codes shall be kept in the City safe.

Electronic communication is any message or data sent or received electronically. There are two main categories of electronic communication currently being utilized by the City: e-mail and voicemail. E-mail is computer based and involves receiving and delivering some type of computer output (*e.g.*, messages, letters, memos, spreadsheets) via the city network and phone lines. Voicemail is a system whereby sounds, usually voices, are digitally recorded, transmitted, and stored. E-mail and voicemail systems are provided to facilitate City business communication among employees and other business associates.

Proper Use

The e-mail and voicemail systems are City property and are intended for City business. The systems are not be used for employee personal gain, illegal activities, or political activities. All data and other electronic messages within these systems are the property of the City of Maple Plain. Limited and brief personal use of e-mail and voice mail is acceptable.

Privacy

The City's computer and telephone systems are the property of the City of Maple Plain, and employees should have no expectation of privacy of the communications made using these systems. The City Administrator reserves the right to review the contents of employee's e-mail or voicemail files. Also, employees may not intentionally intercept, eavesdrop, record, alter, or receive other persons' e-mail or voicemail messages without proper authorization.

Deleting Messages

Generally, e-mail and voicemail messages are temporary communications, which are non-vital and must be discarded routinely. However, depending on the content of the message, it may be considered a more formal record and must be retained pursuant to the City's adopted record retention schedule.

Junk mail (Spam)

Delete junk mail as soon as possible. If you do not desire mail from any sender you may reply with an e-mail that asks to be deleted from any e-mail list.

Email

All City employees should be cognizant emails sent or received via the City email server, City Web mail, City Web site, or emails sent from private accounts on City business may be considered public data.

Emails Between Elected & Appointed Officials

Elected and appointed City officials should exercise extreme caution when sending or receiving emails to other members of elected or appointed City boards and commissions. Electronic communications between members of these boards, whether representing a quorum or not, could be perceived as a public meeting. The City encourages all communication between elected and appointed officials to be conducted at the appropriate public meetings.

City Council Code of Conduct

Introductory Pledge

The Maple Plain City Council is committed to practicing principles and conducting business in a fair, ethical, and accountable manner to inspire trust in local government. The Code of Conduct is established for all elected officials of the City of Maple Plain. Where applicable, the principles, behavioral guidelines, and legal obligations expressed in this Code of Conduct shall apply to appointed board, commission and staff members.

Councilmembers must conduct themselves by complying with the following principles, and agree to:

- Comply with the law, including
  - Staying within the City Council's authority
  - Following the open meeting, gift, and conflict of interest laws
- Respect City Council roles and responsibilities when working with staff, boards, and commissions
- Keep current their City Calendar of dates they are not available as to aid in the streamlining of scheduling meetings.
- Be consistent in policy and respect process
- Act and conduct public business in a manner that is consistent with the City's adopted values.
- Fulfill the Council's statutory and fiduciary responsibility to act in the best interest of the City's current adopted priorities, and all its residents, both financially and legally by:
  - Keeping the common good as the highest purpose to focus on achieving constructive solutions for the public benefit
  - Not disclosing private or confidential information of the City, or using that information to advance personal interests
  - Protecting the City's interests and avoiding liability by seeking the advice of legal counsel

Compliance and Enforcement

This Code of Conduct expresses the standards of ethical conduct expected of members of the Maple Plain City Council, staff, and commission members, where applicable. Members themselves have the primary responsibility to assure the public that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of government.

Council Members are expected to uphold the highest standards of conduct and hold themselves and each other accountable. The City Administrator serves in an advisory capacity, and the City Attorney is consulted only when legal compliance issues arise.

Complaint Submission

- Complaints regarding suspected violations of the Code of Conduct should be submitted to the City Administrator.

Resolution and Enforcement Process

1. Legal Compliance Matters
   - Complaints involving potential violations of law will be referred to the City Attorney for review and guidance.

2. Non-Legal Code of Conduct Concerns
   - Complaints that do not rise to a legal violation but may conflict with the Code of Conduct will be reviewed by the City Administrator.
   - The City Administrator will provide a professional opinion and summary of findings, which will be presented to the City Council at a workshop for discussion.
   - The Council may determine whether further action is warranted based on the Administrator's findings and Council deliberation.

Determination of Violation

- Only the City Council, through workshop discussion and consensus, may determine whether a violation of the Code of Conduct has occurred, except in matters of legal compliance.

Council Actions Upon Violation

In the event of a violation of the Code of Conduct, the City Council may take action consistent with its adopted rules of procedure and applicable law, including but not limited to public censure or removal from appointed positions.

Additional Compliance Requirements

All elected and appointed officials of the City are also subject to and must comply with the City's:

- Sexual Harassment Policy
- Respectful Workplace Policy

Compliance with the Law

Members must comply with applicable federal laws, state laws, and city ordinances in the performance of their public duties.

Authority

Maple Plain is a statutory A City, powers are granted to the Council as a whole, and not to individual members.

Open Meeting Law

Public deliberations and processes must be conducted openly and transparently. The Minnesota Open Meeting Law (Minnesota Statutes Chapter 13D) requires that meetings of governmental bodies be open to the public to:

Prohibit actions being taken at a non-public meetings where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences assure the public's right to be informed and observe public meetings

The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion an agreement on an issue of public business may violate the Open Meeting Law. Serial meetings shall be avoided.

Gifts to the City: City Councilmembers at City Council meetings can recommend acceptance of gifts and donations to the City. All gifts and donations to the City must be accepted by Council resolution.

Logo

Members shall not use the City's name or logo for purpose of endorsing any political candidate or business.

Conflict of Interest

A conflict of interest occurs when any councilmember who has a "financial interest" in, or who may receive a financial benefit as a result of, any action, or if there is potential for the appearance of conflict of interest, takes part in the official decision on the action. Questions about a potential conflict of interest should be discussed with the City Administrator.

Contractual Conflict of Interest: Minnesota Statute Section 471.87 (with certain exceptions): A public officer who is authorized to take part in any manner in making any sale, lease, or contract in an official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

Non-Contractual Conflict of Interest: Non-contractual matters may include such things as Council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested councilmember or board or commission member most likely should abstain from participating in the Council discussion and from voting on these issues.

Members who have an actual or potential conflict of interest must:

- Disclose the conflict of interest to the group, and
- Abstain from the official discussion, debate, and vote

This is only a general summary of these laws and obligations that apply to elected and appointed officials. Specific situations or questions should be referred to the City Administrator or City Attorney.

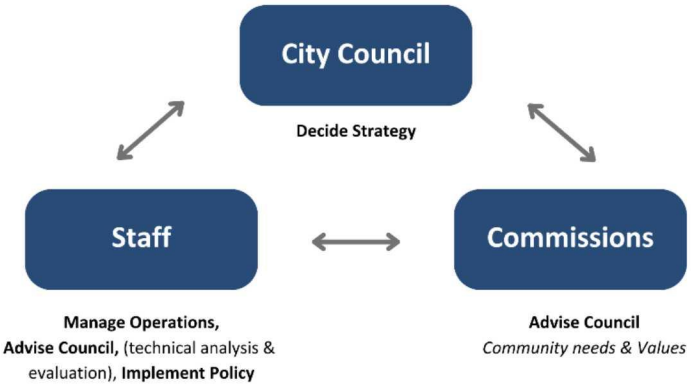
Roles of Council, Staff, and Commissions

Councilmembers, staff, and board and commission members are all part of a team committed to serving the residents of Maple Plain both today and in the future. To be effective, members must come to meetings with an open mind, think strategically about City issues, and delegate details of

implementation to staff. Councilmembers must strive to maintain a culture of trust, respect, and candor as a Council and when working with staff and boards/commissions.

In order to facilitate smooth and efficient meetings, the City Council shall follow Robert's Rules of Order to govern the conduct of its meetings. Additionally, all members shall abide by the guidelines set forth in the Open Meeting Law, ensuring transparency, accountability, and public access to meetings and decisions.
(Open Meeting Law Refer to Appendix A)
(Robert's Rules of Order Refer to Appendix B)

Examples of decisions and actions for each role include the following:



City Council:

- Make policy-level decisions. Hire and Terminate Staff, Supervise the City Administrator.
- Approve:
  - Budget and work-related plan
  - Ordinances and policy decisions
  - Variances and rezoning requests
- Appoint representatives to advisory boards and commissions

City Administrator and Staff

- Provide professional and technical advice to the Council
- Manage operations and staff
- Propose budget and policies
- Carry out Council decisions
- Deliver services
- Equitably enforce codes and policies

Advisory Boards and Commissions

- Provide a community perspective
- Propose work plan items
- Advise the Council
- Hold hearings as directed by the Council
- Assist as directed in the work plan with engagement efforts

To act in accordance with the City's adopted values and in a manner that is productive for the body, the City Council adopts the following principles of respectful behavior that apply to all councilmembers and members of boards and commissions. These guidelines are provided to ensure each member's contributions are valued and through the collective contributions of all, the Council will operate most effectively. These guidelines are ideals and singular or occasional actions that are not consistent do not necessarily constitute a violation of this Code of Conduct, however, repeated and/or intentional violations of one or more of these principles may result in City Council action.

Members shall:

- Treat people with courtesy, politeness, and kindness
- Encourage others to express their opinions and ideas
- Listen to what others have to say
- Use the ideas of others to improve decisions and outcomes
- Recognize and respect differences
- Prepare for the issues at hand (read the packet, ask questions prior to the meeting when you are able)
- Focus on the business of the body
- Consider only legally related information in decisions
- Act as a decision-maker, not an advocate

Members shall not:

- Speak over or cut off another individual's comments
- Insult, disparage, or put down people or their ideas
- Bully other members, staff, or citizens display a pattern of belittling, demeaning, judging, act in a violent manner or patronizing comments
- Violence or the threat of violence will not be tolerated
- Grandstand – offering their political beliefs or world views unrelated to the matter at hand during discussions
- Have distractions, such as cell phone use during meetings.

<u>Working with Staff:</u>

City Council shall:

- Hire, fire, and supervise the City Administrator.
- Set the strategic direction for the City
- Consider and approve budget and related work plan, and monitor performance relative to those items
- Consider and approve policy decisions
- Consider and approve development proposals
- Consider and approve variances and rezoning requests
- Appoint citizens to citizen advisory boards and commissions
- Approve and amend work plans

City Council shall not:

- Individually direct the activities of staff.
- Individually direct the activities of boards, commissions or other resident groups
- Individually approve policies, projects etc.
- Individually commit City resources or staff to specific causes
- Individually enforce policies, City Code, etc.
- Individually speak or prepare official correspondence on behalf of the City unless authorized by the City Administrator or City Council.

Councilmembers must use the following guidelines working with City staff:

- Respect staff as valued resources and members of our team
- Support the maintenance of a positive and constructive workplace environment for City employees where individual councilmembers, City staff, and the public are free to express their ideas and work to their full potential
- Provide direction to the City Administrator as a body and not direct the work of individual staff members
- Encourage staff to focus on the big picture in reports
- When possible, notify the City Administrator in advance of a Council meeting of questions or requests to pull items from the consent agenda so the appropriate staff can compile the information needed
- Agree that the information they ask of the City Administrator will be shared equally with all councilmembers
- Copy the City Administrator on all communications with staff, including questions

Working with Boards and Commissions

Maple Plain's boards and commissions are established by the City Council and serve as advisors to the Council. Specific board and commission roles are to:

- Investigate matters within the scope of the board or commission or as specifically directed by the Council
- Advise the Council by communicating the viewpoint or advice of the commission
- At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, based on such hearings, evidence, and investigations, make decisions and recommendations to the Council

City Councilmembers shall use the following guidelines working with boards and commissions:

- View boards and commissions as vitally important resources to support team decision-making
- Communicate effectively with boards and commissions to ensure they have the tools to successfully conduct their work
- Give clear direction as a body and take adequate time to review the result of their deliberations
- Because of the value of the independent advice of boards, commissions, and task forces to the public decision-making process, members of the Council must refrain from using their position to influence the deliberations or outcomes of boards, commissions, and task force proceedings
- Councilmembers will attend board, commission, committee, working group, or task force meetings when appointed by the Council as a City Council Liaison. When councilmembers attend a meeting:
    - They are primarily there to listen, observe, and communicate relevant information between the Council and the board or commission.
    - They should strive for good communication by reporting to the full Council at the following regular City Council meeting.

Working with the Community

Residents. City staff are the first call for help for its residents. Councilmembers should refer residents who have concerns to the City Administrator. If a resident has contacted the City Administrator but is still not satisfied, the councilmember should discuss it with the City Administrator. If a resident receives conflicting information from different councilmembers or staff, that complicates the situation for the resident and could increase liability for the City.

Business or other interests:
The purpose of a City Council meeting is to review the information needed to make decisions and vote on matters presented. It is not feasible to conduct all business in a public meeting. Particularly around development projects, business interests might ask a councilmember or commission member to meet outside of a formal meeting to facilitate idea generation about proposals.
The City Council's overarching principles for working with the community, applicable to councilmembers and board and commission members, include:

- Never grant special consideration, treatment, or advantage.
- Respect the sensitivity of personal information.
- Honor established rules regarding public testimony and communicate the rules.
- Make ourselves available to all parties on an equal basis and not advocate for a certain point of view.
- Be cautious about how we participate in meetings or events and not prejudge the issue before the Council has had a chance to deliberate.

These principles help ensure fairness, transparency, and integrity in the council's interactions with the community.

Meeting requests by residents and businesses

1. AFTER DECISION: If a councilmember is invited to a meeting about an issue the Council has decided upon, that member may explain how the Council arrived at that decision
2. DURING DISCUSSION: If a councilmember is invited to a meeting about an issue that will be before the Council in the future, the councilmember must uphold the above principles for working with the community, and:
    a. Must not make a decision about an issue to come before the City Council until the process allows.
    b. Must be sensitive to the fact that the councilmember is not hearing everyone and give equal consideration to all feedback regardless of the way it was received.
3. DURING SPECIFIED ENGAGEMENT PROCESS: If a councilmember meets with a resident during a planned engagement process, they must notify the resident that they are there to listen and encourage them to participate through the established process to engage. The councilmember should ensure that staff receives any feedback provided by residents.

Intergovernmental Relations

Members must represent positions approved by the City Council to the best of their ability when working with:

- Legislative bodies
- Federal or state agencies
- Other local governments, such as school boards or counties

If an individual councilmember's opinion differs from the City position or a matter agreed upon by the full Council, members must explicitly state that their opinion does not represent that of the City Council or the City of Maple Plain, nor should they make any inference to the contrary.

Social Media Use

The term "social media" refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Some examples include, but are not limited to, internet-based platforms, such as Facebook, Instagram, X, and YouTube.

Purpose

This policy establishes guidelines for elected officials' use of social media to ensure transparency, protect constitutional rights, and minimize legal risks associated with online communication.

I. Scope

This policy applies to all elected officials of the City of Maple Plain who use social media in any capacity related to their official role.

II. Definitions

Official Page: A social media account used to communicate city-related information or conduct city business.
Personal Page: A social media account used for private, non-governmental purposes.
Campaign Page: A social media account used exclusively for election-related activities.

III. Page Management Guidelines

A. Personal Pages

1. Clearly identify as personal and not used for city business.
2. Refer city-related inquiries to official channels.
3. Avoid discussing city business to prevent liability.

B. Campaign Pages

1. Include disclaimers that the page is for campaign purposes only.
2. Do not use city resources or staff for campaign content.
3. Refer constituents to official pages for city business.

C. Official Pages

1. Use only for city-related communication.
2. Clearly state the purpose of the page.
3. Avoid deleting or blocking comments unless legally justified.
4. Refer operational matters to city staff.

IV. First Amendment Compliance

Elected officials must respect free speech rights on official pages. The following content may be removed:

1. Obscenity or pornography
2. True threats or incitement to violence
3. Defamation (false statements of fact)
4. Personal information posted without consent
5. Commercial spam
6. Statutorily confidential information
7. Viewpoint discrimination is strictly prohibited. Comments cannot be removed or users blocked based on disagreement with city policies or officials.

V. Blocking and Comment Moderation

Blocking users should be a last resort and narrowly tailored.
Document all moderation actions and efforts to mitigate issues.
Periodically review blocked users for potential reinstatement.
Avoid blanket statements like “inappropriate comments will be removed,” which may be unconstitutional.

VI. Determining State Action

Officials are considered to be acting in an official capacity when:

1. They have actual authority to speak on behalf of the city (via ordinance, policy, or custom).
2. They purport to use that authority in their posts (e.g., making announcements not available elsewhere).

Posts that merely share public information without invoking authority are more likely personal.

VII. Best Practices

1. Keep personal, campaign, and official pages separate.
2. Know your authority and act within it.
3. Use social media to inform and engage, not to criticize staff or other officials.
4. Maintain civility and professionalism in all interactions.

VIII. Training and Enforcement

Elected officials will receive training on this policy upon assuming office and periodically thereafter.