



CITY COUNCIL REGULAR AGENDA
MONDAY, NOVEMBER 17, 2025
CITY HALL at 7:00 PM

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADDITIONS OR CORRECTIONS TO AGENDA**
- 5. DISCUSSION FROM THE FLOOR**
- 6. CONSENT AGENDA**
 - [A.](#) Approval of Minutes - November 3, 2025 City Council Work Session
 - [B.](#) Approval of Minutes - November 3, 2025 City Council Meeting Minutes
 - [C.](#) Approval of October Claims List - General Disbursement #25-19 - \$970,963.89
 - [D.](#) Revenue and Expense Report - October 2025
 - [E.](#) Statement of Fund Balance - October 2025
 - [F.](#) Approval of Exempt Gambling Permit - Hmong 18 Council
 - [G.](#) Approval of ROW Application - Xcel Energy - Multiple Locations
 - [H.](#) Approval of First Amendment to Lease Agreement - Mazaj 369
 - [I.](#) Accept Letter of Retirement from Investigator Tony Bennek
 - [J.](#) Contractor's License
 - [K.](#) Business Licenses
- 7. DEPARTMENT REPORTS**
 - [A.](#) Police Report
 - [B.](#) Parks and Recreation Report
- 8. PUBLIC HEARING**
 - [A.](#) Public Hearing to Consider Certification of Delinquent Accounts to Property Taxes
 1. Resolution 2025-39, Certifying Uncollected Administrative Citations
- 9. ORDINANCES AND/OR RESOLUTIONS**
 - [A.](#) Resolution 2025-40, Certifying Unpaid Utility Accounts to the County Auditor for Collection with Property Taxes
- 10. NEW BUSINESS**
 - [A.](#) Approval of Amendments to the City of Spring Lake Park Personnel Policy

SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARINGS
AND DISCUSSION FROM THE FLOOR

Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the Deputy City Clerk at 1301 81st Avenue NE, Spring Lake Park, MN 55432. Ph.763-784-6491 at least 48 hours in advance.

One or more City Councilmembers may participate in this meeting remotely using interactive technology, in compliance with the Minnesota Open Meeting Law.

11. REPORTS

- A. Attorney's Report
- B. Engineer's Report
- C. Administrator's Report

12. OTHER

- A. Closed Session to Develop or Consider Offers and Counteroffers Related to the Potential Lease of City-owned Property Located at 8466 Central Avenue NE
- B. Closed Session to Discuss Labor Negotiation Strategy Pursuant to M.S. §13D.03
- C. Closed Session To Discuss Open National PFAS Litigation, Pursuant to MN Stat. 13D.05 subd 3b - Attorney-Client Privilege

13. ADJOURN

RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS

DISCUSSION FROM THE FLOOR

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

PUBLIC HEARINGS

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes.

In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.

- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Worksession was held on November 3, 2025 at the City Hall, 1301 81st Ave NE, Spring Lake Park, at 5:30 PM.

1. CALL TO ORDER

MEMBERS PRESENT

Councilmember Ken Wendling
Councilmember Barbara Goodboe-Bisschoff
Councilmember Lisa Dircks
Councilmember April Moran

MEMBERS ABSENT

Mayor Bob Nelson

STAFF PRESENT

Police Chief Josh Antoine, Public Works Director George Linngren, City Engineer Phil Gravel,
Administrator Daniel Buchholtz

2. DISCUSSION ITEMS

A. Police Department Staffing Proposal Update

Administrator Buchholtz and Chief Antoine presented an update on the Police Department request to establish an Administrative Captain position beginning mid-year 2026. Administrator Buchholtz stated that the creation of the Administrative Captain position would be phased-in over two fiscal years, with approximately \$100,443 utilized from the Public Safety Aid account in 2026, and approximately \$86,720 used to offset 2027 costs. Administrator Buchholtz noted that there would also be position adjustments made to help offset the cost of the position.

Chief Antoine reiterated the supervisory need and liability reduction goals, noting sergeants are spending a substantial amount of time on administrative work. He stated that the department will seek to hire a patrol officer in January 2026 so field training can be completed before the Captain promotion, and subsequent Sergeant promotion, take place. He stated that the department will move to nine-hour shifts (five days on, three days off), to allow for a minimum of two police officers on the street between the hours of 9:00 a.m. and 3:00 a.m. daily.

Chief Antoine stated that each Records Technician position would be reduced from 40 hours to 32 hours per week, and that minor adjustments to office window hours may be made as a result. He further noted that when a retirement occurs, the Police Department does not intend to fill the second Records Technician position.

CONSENSUS of the City Council was to direct staff to begin recruitment for a 13th police officer, with the understanding that the Administrative Captain position would be established and filled in July 2026.

Administrator Buchholtz stated that the proposal would be incorporated into the presentation for the 2026 Truth-in-Taxation hearing and included in the final 2026 budget recommendation.

B. 2026 Public Utilities Budget

Administrator Buchholtz presented the proposed 2026 Public Utilities Budget, which includes the operating funds for the City's water, sewer, and stormwater utilities. He stated that the budget is designed to maintain the quality of services while addressing operational and maintenance needs across the utility infrastructure. He reported that total revenues in the Public Utilities Fund are projected to increase by approximately 5.04 percent, primarily due to proposed rate adjustments and higher interest earnings resulting from increased interest rates on the City's cash reserves. He noted that expenditures are also projected to rise by 5.04 percent, largely due to wage and benefit increases, as well as higher costs for system repairs and maintenance. Buchholtz said that Metropolitan Council Environmental Services charges declined slightly, which helped contain overall expense growth.

Administrator Buchholtz stated that a major line item in the budget is the continued contribution to the City's Public Utilities Renewal and Replacement Fund, with over \$250,000 being set aside for future capital improvements to strengthen the long-term fiscal stability of the City's utility enterprise.

Administrator Buchholtz reported that the state's water test fee will increase from \$2.23 to \$3.81 per quarter per connection due to a rate adjustment approved by the Minnesota Legislature, and that the City will pass this increase through to customers.

Administrator Buchholtz provided an overview of the Stormwater Utility budget. He said revenues and expenditures are both budgeted to increase by approximately 48 percent. This reflects rate increases needed to support the stormwater system and help rebuild fund balance following unplanned 2025 expenses, including full-system televising and MS4 permit compliance costs resulting from a recent MPCA audit.

Administrator Buchholtz reviewed the proposed 2026 utility rates. He stated that the proposed rate increases, with the exception of the storm water utility fee, are consistent with the 2023 Utility Rate Study completed by Northland Securities. He noted that after years of stable water, sanitary sewer and stormwater rates, the Utility Rate Study recommended that the City adjust rates to keep up with rising costs of operation, state and federal requirements and the necessary reinvestment into the City's utility infrastructure.

WATER CONSERVATION RATES - ALL PROPERTIES

The City of Spring Lake Park owns and operates water supply, treatment, distribution, and storage facilities that serve the city. Water rates are used for repair and maintenance of the city's municipal water system infrastructure.

Water Service Fee	\$20.42 per quarter, per water connection
MN Test Fee	\$3.81 per quarter, per water connection
Tier 1:	\$2.31 per 1,000 gallons, 0-9,000 gallons per quarter
Tier 2:	\$2.60 per 1,000 gallons, 9,001-18,000 gallons per quarter
Tier 3:	\$4.00 per 1,000 gallons, 18,001 to 27,000 gallons per quarter
Tier 4:	\$4.45 per 1,000 gallons, 27,001 to 36,000 gallons per quarter
Tier 5:	\$4.83 per 1,000 gallons, 36,001 to 45,000 gallons per quarter
Tier 6:	\$5.24 per 1,000 gallons, 45,001+ gallons per quarter

SEWER RATES - ALL PROPERTIES

Metropolitan Council Environmental Services (MCES), a division of the Metropolitan Council, owns and operates the facilities that process wastewater for the metropolitan area. MCES charges a fee to each city for wastewater treatment based on its share of wastewater treated by MCES. Sewer rates reflect this fee as well as funds required for the repair and maintenance of the City's municipal sanitary sewer infrastructure.

Single Family, Duplex, Townhouse & Similar Residential	\$89.91 /unit per quarter
Apartment, Mobile Home, Institutional, Commercial, & Industrial	\$89.91 per quarter per unit for 18,000 gallons and \$5.62 per 1,000 gallons for all usage over 18,000 gallons

OTHER UTILITY BILL CHARGES

Storm Water Utility Fee	\$9.99 per quarter per residential equivalency factor (REF)
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Buchholtz stated that even with the proposed rate adjustments, Spring Lake Park's water, sewer, and stormwater rates remain among the lowest in the North Metro.

Council members expressed support for the budget, noting the importance of maintaining the City's infrastructure and continuing a proactive approach to long-term system reinvestment. The consensus of the City Council was to proceed with the proposed 2026 Public Utilities Budget and to incorporate the updated rates and assumptions into the final 2026 budget.

C. Review of Proposed 2026-2030 Capital Improvement Plan

Administrator Buchholtz presented the draft 2026–2030 Capital Improvement Plan (CIP), explaining that the City updates its five-year plan annually to serve as a roadmap for future investments in infrastructure, facilities, and equipment. He emphasized that the CIP is a planning document rather than a spending authorization, with individual projects brought forward for Council approval through the annual budget process or separate Council action when needed. He said the proposed plan identifies approximately \$7.86 million in capital improvements across all departments and continues the City's focus on maintaining core infrastructure, facility upkeep, and equipment replacement.

He reported that major investments include ongoing street and utility improvements, painting of both City water towers, and renewal of wells, mains, and meters to ensure system reliability. He said the plan also includes key equipment replacements in Public Works, such as a dump truck and sidewalk maintenance unit, to improve operational efficiency. In Parks and Recreation, he noted proposed projects such as reconstruction of the Terrace Park building, rink and lighting upgrades, and future playground replacements at Sanburnol and Westwood Parks. He said Police Department items include fleet and radio replacements, and that

administrative investments focus on technology and copier replacements to maintain secure and efficient operations

Administrator Buchholtz discussed stormwater priorities, highlighting the Terrace and 7th Avenue drainage project and coordination with the watershed district to address localized flooding. He noted that the City has applied for approximately \$900,000 in federal Community Project Funding to implement the Local Surface Water Management Plan, which would support projects such as infiltration swales and stormwater conveyance improvements.

Councilmembers expressed support for the overall direction of the CIP and the emphasis on reinvestment in infrastructure and facilities. Councilmembers discussed potential grant opportunities to fund portions of the CIP. Councilmember Goodboe-Bisschoff inquired about the inclusion of a new mobility van for the Parks and Recreation Department. Administrator Buchholtz explained that the van would transport small program groups more efficiently and reduce rising coach-bus rental costs. He said the proposed vehicle would be accessible for individuals with mobility limitations and operated by staff holding CDL licenses.

CONSENSUS of the City Council was to proceed with the draft 2026–2030 Capital Improvement Plan as presented and to bring a final version forward for approval with the 2026 budget.

3. REPORT

A. Council and Staff Reports - None

4. ADJOURN

The meeting was adjourned at 6:27pm.

Kenneth Wendling, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council Regular was held on November 3, 2025 at the City Hall, at 7:00 PM.

1. CALL TO ORDER

Acting Mayor Wendling called the meeting to order at 7:00 PM.

2. ROLL CALL

MEMBERS PRESENT

Councilmember Barbara Goodboe-Bisschoff

Councilmember Lisa Dircks

Councilmember April Moran

Acting Mayor Kenneth Wendling

MEMBERS ABSENT

Mayor Robert Nelson

STAFF PRESENT

Police Chief Josh Antoine, Public Works Director George Linngren, Building Official Jeff Baker, City Administrator Daniel Buchholtz

VISITORS

Joshua Ammann

624 Manor Drive NE

Spring Lake Park

3. PLEDGE OF ALLEGIANCE

4. ADDITIONS OR CORRECTIONS TO AGENDA - None

5. DISCUSSION FROM THE FLOOR – None

Acting Mayor Wendling reminded those in attendance, as well as viewers watching from home, that Tuesday, November 4, 2025 is Election Day and that Spring Lake Park voters vote at the Grace Evangelical Free Church, 755 73rd Avenue NE, Fridley.

6. CONSENT AGENDA

- A. Approval of Minutes – October 20, 2025 City Council Meeting Minutes
- B. Active Shooter Policy
- C. Approval of ROW – CenterPoint Energy – 7735 Lakeview Lane NE
- D. Contractor's Licenses
- E. Sign Permits

Motion made by Councilmember Goodboe-Bisschoff to Approve the Consent Agenda.

Voting Aye: Councilmember Goodboe-Bisschoff, Councilmember Dircks, Councilmember Moran, Acting Mayor Wendling. Motion carried.

7. DEPARTMENT REPORTS

A. Public Works Report

Public Works Director Linngren reviewed the activities for the month of October. He stated that the Public Works Department is street patching and sweeping, while preparing for winter. He stated that the Public Works crew is trimming the trees and they have winterized the irrigation systems for all city properties.

B. Code Enforcement Report

Building Official Baker gave an overview of the Code Enforcement Department activities for the month of October. He stated that there are currently 43 properties still needing rental inspections.

Building Official Baker gave an update on ongoing construction projects.

8. ORDINANCES AND/OR RESOLUTIONS

A. Resolution 2025-38, Ordering Preparation on Improvement for the 2026 Street Improvement Project

Administrator Buchholtz presented a request for authorization to begin preparation of a feasibility report for a proposed 2026 Street Improvement Project. He said the project would primarily involve mill and overlay work in the northeast area of the city, including Plaza Boulevard, Theorin Terrace, Center Drive, and Sunset Drive. He stated that Westwood Road and 83rd Avenue were evaluated but are currently in good condition and not included in the proposed scope.

Administrator Buchholtz said the feasibility study will also evaluate the Highway 10 service road to determine its condition and potential inclusion. He noted that the preliminary cost estimates for the project range from \$441,480 to \$521,900. He stated that most of the affected areas are commercial, and those segments would be 100% assessed. He said that in the areas with frontage on one side (e.g., Plaza Boulevard and the County Road Service Drive), costs would be shared between the City and benefiting properties.

Administrator Buchholtz said the feasibility report will help determine which streets require full improvements and which may be suitable for seal coating in 2026. He noted that the report is expected to be finished in December 2025, followed by a public improvement hearing and potential construction beginning in June 2026.

Motion made by Councilmember Goodboe-Bisschoff to approve Resolution 2025-38, Ordering Preparation on Improvement for the 2026 Street Improvement Project.

Voting Aye: Councilmember Goodboe-Bisschoff, Councilmember Dircks, Councilmember Moran, Acting Mayor Wendling. Motion carried.

9. NEW BUSINESS

A. Request for Approval to Transition to a .gov Email Domain

Administrator Buchholtz provided an update on the state mandate from the 2023 legislative session requiring all government offices involved in election-related activities to use a .gov email domain. He said to comply, the City will transition to a new domain: springlakeparkmn.gov. He stated that the current domain (slpmn.org) will remain active and be redirected to the new domain for a period of time to allow for a smooth transition.

Administrator Buchholtz stated that the change is expected to improve efficiency and ensure compliance. He stated that the transition will cost approximately \$13,260.00, which the City must cover, as the mandate is unfunded. Existing business cards and materials will continue to be used until supplies run out, after which new materials will reflect the updated domain.

Motion made by Acting Mayor Wendling to approve the Transition to a .gov Domain.

Voting Aye: Councilmember Goodboe-Bisschoff, Councilmember Dircks, Councilmember Moran, Acting Mayor Wendling. Motion carried.

B. Approval of Revised Job Description and Authorization to Begin Recruitment for Housing/Code Enforcement Inspector

Building Official Baker provided an update regarding the resignation of Fire Inspector Nick Anderson, effective October 31. Mr. Anderson accepted a new position with the City of Golden Valley. Mr. Baker thanked him for his valuable service in housing fire inspections and code enforcement.

Building Official Baker said that following Mr. Anderson's departure, staff reviewed the position and operational needs in coordination with the Spring Lake Park–Blaine–Mounds View (SBM) Fire Department. He stated that as a result, fire inspection responsibilities will be transferred to the Fire Department. He said that the City will continue to handle permits and inspections for new businesses, the Fire Department will assist with inspections of commercial buildings, particularly common areas, riser rooms, and other accessible spaces—primarily during evenings and weekends. He said the Fire Department will not conduct inspections inside individual apartment units or handle rental inspections.

Building Official Baker said the existing Fire Inspector position will be reclassified and retitled to Housing/Code Enforcement Inspector, focusing on property maintenance, rental licensing, housing, and nuisance abatement. He stated that the position will remain under the supervision of the Building Official. He pointed out that the reclassification includes a salary grade adjustment from Grade 10 to Grade 9 (\$33.14–\$40.72/hour), resulting in ongoing cost savings for the City.

Building Official Baker stated that staff recommends approval of the revised job description and requested authorization to begin the recruitment process to fill the vacancy.

Motion made by Acting Mayor Wendling to approve the revised job description and authorize the recruitment for the Housing/Code Enforcement Inspector position.

Voting Aye: Councilmember Goodboe-Bisschoff, Councilmember Dircks, Councilmember Moran, Acting Mayor Wendling. Motion carried.

C. Approve Proposal from DDA Human Resources to Update the City's Pay Plan

Administrator Buchholtz provided an update on the City's compensation structure. He reminded the City that in 2021 they contracted with Baker Tilly to conduct a comprehensive classification and compensation study, which evaluated 19 positions for internal equity and market competitiveness.

Administrator Buchholtz said to ensure continued compliance with Minnesota's pay equity law and maintain market competitiveness, staff recommended contracting with DDA Human Resources, a division of David Drown Associates. He stated that staff recommended Model 3 with a \$1,000 contingency to allow for evaluation of three job descriptions: Public Works Mechanic, Housing/Code Enforcement Inspector, and Administrative Captain.

Administrator Buchholtz said that if the City has a positive experience with DDA, staff would recommend entering into their annual maintenance program to keep the pay plan current and avoid major future adjustments. He said that the proposal was reviewed and recommended for approval by the Non-Bargained Personnel Committee, consisting of Acting Mayor Wendling and Councilmember Dircks.

Administrator Buchholtz provided additional background on the City's compensation plan update. He noted that the City previously conducted a full classification and compensation study through a competitive RFP process, with Baker Tilly selected as the consultant. He said at that time the study included a comprehensive rewrite of job descriptions, which had not been updated in over 20 years. He said that job descriptions have remained current, reducing the scope and cost of the current update.

Administrator Buchholtz noted that due to rapid market changes—particularly in the last five years—and increasing complexity related to Minnesota's pay equity law, an updated analysis is necessary. He said Public safety staffing shortages and recent market rate

adjustments for patrol and sergeant positions have created salary compression issues, especially affecting the Police Chief. Similar concerns exist in Public Works and among non-bargained positions in Administration and Parks & Recreation.

Administrator Buchholtz stated that staff recommends contracting with DDA Human Resources, citing their experience with the SAFE System used in the City's original pay equity compliance. He said this allows the City to maintain consistency in methodology without transitioning to a new compliance framework.

Motion made by Councilmember Dircks to approve the proposal from DDA Human Resources to update the City's Pay Plan.

Voting Aye: Councilmember Goodboe-Bisschoff, Councilmember Dircks, Councilmember Moran, Acting Mayor Wendling. Motion carried.

10. REPORTS

A. Attorney's Report - None

B. Engineer's Report

Report accepted as presented.

C. Administrator's Report - None

11. OTHER - None

12. ADJOURN

Motion made by Acting Mayor Wendling to adjourn.

Voting Aye: Councilmember Goodboe-Bisschoff, Councilmember Dircks, Councilmember Moran, Acting Mayor Wendling. Motion carried.

The meeting was adjourned at 7:27 PM.

Kenneth Wendling, Acting Mayor

Attest:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: October 2025

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Claim Res. #25-19

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
78138	ANOKA COUNTY PROPERTY RECORDS	2ND HALF PROP TAX 8478 CENTRAL AVE NE	\$	5,740.34
78139	ANTHONY BENNEK	UNIFORM ALLOWANCE-KOHL'S REIMB	\$	50.00
78140	BUSINESS ESSENTIALS	JANITORIAL SUPPLIES	\$	361.38
78141	CENTRAL RENTAL CO	CEMENT BUGGY RENTAL	\$	248.60
78142	CENTRAL TURF & IRRIGATION SUPPLY	PARTS	\$	1,245.17
78143	CINTAS	SHOP TOWELS / FLOOR MATS	\$	380.39
78144	CITY OF ARDEN HILLS	DASH SPORTS SAMPLER / YOUTH TENNIS	\$	588.02
78145	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$	275.00
78146	COMPUTER INTERGRATION TECHNOLOGIES	SCHEDULED MAINTENANCE	\$	714.10
78147	DEANNA MILLER	SUMMER KNITTING & CROCHETING	\$	150.00
78148	EARL F. ANDERSEN A DIVISION OF SAFETY SIGN	PARTS	\$	980.95
78149	EMERGENCY AUTOMOTIVE TECHNOLOGIES	SQUAD SETUP	\$	8,689.86
78150	FASTENAL COMPANY	PARTS	\$	50.41
78151	FERGUSON WATERWORKS #2518	PARTS	\$	802.20
78152	FLEETPRIDE	PARTS	\$	45.31
78153	FRIENDLY CHEVROLET GEO. INC.	PARTS	\$	1,129.72
78154	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	60.00
78155	INNOVATIVE OFFICE SOLUTIONS LLC	COLOR PAPER	\$	162.60
78156	JOEY D'S TREE SERVICE	CUT DOWN & HAUL DEAD TREES	\$	10,900.00
78157	JOSH ANTOINE	CELL PHONE REIMBURSEMENT	\$	50.00
78158	KO XIONG & RHEYA YANG	UTILITY ACCOUNT REFUND	\$	54.86
78159	KORTERRA	LOCATES	\$	3,212.00
78160	LISA MURPHY	UNIFORM ALLOWANCE-TJ MAXX REIMB	\$	67.98
78161	MANSFIELD SERVICE PARTNERS SOUTH, LLC	UNLEADED FUEL	\$	2,527.01
78162	MCCLELLAN SALES INC	GLOVES FOR JETTER	\$	181.56
78163	MENARDS - BLAINE	PARTS	\$	650.00
78164	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$	11.58
78165	MICHAEL LEDMAN	SEPTEMBER EVENING YOGA	\$	216.00
78166	NAPA AUTO PARTS	PARTS	\$	661.92
78167	NORTH VALLEY INC	WATERMAIN BREAK PATCHING	\$	5,666.12
78168	NORTH VALLEY INC	SANBURNOL, ELM, 83RD PROJ. PMNT NO.7	\$	29,128.36
78169	ON SITE SANITATION INC	STD CONSTRUCTION RESTROOMS	\$	216.00
78170	PARK CONSTRUCTION	TRANGLE PARK PICKLEBALL / BBALL COURTS	\$	98,316.47
78171	PRAIRIE RESTORATIONS, INC.	TRANGLE PARK RESTORATION SERVICES	\$	1,275.00
78172	RANGE SYSTEMS, INC.	RANGE UPDATES	\$	78,709.00
78173	RICOH USA INC	PRINTER INK	\$	53.84
78174	SCENIC SIGN CORP	YAGI ANTENNA SETUP	\$	1,440.00
78175	SUN SHOWER IRRIGATION	TRANGLE PARK UNDERGROUND IRRIGATION	\$	12,403.00
78176	SUPERIOR AUTOMOTIVE	HOIST INSPECTION	\$	360.00
78177	THE HOME DEPOT CREDIT SERVICES	CC PMNT	\$	478.75
78178	USS MINNESOTA ONE MT LLC	SOLAR	\$	389.11
78179	VISU-SEWER INC	DEWATERING, CONE RESTORE, INSTALL LINE	\$	82,375.00
78180	XCEL ENERGY	MONTHLY UTILITIES	\$	124.89
78181	ALLIED BLACKTOP	2025 SEAL COAT & CRACK PROJ PMNT NO. 3	\$	18,697.90
78182	AMAZON CAPITAL SERVICES	OPERATING/ OFFICE/ RANGE SUPPLIES	\$	682.76
78183	AME RED-E-MIX, LLC	CONCRETE	\$	2,730.00
78184	ANNE SCANLON	TRIP EXPENSE - QDOBA / FERGIES REIMB	\$	23.07
78185	AXON ENTERPRISE, INC	DATA SERVICES	\$	502.53

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: October 2025
Page: 2
Claim Res. #25-19

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78186	CADY BUSINESS TECHNOLOGIES	PHONE SYSTEM	\$ 883.19
78187	CARSON, CLELLAND & SCHREDER	ATTORNEY SERVICES	\$ 9,374.50
78188	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$ 195.45
78189	CINTAS	SHOP TOWELS / FLOOR MATS	\$ 37.84
78190	FASTENAL COMPANY	PARTS	\$ 41.47
78191	GOPHER STATE ONE-CALL INC	LOCATES	\$ 86.40
78192	JEFF SANDINO	ASIAN FAVORITES COOKING CLASS	\$ 520.00
78193	JSB SURVEILLANCE	50% DEP-TERRACE PARK CAMERAS	\$ 6,631.00
78194	KELSEY SMITH	UNIFORM ALLOWANC-STREICHER'S REIMB	\$ 170.00
78195	LEAGUE OF MN CITIES INS TRUST	CLAIM NOS. 00517855 / 00519830	\$ 706.85
78196	LISA JOHNSON	GIRLFRIENDS GETAWAY REFUND	\$ 100.00
78197	LORRAINE RYAN	GIRLFRIENDS GETAWAY REFUND	\$ 100.00
78198	MANSFIELD SERVICE PARTNERS SOUTH, LLC	UNLEADED FUEL	\$ 1,445.31
78199	MARIE RIDGEWAY LISS, LLC	SLP POWER PROGRAM	\$ 670.00
78200	MCFOA REGION IV	W. BROWN - NOV. 18 MEETING	\$ 40.00
78201	METRO-INET	DATA SERVICES	\$ 187.00
78202	METROPOLITAN COUNCIL	WASTE WATER SERVICES DEF REV	\$ 54,744.68
78203	NAC MECHANICAL & ELECTRICAL SERVICES	ANNUAL AGREEMENT NO. NOP0325	\$ 2,532.50
78204	NORTHLAND TRUST SERVICES, INC.	GEN OB IMPROVMNT REF BOND 2021A	\$ 277,750.00
78205	NYKANEN INSPECTIONS, LLC	SEPTEMBER ELECTRICAL INSPECTIONS	\$ 611.20
78206	NYSTROM PUBLISHING CO	OCT - DEC NEWSLETTER	\$ 3,610.42
78207	PLUNKETT'S INC	PEST CONTROL	\$ 198.60
78208	RECYCLE TECHNOLOGIES	09/13 RECYCLING EVENT	\$ 2,267.15
78209	RIVARD COMPANIES	REC-STEP CERT. PLAYGROUND	\$ 939.30
78210	STANTEC	PROJ NO. 227707092	\$ 23,448.02
78211	SUN SHOWER IRRIGATION	PLUMBING PARTS NOT INCL. IN INSTALL	\$ 1,577.00
78212	SYMBOL ARTS	BADGES	\$ 396.50
78213	WILLIE MCCRAY	SOFTBALL UMPIRE	\$ 1,210.00
78214	ZIEGLER INC	FLOATING EDGE WASHERS / SPACERS	\$ 143.28
78215	AMERITAS	PAYROLL	\$ 80.96
78216	CENTRAL PENSION FUND	PAYROLL	\$ 3,466.70
78217	DEARBORN LIFE INSURANCE COMPANY	PAYROLL	\$ 391.55
78218	HEALTH PARTNERS, INC	PAYROLL	\$ 35,485.55
78219	LELS	PAYROLL	\$ 803.00
78220	LOCAL 49	PAYROLL	\$ 175.00
78221	METLIFE	PAYROLL	\$ 2,083.97
78222	NCPERS GROUP LIFE INS	PAYROLL	\$ 32.00
78223	ALLEGRA PRINT & IMAGING	VICTIM SERVICE CARDS	\$ 190.80
78224	ANTHONY BENNEK	UNIFORM ALLOWANCE-KOHL'S REIMB	\$ 218.07
78225	AT & T MOBILITY	CELL PHONE SERVICES	\$ 1,170.98
78226	BCA BTS	CJDN ACCESS FEES	\$ 1,560.00
78227	CAR WASH PARTNERS INC (dba: MISTER CAR WASH)	CAR WASHES	\$ 120.00
78228	CENTERPOINT ENERGY	MONTHLY UTILITIES	\$ 172.23
78229	CINTAS	FLOOR MATS / SHOP TOWELS	\$ 304.71
78230	CITY OF BLAINE	3RD QTR SLP PROP ON BLAINE WATER	\$ 2,332.92
78231	CITY OF SPRING LAKE PARK	PETTY CASH FOR 10/25 RECYCLING EVENT	\$ 100.00
78232	COMCAST	MONTHLY UTILITIES	\$ 149.72
78233	COMM-WORKS, LLC	PARK CAMERA MONITORING	\$ 275.00

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: October 2025

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Claim Res. #25-19

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
78234	DOMINIC NZARA	UB REFUND	\$	657.35
78235	FASTENAL COMPANY	BATTERIES FOR CITY HALL	\$	16.69
78236	FLEETPRIDE	PARTS	\$	57.54
78237	FLOCK GROUP INC	CONTRACTUAL SERVICES	\$	6,000.00
78238	FRIENDLY CHEVROLET GEO. INC.	GAS CAP FOR #674 PW	\$	27.25
78239	GARY & LINDA WAX	HISTORIC DOWNTOWN NORTHFIELD REFUND	\$	194.00
78240	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	4,252.09
78241	IDC AUTOMATIC	GARAGE DOOR REPAIRS	\$	1,727.88
78242	INSTRUMENTAL RESEARCH INC	SEPTEMBER WATER TESTING	\$	100.00
78243	JOEY D'S TREE SERVICE	CUT DOWN & HAUL DEAD TREES	\$	10,300.00
78244	KAREN FISKE	CONFERENCE EXPENSES REIMB.	\$	385.97
78245	KATH FUEL OIL SERVICE	OIL	\$	3,615.86
78246	KATHY BURSEY	ACCOUNT REFUND	\$	97.00
78247	LANGUAGE LINE SERVICES	INTERPRETATION SERVICES	\$	178.19
78248	MANSFIELD SERVICE PARTNERS SOUTH, LLC	DIESEL FUEL	\$	957.96
78249	MENARDS - BLAINE	PARTS	\$	311.47
78250	NAPA AUTO PARTS	PARTS	\$	133.09
78251	NORTHLAND TRUST SERVICES, INC.	2024 ANNUAL TIF REPORTING	\$	1,250.00
78252	OFFICE OF MN.IT SERVICES	FIBER OPTICS	\$	47.20
78253	PERFORMANCE PLUS dba HEALTH STRATEGIES	MEDICAL TESTING	\$	1,366.00
78254	SAM YANG	DALA 1 LIQUOR LICENSE (SUNDAY + REG) REFUN	\$	2,666.66
78255	SIR LINES-A-LOT, INC.	TERRACE PARK COURT PROJECT	\$	1,560.00
78256	STANTEC	CONSULTING SERVICES	\$	14,297.80
78257	UNLIMITED SUPPLIES, INC	SUPPLIES	\$	18.73
78258	WALTERS RECYCLING REFUSE SERV	LEAF DROP DNR / MONTHLY RECYCLING SERVICE	\$	13,193.71
78259	XCEL ENERGY	MONTHLY UTILITIES	\$	6,105.65
78260	DVS	TITLE TRANSFER	\$	27.00
78261	1ST CHOICE DOCUMENT DESTRUCTION	10.25 RECYCLING EVENT	\$	800.00
78262	ALLEGRA MARKETING PRINT MAIL	BUSINESS CARDS, ENVELOPES, OFFICER PHOTOS	\$	808.83
78263	ANIMAL HUMANE SOCIETY	ANIMAL CONTROL	\$	1,523.00
78264	ANOKA COUNTY	MULTIPLE INVOICES	\$	2,494.07
78265	BATTERIES PLUS BULBS	BATTERIES FOR CITY HALL	\$	467.90
78266	BCA BTS	DMT-G CERT - GULBRANSON	\$	375.00
78267	BS & A	ONLINE PERMITTING FEE	\$	99.00
78268	BUSINESS ESSENTIALS	GARBAGE BAGS FOR PW	\$	991.40
78269	CENTRAL TURF & IRRIGATION SUPPLY	PARTS	\$	59.58
78270	CINTAS	SHOP TOWELS / FLOOR MATS	\$	342.55
78271	CIVICPLUS LLC	WEB OPEN PLATFORM MIGRATION	\$	2,701.12
78272	COMCAST	8251 ARTHUR MONTHLY UTILITIES	\$	113.07
78273	COMPUTER INTERGRATION TECHNOLOGIES	S4-P10 / SIRIS 4 / CONTRACTUAL SERVICES	\$	6,702.00
78274	CONNEXUS ENERGY	MONTHLY UTILITIES	\$	265.76
78275	COORDINATED BUSINESS SYSTEMS LTD	PD COPIER	\$	655.25
78276	CUTTER SALES INC	PARTS	\$	38.55
78277	DONNA OSTERKAMP	ACCOUNT BALANCE REFUND	\$	196.00
78278	ECM PUBLISHERS, INC.	AERATION NOTICE / ORD 505/ LEAF DROP AD	\$	427.00
78279	EVERGREEN RECYCLING LLC	10.25 RECYCLING EVENT	\$	1,330.00
78280	FERGUSON WATERWORKS #2518	PARTS	\$	920.00
78281	FLEETPRIDE	PARTS	\$	505.87

CITY OF SPRING LAKE PARK
CLAIMS LIST APPROVED AND PAID
GENERAL OPERATIONS

Date: October 2025
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Claim Res. #25-19

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>		<u>AMOUNT</u>
78282	GEORGE LINNGREN	DULUTH CONFERENCE MILEAGE REIMB	\$	172.20
78283	GUY BROWN LLC	US BANK CASH BAGS	\$	10.88
78284	HARDWOOD CREEK LUMBER, INC	48" PINE LATH	\$	84.00
78285	HAWKINS WATER TREATMENT	WATER CHEMICALS	\$	3,014.04
78286	HY-VEE, INC.	PD CATERED MEAL	\$	184.85
78287	JOSH ANTOINE	IACP DENVER CONF. REIMB	\$	1,444.03
78288	KAREN FISKE	TRUNK OR TREAT SUPPLIES REIMB	\$	14.85
78289	LEADSONLINE	POWERPLUS INVESTIGATION SYSTEM	\$	3,230.00
78290	LEAGUE OF MN CITIES INS TRUST	CLAIM NO. 464846 DEDUCTIBLE	\$	2,500.00
78291	MANSFIELD SERVICE PARTNERS SOUTH, LLC	UNLEADED FUEL	\$	2,291.36
78292	MARTIN MARIETTA MATERIALS	TANDEM RUBBEL DISPOSAL	\$	210.00
78293	MELISSA BARKER	MILEAGE REIMB. BS&A CONFERENCE 2025	\$	195.95
78294	MELONIE SHIPMAN	SLED DOGS PRESENTATION	\$	100.00
78295	MENARDS - BLAINE	PARTS	\$	92.92
78296	MENARDS-CAPITAL ONE TRADE CREDIT	CC PMNT	\$	119.00
78297	METLIFE	COBRA DENTAL PMNT	\$	146.50
78298	MINNEAPOLIS SAW COMPANY, INC.	HEDGETRIMMER / PARS	\$	3,346.51
78299	MN RECREATION & PARK ASSOCIATION	EMERGING REC LEADERS INSTITUTE	\$	359.00
78300	MTI DISTRIBUTING INC	FILTERS	\$	154.97
78301	MUNICIPAL PAVING PLANT	HOT MIX ASPHALT	\$	2,528.92
78302	NILFISK, INC	RANGE REMODEL / FILTER BAG	\$	3,374.20
78303	PERFORMANCE PLUS dba HEALTH STRATEGIES	MEDICAL TESTING - GULBRANSON	\$	137.00
78304	PITNEY BOWES INC	METER RENTAL	\$	134.52
78305	QUIRAM, JESSLYN	DAMAGE DEPOSIT REFUND	\$	200.00
78306	RANGE SYSTEMS, INC.	BRASS SHELL PICKUP W/ REMOVEABLE BASKET	\$	599.00
78307	SCHMITTY & SONS TRANSPORTATION	TRANSPORTATION FOR DAY TRIPS	\$	6,647.50
78308	SHRED-IT USA	SHREDDING SERVICES	\$	152.99
78309	TAHO SPORTSWEAR, INC.	ADULT SOFTBALL PLAQUES & SHIRTS	\$	316.00
78310	TASC	COBRA ADMINT FEE	\$	35.20
78311	TEGRETE	JANITORIAL SERVICES	\$	3,100.00
78312	THE LEADERSHIP GROWTH GROUP	2025 LEADERSHIP GROWTH GROUP SERIES	\$	400.00
78313	THE REINALT-THOMAS CORPORATION	TIRES	\$	1,000.80
78314	TOLL GAS & WELDING SUPPLY	OXYGEN	\$	38.13
78315	TRUST IN US, LLC	DOT RANDOM - TURBITT	\$	60.00
78316	TWIN CITIES BMEU WEST	NEW JOURNEYS POSTAGE	\$	543.37
78317	USS MINNESOTA ONE MT LLC	SOLAR	\$	11,089.79
78318	VALLEY-RICH CO., INC.	MAIN BREAK 367 79TH AVE	\$	12,977.60
78319	WALTERS RECYCLING REFUSE SERV	2YD ORGANICS / 6YD TRASH SERVICES	\$	743.49
78320	XCEL ENERGY	MONTHLY UTILITIES	\$	121.71
78321	ZIEGLER INC	CAT PARTS / PARTS RETURN	\$	4,221.99
TOTAL DISBURSEMENTS			\$	970,963.89

WHEREAS,

the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,

the City Council has determined that all disbursements, as listed, with the following exceptions:

are proper.

NOW, THEREFORE BE IT RESOLVED:

that the City Council directs and approves the payment of the aforementioned disbursements this _____ day of _____, 20____.

Signed: _____

Mayor

Councilmembers:

ATTEST:

Daniel Buchholtz, Admin/Clerk-Treasurer

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Department: 00000						
101.00000.31010	CURRENT TAXES	4,029,435.00	2,206,536.03	0.00	1,822,898.97	54.76
101.00000.31020	DELINQ TAXES	0.00	51,727.35	0.00	(51,727.35)	100.00
101.00000.31910	PENALTIES & INTEREST	0.00	11,886.69	0.00	(11,886.69)	100.00
101.00000.32110	LIQUOR LICENSES	41,127.00	1,560.00	(2,056.66)	39,567.00	3.79
101.00000.32178	PAWN INVESTIGATION FEE	100.00	0.00	0.00	100.00	0.00
101.00000.32179	PAWN SHOP LICENSES	6,252.00	5,210.00	0.00	1,042.00	83.33
101.00000.32180	CIGARETTE,DANCE,BINGO & MISC LIC	7,800.00	1,950.00	1,950.00	5,850.00	25.00
101.00000.32181	SIGN PERMITS	6,000.00	4,535.00	530.00	1,465.00	75.58
101.00000.32208	CONTRACTORS LICENSES	11,500.00	9,405.00	780.00	2,095.00	81.78
101.00000.32210	BUILDING PERMIT	75,000.00	70,583.20	12,871.30	4,416.80	94.11
101.00000.32211	BUILDING PERMIT SURCHARGES	4,000.00	2,264.92	495.69	1,735.08	56.62
101.00000.32215	DEMOLITION PERMIT	0.00	150.00	150.00	(150.00)	100.00
101.00000.32216	ELECTRICAL PERMITS / PLAN REVIEW	0.00	16,517.50	2,016.00	(16,517.50)	100.00
101.00000.32217	ELECTRICAL PERMIT SURCHARGES	0.00	243.68	36.93	(243.68)	100.00
101.00000.32230	PLUMBING PERMIT	6,000.00	6,621.05	940.55	(621.05)	110.35
101.00000.32231	PLUMBING PERMIT SURCHARGES	350.00	99.47	16.50	250.53	28.42
101.00000.32232	HEATING & A/C PERMITS	10,000.00	10,317.75	2,822.25	(317.75)	103.18
101.00000.32233	HTG & A/C SURCHARGES	500.00	204.14	53.02	295.86	40.83
101.00000.32240	PET LICENSE	600.00	1,285.00	40.00	(685.00)	214.17
101.00000.32260	CERTIFICATE OF OCCUPANCY	2,800.00	2,550.00	400.00	250.00	91.07
101.00000.32261	VACANT PROPERTY REGISTRATION	1,000.00	0.00	0.00	1,000.00	0.00
101.00000.32262	SOLICITORS LICENSE	0.00	150.00	0.00	(150.00)	100.00
101.00000.33401	LOCAL GOVERNMENT AID	773,639.00	386,820.00	0.00	386,819.00	50.00
101.00000.33403	LOCAL PERFORMANCE AID	1,040.00	0.00	0.00	1,040.00	0.00
101.00000.33405	CLASS 4D(1) TRANSITION AID	0.00	11,818.50	0.00	(11,818.50)	100.00
101.00000.33416	POLICE TRAINING REIMB	10,000.00	1,248.44	0.00	8,751.56	12.48
101.00000.33421	INSURANCE PREMIUM-POLICE	100,000.00	143,204.65	143,204.65	(43,204.65)	143.20
101.00000.34102	ZONING LETTERS	300.00	200.00	0.00	100.00	66.67
101.00000.34103	SPEC USE,ZONING,SUB-DIV	5,500.00	11,245.18	1,936.03	(5,745.18)	204.46
101.00000.34104	PLAN CHECKING FEES	35,000.00	1,560.00	350.00	33,440.00	4.46
101.00000.34105	SALE OF MAPS,COPIES ETC	50.00	4.25	0.00	45.75	8.50
101.00000.34107	ASSESSMENT SEARCHES	50.00	25.00	0.00	25.00	50.00
101.00000.34108	ADMINISTRATION SAC CHARGES	100.00	400.00	0.00	(300.00)	400.00
101.00000.34111	ADM. GAMBLING EXPENSES	42,462.00	0.00	0.00	42,462.00	0.00
101.00000.34115	GUN RANGE FACILITY USE	375.00	25.00	0.00	350.00	6.67
101.00000.34117	ROOM-FACILITY RENTAL	250.00	0.00	0.00	250.00	0.00
101.00000.34201	POLICE & FIRE ALARM PERMIT	3,500.00	825.00	0.00	2,675.00	23.57
101.00000.34202	POLICE REPORTS	500.00	2,091.75	137.00	(1,591.75)	418.35
101.00000.34204	HOUSING REGISTRATION	103,000.00	36,425.00	2,050.00	66,575.00	35.36
101.00000.34205	RIGHT OF WAY APPLICATIONS	1,000.00	1,060.00	0.00	(60.00)	106.00
101.00000.34801	INSURANCE DIVIDENDS	10,000.00	0.00	0.00	10,000.00	0.00
101.00000.34949	RESTITUTION	0.00	33.61	0.00	(33.61)	100.00
101.00000.34950	REFUNDS & REIMB	7,500.00	1,305.64	50.74	6,194.36	17.41
101.00000.35101	COURT FINES	45,000.00	36,941.05	4,790.83	8,058.95	82.09
101.00000.35102	ADM OFFENSE FINES	40,000.00	13,067.21	2,050.00	26,932.79	32.67
101.00000.35348	PROPERTY ROOM REVENUE	500.00	0.00	0.00	500.00	0.00
101.00000.35349	MN DRIVING DIVERSION PROGRAM	750.00	0.00	0.00	750.00	0.00
101.00000.36201	SOLAR ENERGY CREDITS-XCEL	10,000.00	24,342.39	0.00	(14,342.39)	243.42
101.00000.36210	INTEREST EARNINGS	30,000.00	112,088.79	10,624.57	(82,088.79)	373.63

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL FUND						
Account Category: Revenues						
Department: 00000						
101.00000.36230	CONTRIBUTIONS-PRIVATE	0.00	(2,741.00)	(3,000.00)	2,741.00	100.00
101.00000.36901	LIAISON OFFICER	97,281.00	64,854.38	0.00	32,426.62	66.67
101.00000.39202	TRANSFER FROM PUBLIC UTILITIES	58,997.00	0.00	0.00	58,997.00	0.00
101.00000.39205	TRANSFER-FROM TIF FUND	3,000.00	0.00	0.00	3,000.00	0.00
101.00000.39206	TRANSFER FROM RECYCLING FUND	4,000.00	0.00	0.00	4,000.00	0.00
101.00000.39207	TRANSFER FROM RECREATION	62,500.00	0.00	0.00	62,500.00	0.00
101.00000.39208	TRANSFER FROM PUBLIC SAFETY AID	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 00000		5,668,758.00	3,250,641.62	183,239.40	2,418,116.38	57.34
Revenues		5,668,758.00	3,250,641.62	183,239.40	2,418,116.38	57.34
Account Category: Expenditures						
Department: 41110 MAYOR AND COUNCIL						
101.41110.41030	PART TIME EMPLOYEES	31,297.00	26,078.80	2,607.88	5,218.20	83.33
101.41110.41211	DEFINED CONTR PLAN/PERA	1,565.00	1,304.10	130.41	260.90	83.33
101.41110.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	2,394.00	1,995.04	199.54	398.96	83.34
101.41110.41510	WORKERS COMPENSATION	70.00	180.36	9.98	(110.36)	257.66
101.41110.42100	OPERATING SUPPLIES	600.00	286.25	0.00	313.75	47.71
101.41110.43310	TRAVEL EXPENSE	500.00	575.90	0.00	(75.90)	115.18
101.41110.43500	PRINTING & PUBLISHING	1,650.00	1,384.08	77.00	265.92	83.88
101.41110.44000	CONTRACTUAL SERVICE	4,830.00	0.00	0.00	4,830.00	0.00
101.41110.44300	CONFERENCE & SCHOOLS	5,470.00	6,170.09	0.00	(700.09)	112.80
101.41110.44330	DUES & SUBSCRIPTIONS	16,491.00	15,920.00	0.00	571.00	96.54
101.41110.44955	DISCRETIONARY FUND	12,050.00	1,371.44	0.00	10,678.56	11.38
Total Dept 41110 - MAYOR AND COUNCIL		76,917.00	55,266.06	3,024.81	21,650.94	71.85
Department: 41400 ADMINISTRATION						
101.41400.41010	FULL TIME EMPLOYEES	389,498.00	317,810.05	44,898.58	71,687.95	81.59
101.41400.41050	VACATION BUY BACK	6,500.00	0.00	0.00	6,500.00	0.00
101.41400.41210	PERA CONTRIBUTIONS-EMPLOYER	29,123.00	24,503.29	3,357.00	4,619.71	84.14
101.41400.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	29,705.00	23,576.05	3,260.10	6,128.95	79.37
101.41400.41300	HEALTH INSURANCE	59,900.00	54,497.57	5,949.89	5,402.43	90.98
101.41400.41313	LIFE INSURANCE	200.00	168.48	16.87	31.52	84.24
101.41400.41510	WORKERS COMPENSATION	2,618.00	3,333.54	255.88	(715.54)	127.33
101.41400.42000	OFFICE SUPPLIES	3,200.00	2,547.59	98.75	652.41	79.61
101.41400.42030	PRINTED FORMS	1,925.00	428.09	0.00	1,496.91	22.24
101.41400.42100	OPERATING SUPPLIES	720.00	3,145.01	0.00	(2,425.01)	436.81
101.41400.42200	REPAIR & MAINTENANCE	0.00	20.00	0.00	(20.00)	100.00
101.41400.42220	POSTAGE	2,906.00	1,873.30	278.37	1,032.70	64.46
101.41400.43210	TELEPHONE	625.00	469.59	52.17	155.41	75.13
101.41400.43310	TRAVEL EXPENSE	3,500.00	3,243.04	542.09	256.96	92.66
101.41400.43410	EMPLOYMENT ADVERTISING	0.00	60.00	0.00	(60.00)	100.00
101.41400.43500	PRINTING & PUBLISHING	400.00	512.75	311.00	(112.75)	128.19
101.41400.43550	COUNTY FEES FOR SERVICE	1,550.00	1,809.59	0.00	(259.59)	116.75
101.41400.44050	MAINTENANCE AGREEMENTS	13,790.00	13,880.33	0.00	(90.33)	100.66
101.41400.44300	CONFERENCE & SCHOOLS	6,415.00	(3,907.02)	440.00	10,322.02	(60.90)
101.41400.44330	DUES & SUBSCRIPTIONS	1,520.00	1,279.40	0.00	240.60	84.17
101.41400.44380	BANK CHARGES	2,000.00	1,392.22	108.60	607.78	69.61
101.41400.44390	MISCELLANEOUS	0.00	(3,478.37)	0.00	3,478.37	100.00
101.41400.44500	CONTRACTUAL SERVICES	6,045.00	3,506.73	76.50	2,538.27	58.01

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Balance 10/31/2025 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 41400 ADMINISTRATION						
Total Dept 41400 - ADMINISTRATION		562,140.00	450,671.23	59,645.80	111,468.77	80.17
Department: 41500 ASSESSOR						
101.41500.44000 CONTRACTUAL SERVICE		39,428.00	29,152.38	0.00	10,275.62	73.94
Total Dept 41500 - ASSESSOR		39,428.00	29,152.38	0.00	10,275.62	73.94
Department: 41540 AUDIT & ACCTG SERVICES						
101.41540.43010 AUDIT & ACCTG SERVICES		14,936.00	21,525.00	0.00	(6,589.00)	144.11
Total Dept 41540 - AUDIT & ACCTG SERVICES		14,936.00	21,525.00	0.00	(6,589.00)	144.11
Department: 41600 I.T. SERVICES						
101.41600.44000 CONTRACTUAL SERVICE		83,012.00	92,189.42	10,174.74	(9,177.42)	111.06
Total Dept 41600 - I.T. SERVICES		83,012.00	92,189.42	10,174.74	(9,177.42)	111.06
Department: 41610 LEGAL FEES						
101.41610.43040 LEGAL FEES		122,500.00	111,058.88	9,374.50	11,441.12	90.66
Total Dept 41610 - LEGAL FEES		122,500.00	111,058.88	9,374.50	11,441.12	90.66
Department: 41710 ENGINEERING FEES						
101.41710.43030 ENGINEERING FEES		6,500.00	1,904.82	531.75	4,595.18	29.30
Total Dept 41710 - ENGINEERING FEES		6,500.00	1,904.82	531.75	4,595.18	29.30
Department: 41720 PLANNING & ZONING						
101.41720.42100 OPERATING SUPPLIES		100.00	0.00	0.00	100.00	0.00
101.41720.42220 POSTAGE		100.00	95.89	0.00	4.11	95.89
101.41720.43500 PRINTING & PUBLISHING		300.00	0.00	0.00	300.00	0.00
101.41720.44000 CONTRACTUAL SERVICE		2,000.00	744.50	88.00	1,255.50	37.23
Total Dept 41720 - PLANNING & ZONING		2,500.00	840.39	88.00	1,659.61	33.62
Department: 41940 GOVERNMENT BUILDING						
101.41940.41010 FULL TIME EMPLOYEES		0.00	(512.58)	0.00	512.58	100.00
101.41940.41013 OVERTIME		0.00	576.32	35.42	(576.32)	100.00
101.41940.41020 ON CALL SALARIES		0.00	302.25	0.00	(302.25)	100.00
101.41940.41210 PERA CONTRIBUTIONS-EMPLOYER		0.00	77.03	2.65	(77.03)	100.00
101.41940.41220 FICA/MC CONTRIBUTIONS-EMPLOYER		0.00	91.88	2.63	(91.88)	100.00
101.41940.41300 HEALTH INSURANCE		0.00	142.76	5.39	(142.76)	100.00
101.41940.41313 LIFE INSURANCE		0.00	0.69	0.03	(0.69)	100.00
101.41940.41510 WORKERS COMPENSATION		0.00	33.45	0.85	(33.45)	100.00
101.41940.42000 OFFICE SUPPLIES		0.00	41.22	0.00	(41.22)	100.00
101.41940.42100 OPERATING SUPPLIES		12,000.00	15,975.31	2,357.46	(3,975.31)	133.13
101.41940.42200 REPAIR & MAINTENANCE		12,000.00	3,827.97	1,727.88	8,172.03	31.90
101.41940.42280 UNIFORM ALLOWANCE		150.00	206.26	0.00	(56.26)	137.51
101.41940.43210 TELEPHONE		9,300.00	9,044.51	921.43	255.49	97.25
101.41940.43810 ELECTRIC UTILITIES		30,000.00	33,138.49	4,243.13	(3,138.49)	110.46
101.41940.43830 GAS UTILITIES		20,000.00	16,841.62	188.37	3,158.38	84.21
101.41940.43841 RUBBISH REMOVAL		4,850.00	7,161.16	568.49	(2,311.16)	147.65
101.41940.44000 CONTRACTUAL SERVICE		45,492.00	42,679.88	6,238.58	2,812.12	93.82
101.41940.44330 DUES & SUBSCRIPTIONS		0.00	200.00	0.00	(200.00)	100.00
101.41940.47000 PERMANENT TRANSFERS OUT		15,420.00	0.00	0.00	15,420.00	0.00
Total Dept 41940 - GOVERNMENT BUILDING		149,212.00	129,828.22	16,292.31	19,383.78	87.01
Department: 42100 POLICE PROTECTION						

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GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 42100 POLICE PROTECTION						
101.42100.41010	FULL TIME EMPLOYEES	1,365,983.00	1,075,727.54	153,455.63	290,255.46	78.75
101.42100.41013	OVERTIME	95,000.00	58,807.92	8,797.48	36,192.08	61.90
101.42100.41050	VACATION BUY BACK	8,000.00	0.00	0.00	8,000.00	0.00
101.42100.41210	PERA CONTRIBUTIONS-EMPLOYER	243,743.00	196,384.80	27,223.14	47,358.20	80.57
101.42100.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	30,189.00	23,033.69	3,115.97	7,155.31	76.30
101.42100.41300	HEALTH INSURANCE	224,048.00	169,965.81	18,627.54	54,082.19	75.86
101.42100.41313	LIFE INSURANCE	722.00	595.75	60.90	126.25	82.51
101.42100.41510	WORKERS COMPENSATION	106,900.00	161,772.86	10,792.32	(54,872.86)	151.33
101.42100.42000	OFFICE SUPPLIES	3,600.00	2,181.94	83.45	1,418.06	60.61
101.42100.42030	PRINTED FORMS	2,200.00	1,019.68	435.43	1,180.32	46.35
101.42100.42040	RANGE EQUIP & SUPPLIES	9,500.00	5,118.35	1,227.12	4,381.65	53.88
101.42100.42100	OPERATING SUPPLIES	6,600.00	3,998.64	1,361.40	2,601.36	60.59
101.42100.42120	MOTOR FUELS & LUBRICANTS	27,500.00	18,202.75	1,681.50	9,297.25	66.19
101.42100.42220	POSTAGE	1,500.00	275.46	30.44	1,224.54	18.36
101.42100.43050	MEDICAL EXPENSE	3,000.00	2,608.00	0.00	392.00	86.93
101.42100.43210	TELEPHONE	3,500.00	3,539.81	337.75	(39.81)	101.14
101.42100.43211	DATA SERVICES	39,110.00	37,961.27	4,317.14	1,148.73	97.06
101.42100.43300	CLOTHING & PERSONAL EQUIP	14,700.00	7,636.23	388.07	7,063.77	51.95
101.42100.43310	TRAVEL EXPENSE	1,200.00	844.40	0.00	355.60	70.37
101.42100.44000	CONTRACTUAL SERVICE	72,423.00	59,364.60	3,924.68	13,058.40	81.97
101.42100.44050	MAINTENANCE AGREEMENTS	8,600.00	7,643.16	655.25	956.84	88.87
101.42100.44060	AUTO EQUIPMENT REPAIR	22,500.00	15,386.36	198.91	7,113.64	68.38
101.42100.44070	OTHER EQUIPMENT REPAIR	2,500.00	2,124.40	0.00	375.60	84.98
101.42100.44300	CONFERENCE & SCHOOLS	32,500.00	16,378.34	3,322.03	16,121.66	50.39
101.42100.44310	TRAINING-PER CONTRACT	0.00	51.90	0.00	(51.90)	100.00
101.42100.44330	DUES & SUBSCRIPTIONS	2,225.00	4,047.78	385.97	(1,822.78)	181.92
101.42100.44390	MISCELLANEOUS	0.00	490.26	0.00	(490.26)	100.00
101.42100.45000	CAPITAL OUTLAY	59,300.00	56,706.36	0.00	2,593.64	95.63
101.42100.47000	PERMANENT TRANSFERS OUT	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 42100 - POLICE PROTECTION		2,402,043.00	1,931,868.06	240,422.12	470,174.94	80.43
Department: 42200 FIRE PROTECTION						
101.42200.44000	CONTRACTUAL SERVICE	305,493.00	228,555.00	0.00	76,938.00	74.82
101.42200.45000	CAPITAL OUTLAY	66,742.00	33,371.00	0.00	33,371.00	50.00
Total Dept 42200 - FIRE PROTECTION		372,235.00	261,926.00	0.00	110,309.00	70.37
Department: 42300 CODE ENFORCEMENT						
101.42300.41010	FULL TIME EMPLOYEES	223,220.00	152,499.91	24,620.12	70,720.09	68.32
101.42300.41050	VACATION BUY BACK	2,500.00	0.00	0.00	2,500.00	0.00
101.42300.41210	PERA CONTRIBUTIONS-EMPLOYER	25,123.00	9,123.71	1,780.66	15,999.29	36.32
101.42300.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	11,982.00	8,899.87	1,270.41	3,082.13	74.28
101.42300.41300	HEALTH INSURANCE	43,112.00	23,086.68	2,262.98	20,025.32	53.55
101.42300.41313	LIFE INSURANCE	129.00	91.00	6.50	38.00	70.54
101.42300.41510	WORKERS COMPENSATION	2,579.00	2,381.79	168.12	197.21	92.35
101.42300.42000	OFFICE SUPPLIES	600.00	0.00	0.00	600.00	0.00
101.42300.42030	PRINTED FORMS	0.00	129.76	0.00	(129.76)	100.00
101.42300.42100	OPERATING SUPPLIES	2,700.00	861.04	0.00	1,838.96	31.89
101.42300.42120	MOTOR FUELS & LUBRICANTS	2,500.00	1,212.81	112.10	1,287.19	48.51
101.42300.42200	REPAIR & MAINTENANCE	2,000.00	17.29	0.00	1,982.71	0.86
101.42300.42280	UNIFORM ALLOWANCE	0.00	7.66	0.00	(7.66)	100.00

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GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 42300 CODE ENFORCEMENT						
101.42300.43210	TELEPHONE	2,000.00	918.96	102.10	1,081.04	45.95
101.42300.43310	TRAVEL EXPENSE	300.00	0.00	0.00	300.00	0.00
101.42300.44000	CONTRACTUAL SERVICE	3,000.00	11,919.40	710.20	(8,919.40)	397.31
101.42300.44050	MAINTENANCE AGREEMENTS	0.00	4,325.00	0.00	(4,325.00)	100.00
101.42300.44060	AUTO EQUIPMENT REPAIR	0.00	259.66	0.00	(259.66)	100.00
101.42300.44300	CONFERENCE & SCHOOLS	2,700.00	3,645.00	0.00	(945.00)	135.00
101.42300.44330	DUES & SUBSCRIPTIONS	5,435.00	1,457.49	0.00	3,977.51	26.82
Total Dept 42300 - CODE ENFORCEMENT		329,880.00	220,837.03	31,033.19	109,042.97	66.94
Department: 43000 STREET DEPARTMENT						
101.43000.41010	FULL TIME EMPLOYEES	183,500.00	132,758.64	18,316.05	50,741.36	72.35
101.43000.41013	OVERTIME	9,710.00	2,927.44	1,064.46	6,782.56	30.15
101.43000.41020	ON CALL SALARIES	4,350.00	3,140.97	1,589.72	1,209.03	72.21
101.43000.41050	VACATION BUY BACK	1,900.00	0.00	0.00	1,900.00	0.00
101.43000.41210	PERA CONTRIBUTIONS-EMPLOYER	14,971.00	10,977.22	1,572.85	3,993.78	73.32
101.43000.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	15,270.00	10,405.01	1,496.40	4,864.99	68.14
101.43000.41300	HEALTH INSURANCE	26,990.00	27,833.56	3,016.70	(843.56)	103.13
101.43000.41313	LIFE INSURANCE	105.00	88.51	8.85	16.49	84.30
101.43000.41510	WORKERS COMPENSATION	12,500.00	15,914.71	1,238.36	(3,414.71)	127.32
101.43000.42000	OFFICE SUPPLIES	0.00	5,313.27	0.00	(5,313.27)	100.00
101.43000.42100	OPERATING SUPPLIES	2,000.00	2,209.83	207.05	(209.83)	110.49
101.43000.42120	MOTOR FUELS & LUBRICANTS	20,000.00	17,129.11	2,347.62	2,870.89	85.65
101.43000.42150	SHOP MATERIALS	6,000.00	2,565.70	34.49	3,434.30	42.76
101.43000.42200	REPAIR & MAINTENANCE	10,000.00	5,181.77	233.44	4,818.23	51.82
101.43000.42210	EQUIPMENT PARTS	11,500.00	14,316.17	(13.80)	(2,816.17)	124.49
101.43000.42221	TIRES	3,000.00	544.70	0.00	2,455.30	18.16
101.43000.42224	STREET MAINT SUPPLIES	3,000.00	1,201.55	0.00	1,798.45	40.05
101.43000.42226	SIGNS & STRIPING	11,000.00	4,051.36	0.00	6,948.64	36.83
101.43000.42280	UNIFORM ALLOWANCE	2,175.00	1,597.02	(193.29)	577.98	73.43
101.43000.43210	TELEPHONE	370.00	134.57	14.96	235.43	36.37
101.43000.44000	CONTRACTUAL SERVICE	1,250.00	2,428.06	60.00	(1,178.06)	194.24
101.43000.44300	CONFERENCE & SCHOOLS	1,300.00	270.00	270.00	1,030.00	20.77
101.43000.44330	DUES & SUBSCRIPTIONS	245.00	149.00	0.00	96.00	60.82
101.43000.47000	PERMANENT TRANSFERS OUT	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 43000 - STREET DEPARTMENT		391,136.00	261,138.17	31,263.86	129,997.83	66.76
Department: 45100 RECREATION DEPARTMENT						
101.45100.41010	FULL TIME EMPLOYEES	310,183.00	223,047.88	23,165.12	87,135.12	71.91
101.45100.41040	TEMPORARY EMPLOYEES	34,476.00	31,240.08	630.00	3,235.92	90.61
101.45100.41050	VACATION BUY BACK	3,000.00	0.00	0.00	3,000.00	0.00
101.45100.41210	PERA CONTRIBUTIONS-EMPLOYER	23,264.00	17,318.65	1,737.38	5,945.35	74.44
101.45100.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	26,303.00	19,231.96	1,766.10	7,071.04	73.12
101.45100.41300	HEALTH INSURANCE	39,721.00	29,131.44	2,270.24	10,589.56	73.34
101.45100.41313	LIFE INSURANCE	155.00	123.61	8.70	31.39	79.75
101.45100.41510	WORKERS COMPENSATION	17,468.00	29,639.76	1,177.40	(12,171.76)	169.68
101.45100.42000	OFFICE SUPPLIES	2,500.00	805.66	0.00	1,694.34	32.23
101.45100.42030	PRINTED FORMS	0.00	383.17	53.70	(383.17)	100.00
101.45100.42100	OPERATING SUPPLIES	0.00	599.11	0.00	(599.11)	100.00
101.45100.42220	POSTAGE	14,121.00	9,665.85	555.21	4,455.15	68.45
101.45100.42290	RECREATION EQUIP SUPPLIES	3,100.00	1,796.92	0.00	1,303.08	57.97

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GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdg Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 45100 RECREATION DEPARTMENT						
101.45100.43310	TRAVEL EXPENSE	1,000.00	294.43	0.00	705.57	29.44
101.45100.43410	EMPLOYMENT ADVERTISING	50.00	175.00	0.00	(125.00)	350.00
101.45100.43500	PRINTING & PUBLISHING	25,206.00	15,418.52	0.00	9,787.48	61.17
101.45100.44000	CONTRACTUAL SERVICE	0.00	60.00	0.00	(60.00)	100.00
101.45100.44300	CONFERENCE & SCHOOLS	1,550.00	399.00	359.00	1,151.00	25.74
101.45100.44330	DUES & SUBSCRIPTIONS	680.00	1,041.47	480.00	(361.47)	153.16
101.45100.44390	MISCELLANEOUS	0.00	79.11	0.00	(79.11)	100.00
Total Dept 45100 - RECREATION DEPARTMENT		502,777.00	380,451.62	32,202.85	122,325.38	75.67
Department: 45200 PARKS DEPARTMENT						
101.45200.41010	FULL TIME EMPLOYEES	185,833.00	134,017.20	18,493.35	51,815.80	72.12
101.45200.41013	OVERTIME	10,130.00	846.73	130.22	9,283.27	8.36
101.45200.41020	ON CALL SALARIES	4,350.00	302.17	0.00	4,047.83	6.95
101.45200.41040	TEMPORARY EMPLOYEES	35,000.00	83,710.50	6,200.00	(48,710.50)	239.17
101.45200.41050	VACATION BUY BACK	3,000.00	0.00	0.00	3,000.00	0.00
101.45200.41210	PERA CONTRIBUTIONS-EMPLOYER	15,024.00	10,704.23	1,396.68	4,319.77	71.25
101.45200.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	18,996.00	17,079.31	1,853.84	1,916.69	89.91
101.45200.41300	HEALTH INSURANCE	27,436.00	26,193.94	2,878.21	1,242.06	95.47
101.45200.41313	LIFE INSURANCE	105.00	88.03	8.81	16.97	83.84
101.45200.41510	WORKERS COMPENSATION	15,083.00	22,213.07	1,937.74	(7,130.07)	147.27
101.45200.42000	OFFICE SUPPLIES	0.00	243.54	0.00	(243.54)	100.00
101.45200.42100	OPERATING SUPPLIES	1,000.00	1,011.27	0.00	(11.27)	101.13
101.45200.42120	MOTOR FUELS & LUBRICANTS	16,500.00	13,070.00	2,092.92	3,430.00	79.21
101.45200.42200	REPAIR & MAINTENANCE	25,300.00	8,033.52	486.28	17,266.48	31.75
101.45200.42205	LAKE SIDE PK EXP TO BE REIM	0.00	4,683.91	0.00	(4,683.91)	100.00
101.45200.42210	EQUIPMENT PARTS	6,000.00	11,569.90	4,619.96	(5,569.90)	192.83
101.45200.42221	TIRES	1,000.00	544.70	0.00	455.30	54.47
101.45200.42225	LANDSCAPING MATERIALS	15,852.00	9,709.01	0.00	6,142.99	61.25
101.45200.42280	UNIFORM ALLOWANCE	2,175.00	2,343.63	0.00	(168.63)	107.75
101.45200.42290	RECREATION EQUIP SUPPLIES	6,700.00	4,223.56	0.00	2,476.44	63.04
101.45200.43210	TELEPHONE	550.00	424.17	47.13	125.83	77.12
101.45200.43810	ELECTRIC UTILITIES	5,500.00	5,173.99	457.94	326.01	94.07
101.45200.43830	GAS UTILITIES	5,000.00	2,521.34	95.00	2,478.66	50.43
101.45200.43841	RUBBISH REMOVAL	500.00	63.90	0.00	436.10	12.78
101.45200.44000	CONTRACTUAL SERVICE	0.00	465.00	0.00	(465.00)	100.00
101.45200.44190	SATELLITE RENTAL	2,220.00	2,658.15	0.00	(438.15)	119.74
101.45200.44300	CONFERENCE & SCHOOLS	2,500.00	0.00	0.00	2,500.00	0.00
101.45200.44330	DUES & SUBSCRIPTIONS	88.00	0.00	0.00	88.00	0.00
101.45200.44500	CONTRACTUAL SERVICES	2,000.00	2,145.96	0.00	(145.96)	107.30
101.45200.44901	LAKE SIDE PARK EXPENSE	13,000.00	15,495.09	0.00	(2,495.09)	119.19
Total Dept 45200 - PARKS DEPARTMENT		420,842.00	379,535.82	40,698.08	41,306.18	90.18
Department: 49000 MISCELLANEOUS						
101.49000.41300	HEALTH INSURANCE	800.00	465.21	35.20	334.79	58.15
101.49000.43600	INSURANCE	66,300.00	62,554.42	2,500.00	3,745.58	94.35
101.49000.44000	CONTRACTUAL SERVICE	10,000.00	0.00	0.00	10,000.00	0.00
101.49000.44389	CONTINGENCY FUND	10,000.00	1,000.00	0.00	9,000.00	10.00
101.49000.44390	MISCELLANEOUS	10,000.00	731.14	0.00	9,268.86	7.31
101.49000.44420	SURCHARGES-PLBG	200.00	120.44	0.00	79.56	60.22
101.49000.44430	SURCHARGES-HTG	400.00	280.52	0.00	119.48	70.13

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GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 101 GENERAL FUND						
Account Category: Expenditures						
Department: 49000 MISCELLANEOUS						
101.49000.44440	SURCHARGES-BLDG	5,000.00	2,672.84	0.00	2,327.16	53.46
101.49000.44480	SURCHARGES-ELECTRICAL	0.00	212.75	0.00	(212.75)	100.00
101.49000.47000	PERMANENT TRANSFERS OUT	90,000.00	0.00	0.00	90,000.00	0.00
Total Dept 49000 - MISCELLANEOUS		192,700.00	68,037.32	2,535.20	124,662.68	35.31
Expenditures		5,668,758.00	4,396,230.42	477,287.21	1,272,527.58	77.55
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		5,668,758.00	3,250,641.62	183,239.40	2,418,116.38	57.34
TOTAL EXPENDITURES		5,668,758.00	4,396,230.42	477,287.21	1,272,527.58	77.55
NET OF REVENUES & EXPENDITURES:		0.00	(1,145,588.80)	(294,047.81)	1,145,588.80	

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GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdg Used
Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Revenues						
Department: 00000						
601.00000.34950	REFUNDS & REIMB	500.00	991.20	360.00	(491.20)	198.24
601.00000.36210	INTEREST EARNINGS	59,405.00	0.00	0.00	59,405.00	0.00
601.00000.37101	WATER COLLECTIONS	832,183.00	561,459.91	46.62	270,723.09	67.47
601.00000.37103	SALES TAX ADDED	6,200.00	8,810.87	0.00	(2,610.87)	142.11
601.00000.37104	PENALTIES/WATER	10,000.00	14,537.99	0.00	(4,537.99)	145.38
601.00000.37109	SAFE DRINKING WATER FEE	21,500.00	16,614.77	7.58	4,885.23	77.28
601.00000.37111	ADMINISTRATIVE CHARGE	168,180.00	133,103.44	60.65	35,076.56	79.14
601.00000.37149	WATER CONNECTION CHRG-INTEREST	0.00	96.23	0.00	(96.23)	100.00
601.00000.37150	WATER CONNECTION CHARGES-WAC	0.00	1,425.58	0.00	(1,425.58)	100.00
601.00000.37172	WATER METER SALES	1,500.00	2,414.08	180.00	(914.08)	160.94
601.00000.37201	SEWER COLLECTIONS	1,000,654.00	832,858.37	258.51	167,795.63	83.23
601.00000.37204	PENALTIES-SEWER	12,500.00	17,815.62	0.00	(5,315.62)	142.52
601.00000.37250	SEWER CONNECTION CHARGES-SAC	0.00	3,685.66	0.00	(3,685.66)	100.00
601.00000.37251	SEWER CONNECTION CHRG-INTEREST	0.00	248.24	0.00	(248.24)	100.00
601.00000.37270	SEWER PERMITS	200.00	0.00	0.00	200.00	0.00
601.00000.37273	SEWER HOOK-UP CHARGES	0.00	145.00	0.00	(145.00)	100.00
601.00000.39206	TRANSFER FROM RECYCLING FUND	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 00000		2,116,322.00	1,594,206.96	913.36	522,115.04	75.33
Revenues		2,116,322.00	1,594,206.96	913.36	522,115.04	75.33
Account Category: Expenditures						
Department: 49400 WATER DEPARTMENT						
601.49400.41010	FULL TIME EMPLOYEES	154,225.00	109,053.84	14,966.79	45,171.16	70.71
601.49400.41013	OVERTIME	8,500.00	2,679.78	425.01	5,820.22	31.53
601.49400.41020	ON CALL SALARIES	5,417.00	1,069.43	685.24	4,347.57	19.74
601.49400.41040	TEMPORARY EMPLOYEES	10,000.00	0.00	0.00	10,000.00	0.00
601.49400.41050	VACATION BUY BACK	2,500.00	0.00	0.00	2,500.00	0.00
601.49400.41210	PERA CONTRIBUTIONS-EMPLOYER	12,611.00	8,941.45	1,205.93	3,669.55	70.90
601.49400.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	13,820.00	8,948.07	1,199.37	4,871.93	64.75
601.49400.41300	HEALTH INSURANCE	26,878.00	18,799.29	2,041.57	8,078.71	69.94
601.49400.41313	LIFE INSURANCE	105.00	83.82	8.41	21.18	79.83
601.49400.41510	WORKERS COMPENSATION	6,643.00	6,978.23	442.31	(335.23)	105.05
601.49400.42000	OFFICE SUPPLIES	750.00	157.12	0.00	592.88	20.95
601.49400.42030	PRINTED FORMS	1,000.00	1,708.42	0.00	(708.42)	170.84
601.49400.42100	OPERATING SUPPLIES	1,250.00	995.61	0.00	254.39	79.65
601.49400.42120	MOTOR FUELS & LUBRICANTS	5,000.00	3,382.97	1,128.17	1,617.03	67.66
601.49400.42200	REPAIR & MAINTENANCE	80,000.00	63,055.41	13,187.60	16,944.59	78.82
601.49400.42210	EQUIPMENT PARTS	2,500.00	1,279.52	18.98	1,220.48	51.18
601.49400.42220	POSTAGE	2,500.00	2,705.32	68.74	(205.32)	108.21
601.49400.42221	TIRES	3,000.00	1,000.80	1,000.80	1,999.20	33.36
601.49400.42222	STREET REPAIRS	20,000.00	802.20	0.00	19,197.80	4.01
601.49400.42261	WATER TESTING	1,500.00	1,491.60	280.64	8.40	99.44
601.49400.42262	WATER METER & SUPPLIES	10,000.00	8,555.21	0.00	1,444.79	85.55
601.49400.42264	SAFE DRINKING WATER FEE	21,500.00	16,897.40	0.00	4,602.60	78.59
601.49400.42280	UNIFORM ALLOWANCE	1,377.00	1,068.51	0.00	308.49	77.60
601.49400.43010	AUDIT & ACCTG SERVICES	7,468.00	10,762.50	0.00	(3,294.50)	144.11
601.49400.43030	ENGINEERING FEES	1,000.00	426.00	0.00	574.00	42.60
601.49400.43210	TELEPHONE	1,145.00	548.59	60.97	596.41	47.91
601.49400.43310	TRAVEL EXPENSE	1,500.00	172.20	172.20	1,327.80	11.48

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 (Normal (Abnormal))	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdg't Used
Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Expenditures						
Department: 49400 WATER DEPARTMENT						
601.49400.43500	PRINTING & PUBLISHING	14,000.00	14,255.28	3,610.42	(255.28)	101.82
601.49400.43600	INSURANCE	20,000.00	22,938.35	0.00	(2,938.35)	114.69
601.49400.43870	WATER USAGE-CITY OF BLAINE	10,000.00	7,128.50	2,332.92	2,871.50	71.29
601.49400.44000	CONTRACTUAL SERVICE	8,500.00	1,716.72	0.00	6,783.28	20.20
601.49400.44050	MAINTENANCE AGREEMENTS	11,821.00	6,717.84	43.20	5,103.16	56.83
601.49400.44300	CONFERENCE & SCHOOLS	2,050.00	1,299.69	1,274.69	750.31	63.40
601.49400.44330	DUES & SUBSCRIPTIONS	500.00	1,494.50	0.00	(994.50)	298.90
601.49400.44370	TAXES	12,600.00	14,568.19	3,112.00	(1,968.19)	115.62
601.49400.47000	PERMANENT TRANSFERS OUT	178,569.00	0.00	0.00	178,569.00	0.00
Total Dept 49400 - WATER DEPARTMENT		660,229.00	341,682.36	47,265.96	318,546.64	51.75
Department: 49402 WATER TREATMENT PLANT						
601.49402.42100	OPERATING SUPPLIES	500.00	285.61	0.00	214.39	57.12
601.49402.42120	MOTOR FUELS & LUBRICANTS	3,000.00	0.00	0.00	3,000.00	0.00
601.49402.42160	CHEMICALS & CHEMICAL PROD	30,000.00	26,056.91	7,266.13	3,943.09	86.86
601.49402.42200	REPAIR & MAINTENANCE	20,000.00	2,070.44	113.07	17,929.56	10.35
601.49402.42210	EQUIPMENT PARTS	8,000.00	1,845.19	0.00	6,154.81	23.06
601.49402.43030	ENGINEERING FEES	1,000.00	0.00	0.00	1,000.00	0.00
601.49402.43500	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
601.49402.43600	INSURANCE	14,700.00	18,794.25	0.00	(4,094.25)	127.85
601.49402.43810	ELECTRIC UTILITIES	102,000.00	85,232.00	8,660.43	16,768.00	83.56
601.49402.43830	GAS UTILITIES	3,500.00	3,197.55	46.46	302.45	91.36
601.49402.44000	CONTRACTUAL SERVICE	2,000.00	2,285.49	0.00	(285.49)	114.27
601.49402.44370	TAXES	2,550.00	1,050.00	0.00	1,500.00	41.18
601.49402.47000	PERMANENT TRANSFERS OUT	25,485.00	0.00	0.00	25,485.00	0.00
Total Dept 49402 - WATER TREATMENT PLANT		213,035.00	140,817.44	16,086.09	72,217.56	66.10
Department: 49450 SEWER DEPARTMENT						
601.49450.41010	FULL TIME EMPLOYEES	154,224.00	109,042.31	14,965.46	45,181.69	70.70
601.49450.41013	OVERTIME	8,500.00	2,678.46	424.71	5,821.54	31.51
601.49450.41020	ON CALL SALARIES	5,417.00	1,069.13	685.02	4,347.87	19.74
601.49450.41040	TEMPORARY EMPLOYEES	10,000.00	0.00	0.00	10,000.00	0.00
601.49450.41050	VACATION BUY BACK	2,500.00	0.00	0.00	2,500.00	0.00
601.49450.41210	PERA CONTRIBUTIONS-EMPLOYER	12,799.00	8,938.39	1,205.49	3,860.61	69.84
601.49450.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	13,820.00	8,945.07	1,198.95	4,874.93	64.73
601.49450.41300	HEALTH INSURANCE	28,084.00	18,795.73	2,041.20	9,288.27	66.93
601.49450.41313	LIFE INSURANCE	100.00	82.58	8.27	17.42	82.58
601.49450.41510	WORKERS COMPENSATION	10,147.00	6,414.26	442.23	3,732.74	63.21
601.49450.42000	OFFICE SUPPLIES	500.00	41.08	0.00	458.92	8.22
601.49450.42030	PRINTED FORMS	1,600.00	1,708.43	0.00	(108.43)	106.78
601.49450.42100	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
601.49450.42120	MOTOR FUELS & LUBRICANTS	4,000.00	3,382.85	1,128.15	617.15	84.57
601.49450.42200	REPAIR & MAINTENANCE	15,000.00	2,049.56	920.00	12,950.44	13.66
601.49450.42210	EQUIPMENT PARTS	6,000.00	1,183.93	0.00	4,816.07	19.73
601.49450.42220	POSTAGE	2,500.00	2,096.37	68.74	403.63	83.85
601.49450.42221	TIRES	3,000.00	0.00	0.00	3,000.00	0.00
601.49450.42222	STREET REPAIRS	3,000.00	0.00	0.00	3,000.00	0.00
601.49450.42262	WATER METER & SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00
601.49450.42280	UNIFORM ALLOWANCE	1,377.00	1,068.26	0.00	308.74	77.58
601.49450.43010	AUDIT & ACCTG SERVICES	7,468.00	10,762.50	0.00	(3,294.50)	144.11

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 601 PUBLIC UTILITIES OPERATIONS						
Account Category: Expenditures						
Department: 49450 SEWER DEPARTMENT						
601.49450.43030	ENGINEERING FEES	1,000.00	0.00	0.00	1,000.00	0.00
601.49450.43040	LEGAL FEES	300.00	0.00	0.00	300.00	0.00
601.49450.43210	TELEPHONE	875.00	548.61	60.97	326.39	62.70
601.49450.43310	TRAVEL EXPENSE	1,500.00	0.00	0.00	1,500.00	0.00
601.49450.43500	PRINTING & PUBLISHING	300.00	0.00	0.00	300.00	0.00
601.49450.43600	INSURANCE	22,950.00	22,718.35	0.00	231.65	98.99
601.49450.43810	ELECTRIC UTILITIES	6,000.00	4,873.70	493.36	1,126.30	81.23
601.49450.43840	METRO WASTE CONTROL	656,936.00	547,446.80	54,744.68	109,489.20	83.33
601.49450.44000	CONTRACTUAL SERVICE	9,500.00	4,358.72	0.00	5,141.28	45.88
601.49450.44050	MAINTENANCE AGREEMENTS	10,037.00	6,292.81	43.20	3,744.19	62.70
601.49450.44300	CONFERENCE & SCHOOLS	2,000.00	398.38	0.00	1,601.62	19.92
601.49450.44330	DUES & SUBSCRIPTIONS	300.00	1,069.50	0.00	(769.50)	356.50
601.49450.44390	MISCELLANEOUS	250.00	0.00	0.00	250.00	0.00
601.49450.44450	RESERVE CAPACITY CHARGES	12,425.00	4,413.18	0.00	8,011.82	35.52
601.49450.47000	PERMANENT TRANSFERS OUT	223,149.00	0.00	0.00	223,149.00	0.00
Total Dept 49450 - SEWER DEPARTMENT		1,243,058.00	770,378.96	78,430.43	472,679.04	61.97
Expenditures		2,116,322.00	1,252,878.76	141,782.48	863,443.24	59.20
Fund 601 - PUBLIC UTILITIES OPERATIONS:						
TOTAL REVENUES		2,116,322.00	1,594,206.96	913.36	522,115.04	75.33
TOTAL EXPENDITURES		2,116,322.00	1,252,878.76	141,782.48	863,443.24	59.20
NET OF REVENUES & EXPENDITURES:		0.00	341,328.20	(140,869.12)	(341,328.20)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SPRING LAKE PARK

Balance As of 10/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	Available Balance 10/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 603 STORMWATER UTILITY						
Account Category: Revenues						
Department: 00000						
603.00000.36210	INTEREST EARNINGS	1,172.00	0.00	0.00	1,172.00	0.00
603.00000.36504	STORMWATER COLLECTION	109,106.00	81,689.44	20.87	27,416.56	74.87
603.00000.36506	STORMWATER PENALTIES	1,000.00	1,804.54	0.00	(804.54)	180.45
Total Dept 00000		111,278.00	83,493.98	20.87	27,784.02	75.03
Revenues		111,278.00	83,493.98	20.87	27,784.02	75.03
Account Category: Expenditures						
Department: 49785 STORMWATER UTILITY						
603.49785.41010	FULL TIME EMPLOYEES	22,059.00	17,990.95	2,542.80	4,068.05	81.56
603.49785.41050	VACATION BUY BACK	1,000.00	0.00	0.00	1,000.00	0.00
603.49785.41210	PERA CONTRIBUTIONS-EMPLOYER	1,655.00	1,391.91	190.72	263.09	84.10
603.49785.41220	FICA/MC CONTRIBUTIONS-EMPLOYER	1,688.00	1,387.21	189.43	300.79	82.18
603.49785.41300	HEALTH INSURANCE	3,178.00	2,659.21	290.11	518.79	83.68
603.49785.41313	LIFE INSURANCE	13.00	10.43	1.04	2.57	80.23
603.49785.41510	WORKERS COMPENSATION	585.00	819.18	111.08	(234.18)	140.03
603.49785.42200	REPAIR & MAINTENANCE	24,000.00	2,001.18	347.66	21,998.82	8.34
603.49785.42280	UNIFORM ALLOWANCE	150.00	82.52	0.00	67.48	55.01
603.49785.43030	ENGINEERING FEES	4,000.00	16,118.90	4,129.40	(12,118.90)	402.97
603.49785.43040	LEGAL FEES	500.00	0.00	0.00	500.00	0.00
603.49785.43310	TRAVEL EXPENSE	250.00	0.00	0.00	250.00	0.00
603.49785.43500	PRINTING & PUBLISHING	1,000.00	735.25	0.00	264.75	73.53
603.49785.44000	CONTRACTUAL SERVICE	11,200.00	61,255.86	0.00	(50,055.86)	546.93
603.49785.45000	CAPITAL OUTLAY	40,000.00	79,225.00	(1,200.00)	(39,225.00)	198.06
Total Dept 49785 - STORMWATER UTILITY		111,278.00	183,677.60	6,602.24	(72,399.60)	165.06
Expenditures		111,278.00	183,677.60	6,602.24	(72,399.60)	165.06
Fund 603 - STORMWATER UTILITY:						
TOTAL REVENUES		111,278.00	83,493.98	20.87	27,784.02	75.03
TOTAL EXPENDITURES		111,278.00	183,677.60	6,602.24	(72,399.60)	165.06
NET OF REVENUES & EXPENDITURES:		0.00	(100,183.62)	(6,581.37)	100,183.62	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		7,896,358.00	4,928,342.56	184,173.63	2,968,015.44	62.41
TOTAL EXPENDITURES - ALL FUNDS		7,896,358.00	5,832,786.78	625,671.93	2,063,571.22	73.87
NET OF REVENUES & EXPENDITURES:		0.00	(904,444.22)	(441,498.30)	904,444.22	

CASH SUMMARY REPORT FOR CITY OF SPRING LAKE PARK

From 01/01/2025 to 10/30/2025

Fund	Description	Ending Balance 10/30/2025
101	GENERAL FUND	1,828,970.85
102	ELECTION FUND	91,253.43
103	POLICE RESERVES & SAFETY EDUCATION FUND	22,377.30
104	NORTH CENTRAL SUBURBAN CABLE	18,833.67
108	POLICE FORFEITURES	15,446.75
112	ESCROW TRUST FUND	139,378.41
115	COMPREHENSIVE PLAN UPDATE	10,956.75
224	SMALL EQUIPMENT FUND	8,000.44
225	PARK ACQUISITION & IMPRV FUND	88,861.25
226	PARK EQUIPMENT & IMPRV	179,645.97
227	HRA EXCESS	79,485.69
229	SANBURNOL PARK IMPROVEMENT FUND	32,419.04
230	RECYCLING FUND	126,776.66
234	STREET LIGHTING FUND	93,950.03
235	RIGHT OF WAY MAINT	2,049.45
237	PARK & RECREATION SPECIAL PRJ	5,410.47
238	GRANTS & SPECIAL PRJ	2,067.38
240	TOWER DAYS	25,702.69
243	PUBLIC SAFETY RADIO REPLACEMENT	119,346.45
244	RECREATION PROGRAMS FUND	478,238.78
248	TRAFFIC EDUCATION FUND	37,067.18
249	EMERGENCY MANAGEMENT	20,395.35
250	ANIMAL CONTROL	5,280.18
251	FORESTRY	89,467.00
304	N METRO TELECOMMUNICATIONS 2016A	325.63
306	LEGENDS OF SLP-TIF 6.1	25,951.91
331	2017A GO EQUIP CERT DEBT (SBM FIRE)	17,132.40
333	2018A BLAINE FIRE DEBT SERVICE	(27,461.54)
334	2021A G.O. IMPRV REFUND BOND	39,850.78
335	2024A G. O. C. I. P. BOND	(8,470.00)
384	2005A G.O. CAPITAL (FIRE) IMPROV BOND	25,614.43
400	REVOLVING CONSTRUCTION FUND	1,009,675.03
401	CAPITAL INVESTMENT FUND	1,826,428.37
402	MSA MAINTENANCE	295,330.80
403	CAPITAL REPLACEMENT	441,161.51
407	SEALCOATING FUND	189,969.72
410	LAKESIDE LIONS PARK IMPROVEMENT	23,267.83
416	BUILDING MAINT & RENEWAL FUND	208,441.53
434	EQUIPMENT FUND	(51,781.26)
435	2024 CITY HALL RENOVATION/EXPANSION PROJ	1,151,140.10
600	PUBLIC UTILITIES RENEWAL & REPLACEMENT	1,368,928.94
601	PUBLIC UTILITIES OPERATIONS	993,348.87
603	STORMWATER UTILITY	79,157.07
700	SEVERANCE FUND	(15,712.33)
705	PUBLIC SAFETY AID	207,163.37
750	PAYROLL CLEARING	65,694.53
	REPORT TOTALS:	11,386,538.86

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Hmong 18 Council

Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 41-1888349

Mailing Address: 474 Minnehaha Ave W

City: St Paul State: MN Zip: 55103 County: Ramsey County

Name of Chief Executive Officer (CEO): Paul Xiong

Daytime Phone: 763-438-5110

Email: paulxiong@hmong18council.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Dala Thai and Banquet Hall

Address (do not use P.O. box): 8407 Plaza Blvd NE

City or Township: Spring Lake Park Zip: 55432 County: Ramsey County

Date(s) of activity (for raffles, indicate the date of the drawing): 12/20/2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo* ☐ Paddlewheels* ☐ Pull-Tabs* ☐ Tipboards*

☒ Raffle (total value of raffle prizes awarded for the calendar year: \$ 49,000.00)

* **Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under **List of Licensees**, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)
**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

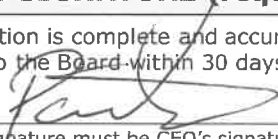
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 11/5/25
 (Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS
Complete a separate application for:

- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS
Mail application with:

- ☐ a copy of your proof of nonprofit status, and
☐ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248360116
Oct. 02, 2013 LTR 4168C 0
41-1888349 000000 00 00017824
BODC: TE

HMONG 18 COUNCIL INC
1001 JOHNSON PARKWAY B20
SAINT PAUL MN 55106

Employer Identification Number: 41-1888349
Person to Contact: Ms. Harper
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 23, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1999.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



Public Right of Way Application

Applicant Information:

Name of Company: Xcel Energy

Address: 825 Rice St,

City/State/ZIP: St. Paul, MN, 55117

Phone Number: 919-655-5511

Fax Number: _____

Email Address: anne.wagner@xcelenergy.com

Representatives Name: Anne Wagner

Project Information: 115039143
115047456
115047458
Project Name: _____

Project Address/Location: 699 80th Ave NE, 7895 MN-65 NE, and 7740 Central Ave

City/State/ZIP: Spring Lake Park, MN 55432

Parcel Number(s): _____

Description of Work and restoration plan: (Attach additional pages if necessary)

Replace 3 existing deteriorating power poles
and equipment.

Duration of the Right of Way:

Start Date: 11/3/25

End Date: 5/3/26

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

Attachments Required:

☒ Site Plan/Map

☒ Project Drawings

☒ Traffic Control Plan

☐ Proof of Insurance (copy of policy)

☐ Property Deed or Owner Authorization

☐ Environmental Impact Assessment (if applicable)

☐ Other: _____

Applicant's Certification:

I, the undersigned, certify that I am the owner or authorized agent of the owner, and that the information provided in this application is true and accurate to the best of my knowledge. I agree to comply with all applicable laws and regulations related to the requested right of way.

In lieu of an escrow fee, we will bill the project owner for actual restoration fees if needed.

Signature: _____

Date: 11/3/25

For Office Use Only:

Application Number: _____

Date Received: 11/3/25

Reviewed By: _____

Approval Status: ☒ Approved ☐ Denied

Conditions of Approval/Reasons for Denial: _____

Signature of Reviewing Officer: _____

Date: 11/3/25

Right of Way Permit - \$150.00

☐ Excavation Hole - \$150.00

☐ Emergency Hole - \$75.00

☐ Trench - \$70/100'

☐ Obstruction Fee - \$150.00

☐ Overhead Obstruction - \$150.00

☐ Boring Holes - \$50.00 per hole

☐ Other: _____

Instructions for Submission:

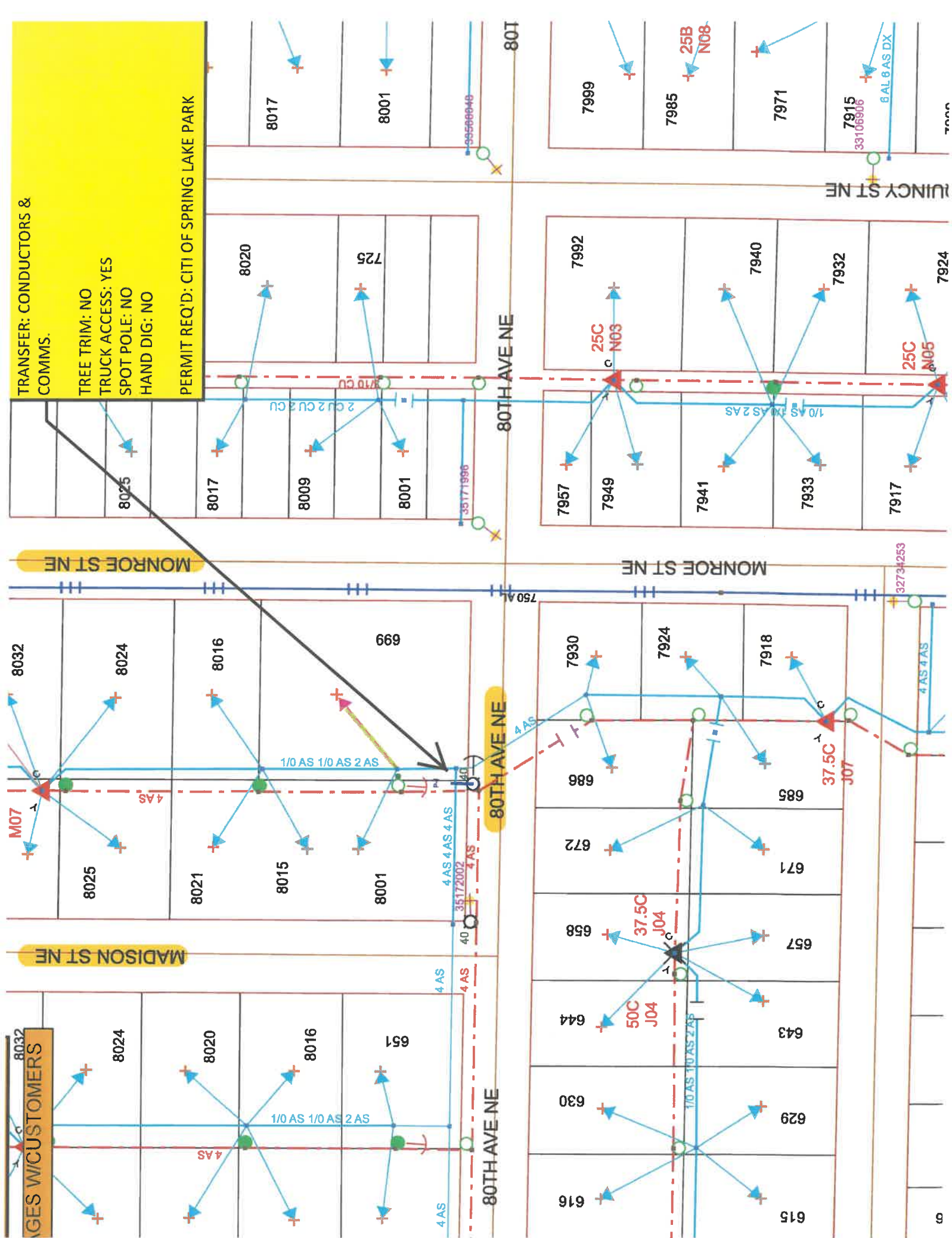
Complete the application form in its entirety.

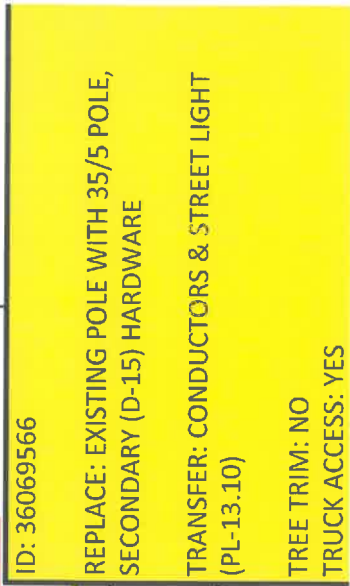
Attach all required documents and plans.

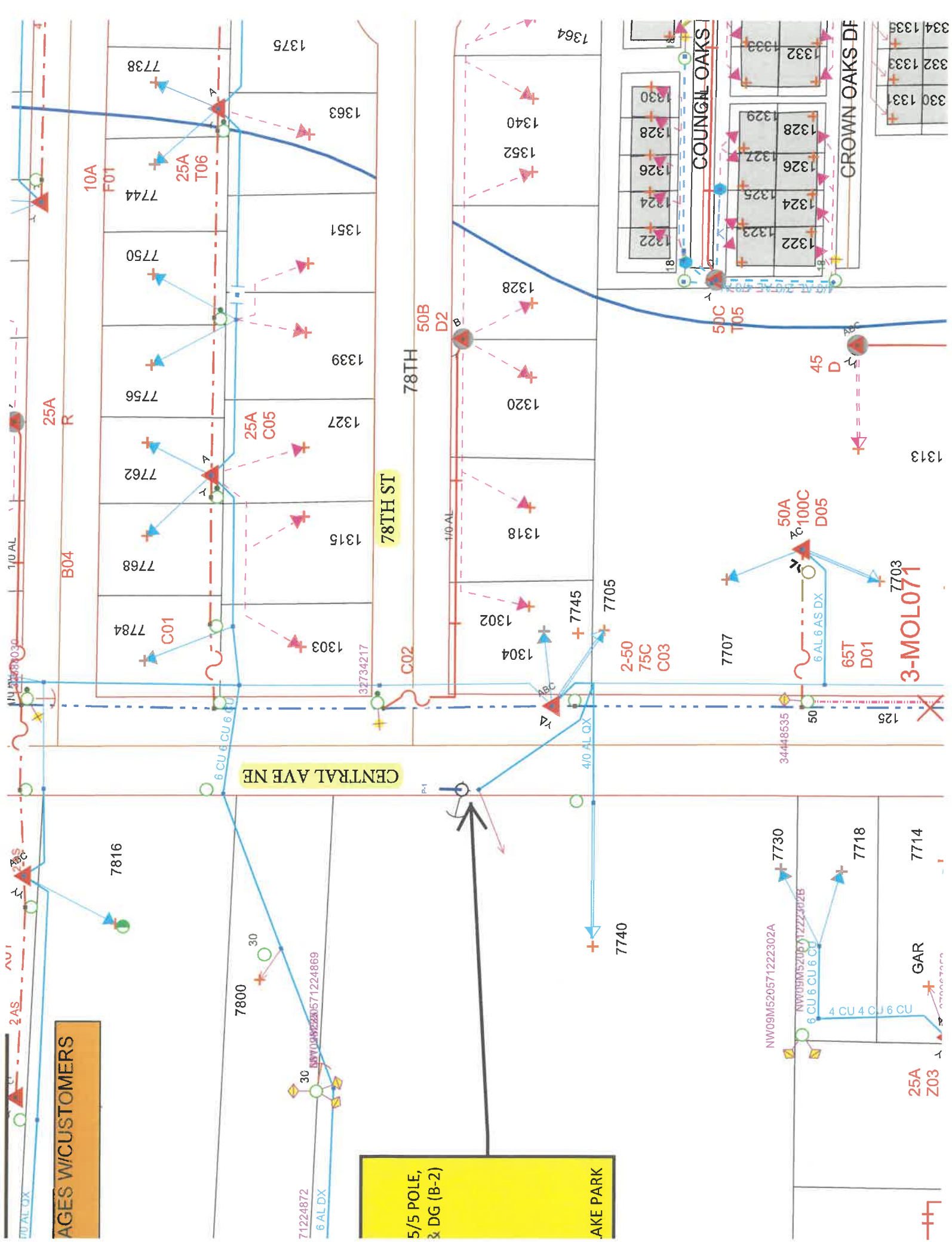
Submit the application to info@slpmn.org or wbrown@slpmn.org.

Please verify specific requirements and guidelines with the appropriate agency before submission, as these can vary by location and project type.

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227 48 HOURS PRIOR TO COMMENCING WORK.

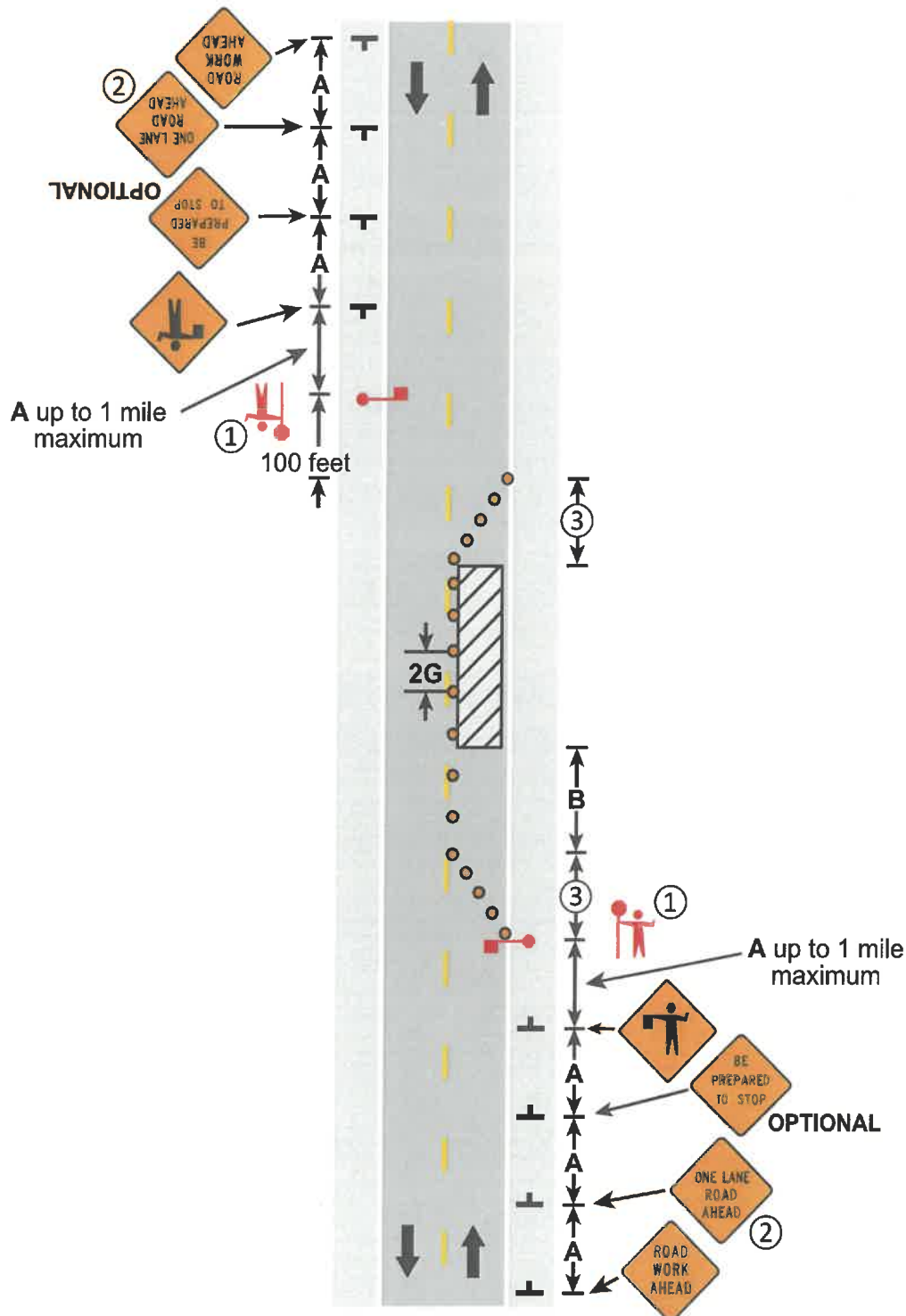






NOTES:

- ① The approach sight distance to the flagger shall be at least the Decision Sight Distance (**D**).
- ② The ONE LANE ROAD AHEAD sign may be omitted when the posted speed limit is 40 mph or less.
- ③ The two-way taper should be 50 feet in length using 5 equally spaced channelizing devices.
4. If anticipating operational problems, the use of a Pilot Car (see [Layout 18](#)) may improve operations and safety.



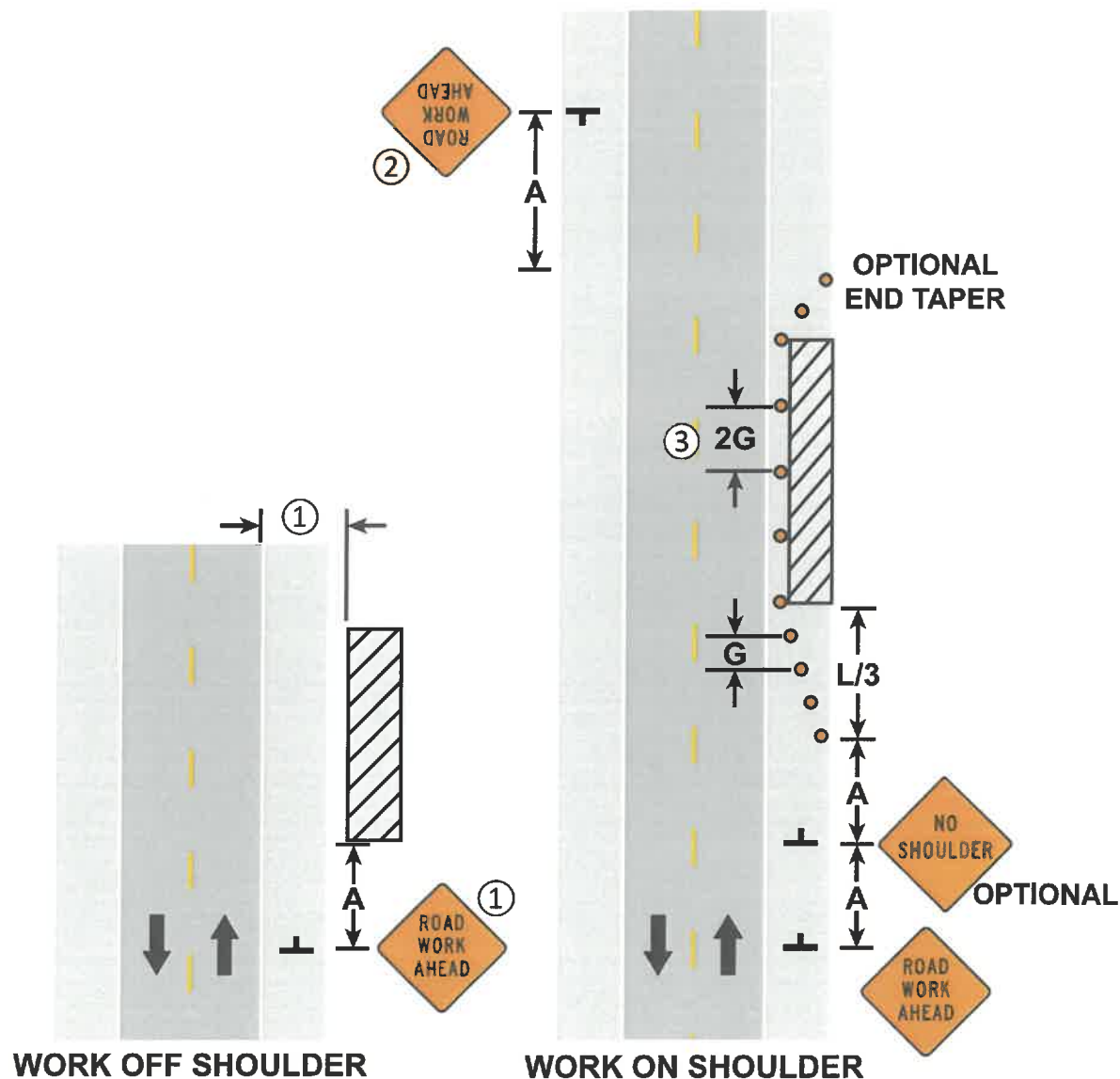
LANE CLOSURE, TWO FLAGGERS
TWO-LANE, TWO-WAY ROAD

3 DAYS or LESS

LAYOUT 16

NOTES:

- ① The ROAD WORK AHEAD sign may be omitted for short term daylight operations if a vehicle is displaying and operating a 360-degree flashing beacon and:
 - a. The distance from curb face to the work space is at least 2 feet, or
 - b. The distance from the edge of the roadway to the work space is at least 15 feet.
- ② This ROAD WORK AHEAD sign shall be installed on two-lane, two-way roads if traffic control devices are installed for a work space in the opposite shoulder.
- ③ If this layout is used to close a parking lane that is normally open to vehicle travel during the time of day the closure will be in effect, the lane shall be considered a traveled lane and not a parking lane. Layout 42 shall be used to provide traffic control for the lane closure.
4. If this layout is used to close a parking lane, channelizer spacing may be reduced from 2G to G in high volume areas.

**SHOULDER AND PARKING LANE CLOSURE**

Work On or Near Shoulder

3 DAYS or LESS

LAYOUT 8



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: November 13, 2025

Subject: First Amendment to Lease Agreement – Mazaj 369, Inc.

Attached is the First Amendment to the Lease Agreement with Mazaj 369, Inc. The amendment is consistent with the terms and structure of the existing lease currently in force. The Lessee exercised its contractual option to extend the lease for an additional five-year term, running from March 1, 2026 through February 28, 2031. Base rent is adjusted modestly over the extension period, with scheduled monthly amounts of \$2,500 through August 2028 and \$2,600 through February 2031. Taxes will continue to be paid in accordance with Section 12 of the lease, consistent with the Lessee's election for monthly payments.

The amendment also formalizes disclosures and compliance requirements related to known environmental conditions on the premises, including the vapor mitigation system installed by the City and restrictions on solvents identified by the Minnesota Pollution Control Agency. These provisions reflect existing regulatory requirements and maintain alignment with the City's obligations and responsibilities as property owner.

All other terms of the original lease remain unchanged and in full force and effect. Staff recommends approval of the First Amendment as presented.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE AGREEMENT (this “First Amendment”) is hereby made and entered into on this 10 day of 31, 2025 by and between the City of Spring Lake Park, a Minnesota municipal corporation (“Lessor”) and Mohamed El Haidari and Muntasir Eisa, dba Mazaj 369, Inc., a Minnesota corporation, (“Lessee”), and amends the below-described Lease. Lessor and Lessee are sometimes collectively referred to herein as the “parties”, or each a “party”.

RECITALS

WHEREAS, V&L Investments and Mohamed El Haidari, dba Mazaj 369, Inc. (“Original Lessee”), entered into a lease agreement originally dated February 1, 2021 in which Original Lessee leased from V&L Investments the “Leased Premises” located within the “Premises” both as described therein (the “Original Lease”); and

WHEREAS, on April 20, 2021, Muntasir Eisa executed a Guarantee agreeing to personally guarantee the Lessee’s performance under the Original Lease and agreeing to be bound by the terms of the Original Lease as an additional Lessee (the “Guarantee”) (the Original Lease and the Guarantee are collectively referred to herein as the “Lease”); and

WHEREAS, V&L Investments assigned its interest in the Lease to Lawrence R. Meuers, as trustee of the Lawrence R. Meuers Trust under Agreement dated October 5, 2020 (the “Trust”) via an Assignment and Assumption of Leases, dated December 2, 2024; and

WHEREAS, Lessor is the successor in interest to the Trust as owner of the Leased Premises and the Lessor party to the Lease, and Lessor and Lessee now desire to amend the terms of the Lease as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained as well as those set forth in the Lease, the parties hereto agree as follows:

1. The above Recitals are made a part of this First Amendment as if set forth in full below.
2. The parties acknowledge Lessee’s exercise of its right to extend the Lease pursuant to Section 6 of the Lease. The Lease is hereby extended for an additional term of five (5) years, commencing on the first day of March 2026 and ending on the last day of February 2031 (the “Extension Period”).

3. The base rent during the Extension Period shall be:

- a. \$2,500.00 per month from March 1, 2026 through August 31, 2028; and
- b. \$2,600.00 per month from September 1, 2028 through February 28, 2031.

4. Taxes shall be paid pursuant to Section 12 of the Lease. Lessee has made an election to pay taxes on a monthly basis.

5. The parties have been made aware of certain environmental conditions on the Premises which require ongoing remediation. Lessor has made disclosure of these conditions to Lessee and has installed a vapor mitigation system on the Premises. Lessee agrees to provide Lessor with reasonable access to the Leased Premises to install and maintain this mitigation system. Lessee, being aware of these environmental conditions, desires to continue to lease the Leased Premises from Lessor. Further, Lessee agrees to comply with all conditions of use for the Premises as required by the Minnesota Pollution Control Agency. This shall include, without limitation, the prohibition of use or storage on the Premises of any chlorinated solvents or chemicals containing perchloroethene (PCE) or trichloroethene (TCE).

6. Except as specifically amended hereinabove, the terms and provisions of the Lease remain in full force and effect, and both the Lessor and Lessee hereby affirm and consent to the Lease, as herein amended, and agree to be bound thereby. Should any terms of this First Amendment be in conflict with the terms of the Lease, the terms of this First Amendment shall control.

[SIGNATURES ON PAGES TO FOLLOW]

□

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment as of the day and year first above written.

LESSOR

CITY OF SPRING LAKE PARK

By:

Robert Nelson, Mayor

By:

Daniel Buchholtz, City Administrator,
Clerk/Treasurer

□

LESSEE

Mohamed El Haidari and Muntasir Eisa,
dba Mazaj 369, Inc.,
a Minnesota corporation

By Mohamed El Haidari

Mohamed El Haidari

By 

Muntasir Eisa



SPRING LAKE PARK POLICE DEPARTMENT

1301 81ST Avenue NE

Spring Lake Park, MN 55432

Phone: 763-792-7200 Fax: 763-784-3638

To: Chief Antoine

November 05, 2025

From: Investigator Tony Bennek

RE: Termination of Employment

Chief,

I am planning on retiring this spring and I would like my last day of employment to be Friday February 27th 2026.

Thank you,

Investigator Tony Bennek

Spring Lake Park Police Department

1301 81st Avenue NE

Spring Lake Park, MN 55432

O:763-792-7222

tbennek@slpmn.org





City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432
763-784-6491

Contractor's Licenses November 17, 2025

General Contractor

Aqua Coin Laundromat 3, LLC.

Mechanical Contractor

Apex Mechanical, Inc.

Hurlburt Heating, Cooling and Plumbing

Nayar HVAC, LLC.

Plumbing Contractor

Hurlburt Heating, Cooling and Plumbing

Iconic Plumbing, LLC.

Nayar HVAC, LLC.

Paul Bunyan Plumbing

WJW Company dba Twin City Heating, Air and Electric

Sign Contractor

Mathey Sign & Design, Inc.

City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park MN 55432

Business License – Liquor License
November 17, 2025 for 2026 Renewal



Off-Sale Intoxicating

Hy-Vee Wine & Spirits
8155 Hwy 65 NE #2

Main License

OFSL-26-01

Sunday License

2AM License

3.2 Off-Sale

Hy-Vee
8155 Hwy 65 NE

Main License

3.2OFSL-26-01

Sunday License

3.2OFSL-26-01

2AM License

Intoxicating On-Sale

Monte's of Spring Lake Park
8299 University Avenue NE

Main License

ONS-26-01

Sunday License

ONSS-26-01

2AM License

Dala Thai Banquet Hall & Restaurant Inc
8407 Plaza Blvd NE

ONS-26-02

ONSS-26-02

**City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park MN 55432**

**Business License – Dance License
November 17, 2025 for 2026 Renewal**



**Dala Thai Banquet Hall & Restaurant Inc
8407 Plaza Blvd NE
Spring Lake Park MN 55432
D-26-01**

**City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park MN 55432**

**2026 Tobacco License Renewal
November 17, 2025**



**Dicks Vape Shop
7777 Hwy 65 NE
Spring Lake Park MN 55432
T-26-1**

**Hy-Vee, Inc. dba Hy-Vee Wine & Spirits
8155 Hwy 65 NE
Spring Lake Park MN 55432
T-26-3**

**Mazaj 369 Inc
8484 Hwy 65 NE
Spring Lake Park MN 55432
T-26-5**

**Super Tobacco 4 LLC
8097 Central Avenue NE Ste. 105
Spring Lake Park MN 55432**

**Holiday Stationstore LLC
dba Holiday Stationstore #2746334
8101 University Avenue NE
Spring Lake Park MN 5543**

**Hy-Vee, Inc. dba Fast & Fresh
8101 Hwy 65 NE
Spring Lake Park MN 55432
T-26-2**

**HK Corporation dba Speedway #4828
7701 Hwy 65 NE
Spring Lake Park MN
T-26-4**

**Super Tobacco 6 LLC
8185 University Avenue NE
Spring Lake Park MN 55432**

**JJN LLC dba Ghost Dispensary
1450 85th Ave NE Suite 1458
Spring Lake Park MN 55432**

**City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park MN 55432**

**2026 Used Car License Renewal
December 1, 2025 for 2026 Renewal**



**Citi Group Auto, Inc. dba Motomaxx, Inc
7700 Hwy 65 NE
Spring Lake Park MN 55432
CD-26-01**

**Northtown Auto Sales & Service, Inc.
8325 University Ave NE
Spring Lake Park MN 55432
CD-26-02**

**Perfect 10 Auto, Inc.
926 Co. Hwy 10 NE
Spring Lake Park MN 55432
CD-26-03**

**Spring Lake Park Auto dba PZ Global Auto Inc
8035 Spring Lake Park Rd NE
Spring Lake Park MN 55432
CD-26-04**



Police Report

October 2025

Submitted for Council Meeting November 17th, 2025

The Spring Lake Park Police Department responded to eight-hundred and thirteen calls for service in October 2025. This is compared to responding to six-hundred ninety-eight calls for service in October of 2024.

Investigator Bennek reports handling thirty-eight cases for the month of October 2025. Thirty-six of those cases were felonies and two were misdemeanor cases. Investigator Bennek also continues to monitor four forfeiture cases with one forfeiture case being closed out in October 2025. For further details see Investigator Bennek's attached report.

School Resource Officer Imig reports handling eight calls for service at our local schools, along with conducting three student contacts, thirty-six misc. meetings and ten follow-up investigations into school-related issues. See Officer Imig attached report

The Spring Lake Park Police Department Administrative Office Staff has continued to remain busy with their daily duties. We are grateful for all of their hard work in keeping the front office running at a high level.

Earlier this year Sgt. Fiske applied for a Community Partnership Grant through the MN Chiefs of Police Association. I am happy to announce that we were chosen as a recipient of that grant. This grant money will be used to support our neighborhood watch program and other community outreach events. I want to thank Sgt. Fiske for the work she put into this grant and the MN Chiefs of Police Association for providing us with the grant.

The month of October 2025 has been a busy month for myself with the daily operations of the police department, meetings and trainings. Below are a few that I attended throughout the month:

- Department head meeting
- Pulmonary, hearing and mask fit testing
- Anoka County JLEC Governance Committee meeting
- Anoka County JLEC meeting
- MN Chief of Police bi-weekly meeting
- Dangerous Dog review
- Benchmark Analytics meeting through the LMC Insurance Trust

- Hennepin Tech Advisory Board Meeting
- IACP 2025 Denver, CO
- BCA Twin Gate discussion

This will conclude the police department report for October 2025.



Investigator

Tony Bennek

Spring Lake Park Police Department

Monthly Report

October 2025

Total Case Load

Case Load by Level of Offense: 38

Felony	36
Gross Misdemeanor	0
Misdemeanor	2

Case Dispositions:

County Attorney	36
Juvenile County Attorney	0
City Attorney	2
Forward to Other Agency	0
SLP Liaison	0
Carried Over	0
Unfounded	0
Exceptionally Cleared	0
Closed/Inactive	0

Forfeitures:

Active Forfeitures	4
Forfeitures Closed	1

Spring Lake Park Police/ School Resource Office Report

October 2025

Incidents by School Location	Reports (ICRs)	Student Contacts*	Misc./ Contacts	Follow Up Inv.
Spring Lake Park High School	6	3	36	10
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School	2			
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations				
Totals:	8	3	36	10

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	3
Students charged with other crimes	
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	5

Parks and Recreation Department

October 2025

Parks

- Terrace Park – Pickleball Courts and the Basketball Courts are being used. Park & Rec has only had one resident call – to tell us how much they like the courts.
- Lakeside Lions – Rentals are completed for the season/year. Director Scanlon and City staff will be meeting with the City of Mounds View in December regarding Lakeside Lions.
- Outside water has been turned off at the parks.
- Spring Lake aeration notice will go in Life newspaper, staff will place aeration unit in Spring Lake.

Department Activity

- Staff participated in the following Community based events: *SLP Lions Pancake Breakfast*. We had several people stop at our booth. We have also generated some interest with a student to join the commission.
- Clare is wrapping up her participation in Emerging Recreation Leaders Institute. This is a great program that will help with generating new ideas, networking and providing tools for young recreation professionals.
- Director Scanlon attended the MPRA Annual Conference in Brooklyn Center – highlights included: Prioritizing Social Media in Parks & Rec, Grant Application Strategies for Successful Outcomes, The Power of Storytelling: Share Your Story, and Leadership Networking.
- Seniors Clubs are growing: We have seen an uptick in all clubs for drop in participation. These free clubs are open to anyone.
- MEA Break was a success – we had 19 participants, Clare ran both days. She spoke with parents regarding an upcoming change to summer Able Park program and received positive feedback from all.
- Staff have been working hard during this time of transition and being down a Recreation Supervisor Program. We are all excited for Patrice Holter to start Nov 10.
- Director Scanlon attended the following meetings and events during June:
 - Department Head Meeting
 - City Council Session
 - Weekly Park and Rec Staff Mtg
 - Mtg with SHIP of Anoka County
 - Adaptive Programs Mtg (Anoka County)
 - MRPA Annual Conference.

Park and Recreation Commission

- Park and Recreation Commission met in October and continues to look at ways to grow and improve.

Tower Days 2026 June 4-6, 2026

- Planning is underway – we are looking forward to the new format and events for 2026
- We have secured the band “Good for Gary”, fireworks and new this year “Ninja Anywhere”
- The committee will continue to review activities over the next couple of months.

RESOLUTION NO. 2024-65

RESOLUTION CERTIFYING DELINQUENT ACCOUNTS

WHEREAS, the City Council of the City of Spring Lake Park, Minnesota, by Chapter 3.20.010(F)(2) of the Municipal Code of the City of Spring Lake Park, has provided that uncollected administrative citations shall become a lien against the property and be certified to the County Auditor for collection in the same manner as real estate taxes; and

WHEREAS, the City has provided notice to the affected property owners of the amount due and the City's intent to certify the unpaid balance if not paid by the date specified in such notice; and

WHEREAS, the Administrator, Clerk/Treasurer has prepared and submitted to the City Council a list of properties with unpaid administrative citation balances that remain outstanding and are eligible for certification.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota, that the amounts set forth in Exhibit A, attached hereto and incorporated herein by reference, are hereby certified to the appropriate County Auditor -- Anoka County or Ramsey County, as applicable to each parcel -- for collection with the 2026 property taxes in the same manner as other taxes; and

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer is hereby authorized and directed to transmit a certified copy of this resolution and the list of unpaid administrative citations to the appropriate County Auditor for collection.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 17th day of November 2025.

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, City Administrator

Exhibit A
Delinquent Accounts

PID #	Property Address	Amount	Admin Fee	Total
02-30-24-14-0097	709 81st Ave	\$ 1,700.00	\$ 125.00	\$ 1,825.00
01-30-24-31-0047	8097 Hwy 65	\$ 2,800.00	\$ 125.00	\$ 2,925.00
02-30-24-24-0020	349 81st Ave	\$ 50.00	\$ 125.00	\$ 175.00
02-30-24-44-0023	7805 Jackson St	\$ 2,100.00	\$ 125.00	\$ 2,225.00
02-30-24-14-0098	717 81st Ave	\$ 3,100.00	\$ 125.00	\$ 3,225.00
02-30-24-21-0048	459 Manor Dr	\$ 2,300.00	\$ 125.00	\$ 2,425.00
02-30-24-21-0063	458 Manor Dr	\$ 700.00	\$ 125.00	\$ 825.00
01-30-24-24-0013	8156 Hwy 65	\$ 100.00	\$ 125.00	\$ 225.00
01-30-24-23-0030	8280 Taylor St	\$ 1,550.00	\$ 125.00	\$ 1,675.00
02-30-24-21-0064	450 Manor Dr	\$ 150.00	\$ 125.00	\$ 275.00
02-30-24-21-0101	8347 University Ave	\$ 1,800.00	\$ 125.00	\$ 1,925.00
01-30-24-21-0003	8330 Pierce St	\$ 150.00	\$ 125.00	\$ 275.00
01-30-24-21-0002	8340 Pierce St	\$ 50.00	\$ 125.00	\$ 175.00
01-30-24-14-0052	1636 County 10	\$ 300.00	\$ 125.00	\$ 425.00
01-30-24-14-0051	1634 County 10	\$ 300.00	\$ 125.00	\$ 425.00
02-30-24-24-0019	8101 University Ave	\$ 700.00	\$ 125.00	\$ 825.00
01-30-24-11-0051	8401 Sunset Rd	\$ 350.00	\$ 125.00	\$ 475.00
01-30-24-21-0015	8370 Pierce St	\$ 2,500.00	\$ 125.00	\$ 2,625.00
02-30-24-43-0018	542 79th Ave	\$ 50.00	\$ 125.00	\$ 175.00
02-30-24-11-0029	8310 Able St	\$ 300.00	\$ 125.00	\$ 425.00
01-30-24-13-0023	8201 Central Ave	\$ 200.00	\$ 125.00	\$ 325.00
02-30-24-31-0017	8031 6th St	\$ 100.00	\$ 125.00	\$ 225.00
TOTAL		\$ 21,350.00	\$ 2,750.00	\$ 24,100.00



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: November 10, 2025

Subject: Public Hearing – Certify Delinquent Administrative Citations

City staff has assembled an assessment roll of outstanding administrative citations for review and approval by the City Council.

The proposed assessment roll is \$25,425.00. Of that total, \$22,550.00 is related to unpaid Administrative Offense citations or unpaid alarm fees, with the remaining \$2,875.00 is related to administrative service charges.

A public hearing on the assessment roll has been scheduled for Monday, November 17, 2025 at 7:00pm (or as soon thereafter). Notices were sent to the affected property owners. The public hearing provides an opportunity for the City Council to review any objections or concerns from the property owners regarding their unpaid balances. After consideration, the City Council may decide to adjust, reduce or certify the full amount of these charges.

If you have any questions, please do not hesitate to contact me at 763-784-6491.



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: November 13, 2025

Subject: Resolution Certifying Delinquent Utility Accounts

Council is asked to consider Resolution No. 2025-40, which certifies unpaid utility account balances to Anoka and Ramsey County for collection with 2026 property taxes. Under SLPC 5.04.040(C), delinquent utility charges constitute a lien against the property and may be certified annually for collection in the same manner as taxes.

Staff has provided notice to each affected property owner identifying the amount due and informing them of the City's intent to certify if payment was not received by the stated deadline. The accounts listed in Exhibit A represent balances that remain outstanding.

Adoption of the resolution will authorize staff to transmit the certified list to the appropriate County Auditor—Anoka or Ramsey—based on parcel location. Once certified, these amounts will be collected with 2026 property taxes and remitted to the City.

If you have any questions, please do not hesitate to contact me at 763-784-6491.

RESOLUTION NO. 2025-40

**RESOLUTION CERTIFYING UNPAID UTILITY ACCOUNTS TO THE COUNTY
AUDITOR FOR COLLECTION WITH PROPERTY TAXES**

WHEREAS, City Council of the City of Spring Lake Park, Minnesota, by SLPC 5.04.040(C), has provided that uncollected utility charges shall become a lien against the property and be certified annually for the collection of said billings in the same manner as taxes; and

WHEREAS, the City has provided notice to the affected property owners of the amount due and the City's intent to certify the unpaid balance if not paid by the date specified in such notice; and

WHEREAS, the City Council finds that the amounts remaining unpaid are proper and correct, and should be certified for collection.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Spring Lake Park, Minnesota, that the amounts set forth in Exhibit A, attached hereto and incorporated herein by reference, are hereby certified to the appropriate County Auditor -- Anoka County or Ramsey County, as applicable to each parcel -- for collection with the 2026 property taxes in the same manner as other taxes; and

BE IT FURTHER RESOLVED that the Administrator, Clerk/Treasurer is hereby authorized and directed to transmit a certified copy of this resolution and the list of unpaid administrative citations to the appropriate County Auditor for collection.

The foregoing resolution was moved for adoption by Councilmember .

Upon roll call, the following voted aye:

And the following voted nay:

Whereupon the Mayor declared said resolution duly passed and adopted this 17th day of November 2025.

Robert Nelson, Mayor

ATTEST:

Daniel Buchholtz, City Administrator

Exhibit A
Delinquent Utility Accounts

RAMSEY COUNTY				
ACCOUNT NUMBER	PROPERTY PIN	AMOUNT	ADMIN FEE	TOTAL
19-1810-00-01	06-30-23-32-0001	\$3,816.67	\$125.00	\$3,941.67
19-1854-00-01	06-30-23-31-0223	\$197.33	\$125.00	\$322.33
49-8127-00-04	06-30-23-32-0075	\$521.07	\$125.00	\$646.07
TOTAL		\$4,535.07	\$ 375.00	\$4,910.07

ANOKA COUNTY				
ACCOUNT NUMBER	PROPERTY PIN	AMOUNT	ADMIN FEE	TOTAL
05-8001-00-01	02-30-24-31-0053	\$853.16	\$125.00	\$978.16
05-8401-00-01	02-30-24-24-0149	\$163.66	\$125.00	\$288.66
06-8031-00-01	02-30-24-31-0017	\$772.99	\$125.00	\$897.99
06-8042-00-01	02-30-24-31-0046	\$1,032.70	\$125.00	\$1,157.70
78-0562-00-03	02-30-24-43-0103	\$386.12	\$125.00	\$511.12
78-0612-00-04	02-30-24-43-0119	\$863.67	\$125.00	\$988.67
79-0522-00-00	02-30-24-43-0016	\$555.04	\$125.00	\$680.04
79-0533-00-00	02-30-24-42-0028	\$81.82	\$125.00	\$206.82
79-0542-00-01	02-30-24-43-0018	\$579.90	\$125.00	\$704.90
79-0570-00-00	02-30-24-43-0020	\$998.99	\$125.00	\$1,123.99
79-0615-00-01	02-30-24-42-0026	\$312.05	\$125.00	\$437.05
80-0699-00-01	02-30-24-42-0057	\$177.00	\$125.00	\$302.00
80-1141-00-01	01-30-24-31-0017	\$908.18	\$125.00	\$1,033.18
80-1161-00-06	01-30-24-31-0016	\$511.03	\$125.00	\$636.03
81-0349-00-01	02-30-24-24-0020	\$892.83	\$125.00	\$1,017.83
81-0637-00-01	02-30-24-13-0070	\$814.26	\$125.00	\$939.26
81-0659-00-02	02-30-24-13-0072	\$60.05	\$125.00	\$185.05
81-0673-00-01	02-30-24-13-0073	\$747.79	\$125.00	\$872.79
81-0701-00-01	02-30-24-14-0096	\$1,696.73	\$125.00	\$1,821.73
81-0709-00-02	02-30-24-14-0097	\$960.39	\$125.00	\$1,085.39
81-0717-00-01	02-30-24-14-0098	\$2,152.40	\$125.00	\$2,277.40
81-0809-00-00	02-30-24-14-0036	\$768.67	\$125.00	\$893.67
81-1312-00-01	01-30-24-42-0083	\$273.74	\$125.00	\$398.74
82-0475-00-01	02-30-24-24-0031	\$221.52	\$125.00	\$346.52
82-0548-00-01	02-30-24-13-0023	\$199.30	\$125.00	\$324.30
82-0717-00-01	02-30-24-14-0061	\$224.78	\$125.00	\$349.78
82-0748-00-03	02-30-24-14-0073	\$751.43	\$125.00	\$876.43
82-0946-00-05	01-30-24-23-0074	\$758.34	\$125.00	\$883.34
83-0400-00-01	02-30-24-24-0016	\$814.35	\$125.00	\$939.35

ANOKA COUNTY

ACCOUNT NUMBER	PROPERTY PIN	AMOUNT	ADMIN FEE	TOTAL
83-0475-00-00	02-30-24-21-0088	\$165.96	\$125.00	\$290.96
83-0651-00-00	02-30-24-12-0150	\$834.36	\$125.00	\$959.36
83-0813-00-00	02-30-24-11-0035	\$990.11	\$125.00	\$1,115.11
84-0541-00-01	02-30-24-12-0096	\$486.45	\$125.00	\$611.45
84-0601-00-02	02-30-24-12-0093	\$474.13	\$125.00	\$599.13
01-7730-00-01	02-30-24-44-0111	\$32.92	\$125.00	\$157.92
01-7914-00-01	02-30-24-41-0117	\$177.00	\$125.00	\$302.00
01-8117-00-00	01-30-24-23-0083	\$130.68	\$125.00	\$255.68
01-8389-00-01	01-30-24-22-0081	\$1,052.98	\$125.00	\$1,177.98
02-0716-00-02	02-30-24-14-0093	\$1,195.58	\$125.00	\$1,320.58
02-0856-00-04	02-30-24-14-0027	\$168.17	\$125.00	\$293.17
08-8445-00-01	01-30-24-12-0012	\$693.45	\$125.00	\$818.45
10-7730-00-00	01-30-24-34-0006	\$638.34	\$125.00	\$763.34
90-1332-00-02	01-30-24-43-0191	\$572.15	\$125.00	\$697.15
19-1540-00-03	01-30-24-14-0001	\$808.99	\$125.00	\$933.99
17-8132-00-01	01-30-24-23-0100	\$270.90	\$125.00	\$395.90
15-8094-00-01	01-30-24-42-0075	\$199.30	\$125.00	\$324.30
15-8097-00-01	01-30-24-42-0042	\$1,169.85	\$125.00	\$1,294.85
18-8055-00-06	01-30-24-42-0047	\$54.33	\$125.00	\$179.33
18-8085-00-01	01-30-24-42-0044	\$431.28	\$125.00	\$556.28
18-8090-00-01	01-30-24-42-0009	\$487.74	\$125.00	\$612.74
18-8091-00-02	01-30-24-42-0043	\$524.50	\$125.00	\$649.50
20-8097-00-03	01-30-24-31-0047	\$161.50	\$125.00	\$286.50
20-8188-00-03	01-30-24-24-0012	\$243.92	\$125.00	\$368.92
23-0733-00-00	02-30-24-14-0047	\$330.19	\$125.00	\$455.19
25-0701-00-01	02-30-24-11-0133	\$481.97	\$125.00	\$606.97
25-0744-00-02	02-30-24-11-0141	\$195.05	\$125.00	\$320.05
28-8015-00-00	02-30-24-42-0073	\$939.52	\$125.00	\$1,064.52
30-7713-00-05	01-30-24-43-0037	\$862.76	\$125.00	\$987.76
30-7731-00-00	01-30-24-43-0031	\$795.33	\$125.00	\$920.33
30-7738-00-00	01-30-24-43-0019	\$1,127.16	\$125.00	\$1,252.16
30-7749-00-00	01-30-24-43-0098	\$233.75	\$125.00	\$358.75
32-8410-00-02	01-30-24-22-0085	\$1,184.53	\$125.00	\$1,309.53
34-0827-00-00	02-30-24-11-0154	\$165.96	\$125.00	\$290.96
34-0841-00-02	02-30-24-11-0153	\$907.04	\$125.00	\$1,032.04
35-8098-00-01	02-30-24-42-0065	\$224.78	\$125.00	\$349.78
37-0316-00-03	02-30-24-21-0072	\$419.05	\$125.00	\$544.05
37-0400-00-01	02-30-4-21-0067	\$802.10	\$125.00	\$927.10
37-0458-00-01	02-30-24-21-0063	\$217.70	\$125.00	\$342.70
37-0459-00-01	02-30-24-21-0048	\$1,624.43	\$125.00	\$1,749.43
37-0541-00-01	02-30-24-12-0074	\$305.05	\$125.00	\$430.05

ANOKA COUNTY

ACCOUNT NUMBER	PROPERTY PIN	AMOUNT	ADMIN FEE	TOTAL
37-0933-00-01	01-30-24-22-0054	\$299.85	\$125.00	\$424.85
38-0408-00-01	02-30-24-21-0037	\$724.43	\$125.00	\$849.43
38-0416-00-01	02-30-24-21-0036	\$144.84	\$125.00	\$269.84
38-0828-00-01	02-30-24-11-0109	\$761.90	\$125.00	\$886.90
41-7907-00-02	01-30-24-41-0020	\$777.94	\$125.00	\$902.94
43-7800-00-00	02-30-24-43-0130	\$919.13	\$125.00	\$1,044.13
43-8025-00-02	02-30-24-41-0059	\$200.00	\$125.00	\$325.00
43-8230-00-01	02-30-24-13-0012	\$156.19	\$125.00	\$281.19
43-8350-00-05	02-30-24-12-0013	\$706.92	\$125.00	\$831.92
43-8408-00-00	02-30-24-12-0009	\$163.52	\$125.00	\$288.52
44-0911-00-00	01-30-24-33-0006	\$402.61	\$125.00	\$527.61
44-0923-00-03	01-30-24-33-0114	\$961.97	\$125.00	\$1,086.97
46-8333-00-02	01-30-24-21-0017	\$703.83	\$125.00	\$828.83
46-8370-00-02	01-30-24-21-0015	\$714.58	\$125.00	\$839.58
52-7710-00-02	02-30-24-44-0064	\$1,388.13	\$125.00	\$1,513.13
56-0342-00-00	02-30-24-31-0096	\$165.96	\$125.00	\$290.96
56-0643-00-01	02-30-24-42-0047	\$716.48	\$125.00	\$841.48
61-8401-00-01	01-30-24-11-0051	\$177.00	\$125.00	\$302.00
62-8220-00-04	01-30-24-23-0034	\$782.17	\$125.00	\$907.17
62-8280-00-04	01-30-24-23-0030	\$3,472.97	\$125.00	\$3,597.97
62-8298-00-02	01-30-24-23-0028	\$492.41	\$125.00	\$617.41
64-7932-00-05	02-30-24-31-0021	\$624.21	\$125.00	\$749.21
64-8069-00-02	02-30-24-42-0104	\$151.76	\$125.00	\$276.76
64-8210-00-01	02-30-24-24-0029	\$584.05	\$125.00	\$709.05
65-8116-00-00	01-30-24-23-0079	\$262.13	\$125.00	\$387.13
68-8024-00-01	02-30-24-41-0023	\$413.81	\$125.00	\$538.81
70-0924-00-01	01-30-24-33-0011	\$203.55	\$125.00	\$328.55
74-8316-00-04	01-30-24-11-0029	\$131.45	\$125.00	\$256.45
75-0331-00-00	02-30-24-31-0068	\$899.77	\$125.00	\$1,024.77
75-0367-00-00	02-30-24-31-0063	\$147.84	\$125.00	\$272.84
TOTAL		\$60,565.25	\$12,500.00	\$73,065.25

City of Spring Lake Park



Personnel Policy

Approved by the City Council on July 18, 2016
Amended by the City Council on July 15, 2019
Amended by the City Council on December 16, 2021
Amended by the City Council on June 5, 2023
Amended by the City Council on December 4, 2023
Amended by the City Council on _____, 2025

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1. INTRODUCTION

Section 1.01 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for the employees of the City of Spring Lake Park. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. Except where noted otherwise, the City Administrator or his/her designee is charged with ensuring compliance with these personnel policies. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

The City of Spring Lake Park retains the full and unrestricted right to operate and manage all personnel facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify its organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by current collective bargaining agreements, this policy and City Council resolutions. The City further reserves the right to make reasonable variations from this policy where it is determined that a strict and literal application of the policy would cause an undue hardship on the City, its employees or an individual employee.

Except as otherwise prohibited by law, the City of Spring Lake Park 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.

Section 1.02 Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

- Elected Officials
- Members of City Boards, Commissions and Committees
- Consultants and Contractors
- Volunteers

If any specific provisions of the personnel policies conflict with any current union agreement, the union agreement will prevail. Any policy, or portion thereof, that does not conflict with a labor agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the Department Head and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the Department Head.

Section 1.03 EEO Policy Statement

The City of Spring Lake Park is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Spring Lake Park will 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, disability, age, marital status, gender identity, gender expression, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Section 1.04 Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

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.

Section 1.05 Media Requests

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through 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. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a “routine” question, forward the request to the City Administrator. An appropriate response would be, “I’m sorry, I don’t have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can.” Then ask the media representative’s name, questions, deadline, and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator. When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The City finished street cleaning on 5 streets in the northwest corner of the City this past week” instead of “The City is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City’s Facebook page: “My family visited Lakeside Park this weekend and really enjoyed the new picnic shelter.” Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Section 1.06 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their city employment. As City representatives, employees share in the responsibility of earning and preserving the public’s trust in the city. An employee’s

own personal communications, such as on social media, can have a significant impact on the public's belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your city position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (e.g. sharing/retweeting) a social media post of another individual or entity. The City can act on a personal communication that violates this policy without waiting for the actual disruption.
- Remember that what you write or post is public, and ~~cannot easily be undone~~~~will be so for a long time~~. It may also be spread to a larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- The City of Spring Lake Park expects its employees to be fair, courteous, and respectful to Department Heads, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to City business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Spring Lake Park."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.

- Personal social media account name or email names should not be tied to the City (e.g., “SLPCop”).

2. CITYWIDE WORK RULES AND CODE OF CONDUCT

Section 2.01 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 Spring Lake Park. 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 Department Head.

Honesty is an important organizational attribute to our city. -Therefore, any intentional misrepresentation of facts or falsification of records, including without limitation personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. -As just one example, a police officer with a credibility issue under a Brady/Giglio designation ~~very likely will~~ ~~may~~ be excluded from providing testimony for court cases, thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Spring Lake Park. All employees are expected to:

- 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 professionally 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 their Department Head.
- Maintain good attendance while meeting the goals set by your Department Head.
- Approach our organization and operational duties with a positive attitude and constructively support open communication, creativity, dedication and compassion.

Section 2.02 Attendance & Absence

The operations and standards of service in the City of Spring Lake Park require that employees be at work unless valid reasons warrant absence, or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees must fully understand the goals that have been set for them and the time that is required to be on the job. -Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their Department Head as soon as possible in advance of the absence. In case of an unexpected absence, employees should call their Department Head before the scheduled starting time and keep in mind the following procedures:

- If the Department Head is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the Department Head.
- ~~Depending on the absence, F~~failure to use the established reporting process ~~may~~will be grounds for disciplinary action.
- ~~The employee must call the Department Head on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the Department Head. The employee must specify the amount of time needed away from work. In the event the absence is expected to last longer than anticipated, employees must contact their Department Head as soon as practicable to request additional time away from work.~~
- 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.

~~This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures.~~

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their Department Head.

Section 2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her Department Head.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. 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.

Section 2.04 Appearance

Employees are expected to maintain a neat, clean and professional appearance that reflects positively on the City of Spring Lake Park and is appropriate for their position and work environment. Clothing should not be excessively worn, ripped, frayed or expose an excessive

amount of skin. Departments may establish additional dress codes for employees as part of departmental rules. Employees whose duties involve public contact are expected to dress in a business-casual or professional manner, while those working in the field should dress safely and appropriately for their assignments. ~~Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public.~~ Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. ~~Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their Department Head.~~

Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City. ~~-City staff shall not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees.~~ Additionally, this policy also respects and accommodates religious and cultural attire such as head coverings, religious jewelry or specific garments that do not compromise safety.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the City Administrator to obtain approval to deviate from this policy.

Section 2.05 Conflicts of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator.

Section 2.06 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 will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the City's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices and other applicable law, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This

includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the City Administrator immediately. -In the event a claim of retaliation involves the City Administrator, a whistleblower shall contact the City Attorney. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Section 2.07 Personal Telephone Calls

Personal telephone calls and texts are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Section 2.08 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system outside of work time. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization. Any employee who becomes a candidate for federal, state or municipal elective office, or assumes a federal, state or municipal elective office, is expected to properly fulfill their normal duties during such candidacy and while such office and may be disciplined for failure to do so. An employee holding such office will be permitted time off from regular employment to attend meetings required by reason of the public office. Such time off may be without pay, by using appropriate paid leave, or made up with other hours, as agreed between the employee and the Department Head.

Any employee whose principal employment in the city is in connection with an activity which is funded in whole or in part by the United States or a federal agency is also subject to the restrictions and penalties of the Federal Hatch Act (5 U.S.C. § 1501-1508). Political activity should not impair objectivity or the perception of objectivity in carrying out City work.

City employees cannot use their official authority or influence through their employment with the City to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity. While at work, city employees must be politically neutral in the performance of their job duties and cannot engage in political activity while at work, on city property, or by using city resources (such as city branded clothing or uniforms, photos, ID badges, nametags, or using the city's email system or technology). Furthermore, employees should not use their city job title in conjunction with any political work or endorsements.

Section 2.09 Smoking

The City of Spring Lake Park observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

3. DEFINITIONS

For purposes of these policies, the following definitions will apply:

Section 3.01 Appointing Authority. The City Council.

Section 3.02 Authorized Hours. The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's Department Head.

Section 3.03 Benefits. Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Section 3.04 Benefit-Earning Employees. Employees who are eligible for at least a pro-rated portion of City-provided benefits. Except for Earned Sick and Safe Time (ESST) and Minnesota Paid Leave benefits, such employees must be~~work~~, year round employees who work, at least ~~40-20~~ hours per week on a regular basis.

Section 3.05 Compensatory Time. For exempt employees, the same amount of time off work as the employee has overtime hours worked. For non-exempt employees, time of work at one-and-one-half times the number of overtime hours worked.

Section 3.06 Core Hours. The hours that all employees (exempt and non-exempt) are expected to work are from 9:00am to 3:30pm, Monday through Friday. Police and public works employees do not have core hours and work the schedules established by their Department Head.

Section 3.07 Demotion. The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Section 3.08 Department. A branch of the City's operations with responsibility for one or several assigned functions.

Section 3.09 Department Head. The supervisor of a department.

Section 3.10 Direct Deposit. As permitted by State law, all City employees are required to participate in direct deposit.

Section 3.11 Employee. An individual who has successfully completed all stages of the selection process, including the training period.

Section 3.12 Exempt Employee. Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

Section 3.13 FICA (Federal Insurance Contributions Act). FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA

requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

Section 3.14 Fiscal Year. The period from January 1 through December 31.

Section 3.15 Full-Time Employee. Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Section 3.16 Hours of Operation. The City's regular hours of operation are Monday through Friday, from 8:00am to 4:30pm.

Section 3.17 Job Classification. A group of positions sufficiently alike in duties, qualifications, authority and responsibility to warrant the same job title, grade and pay schedule for all positions in the group.

Section 3.18 Job Description. The written description of a job containing a title, a statement of duties, authority and responsibilities of the job, and the qualifications deemed necessary and/or desirable for the satisfactory performance of the duties of the job.

Section 3.19 Non-exempt Employee. Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at one and one half times their regularly hourly wage for all hours worked over forty (40) in any given workweek.

Section 3.20 Overtime. Time worked in excess of forty (40) hours per week or in excess of the employee's normal work schedule as established by the employer.

Section 3.21 Part-time Employee. An employee whose position requires less than forty (40) hours per week or two thousand eighty (2,080) hours per year in an ongoing position.

Section 3.22 Pay Period. A fourteen (14) day period beginning at 12:00am (midnight) on Sunday through 11:59pm on Saturday, fourteen (14) days later.

Section 3.23 PERA (Public Employees Retirement Association). Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Section 3.24 Promotion. Movement of an employee from one job class to another within the City, where the classification/grade and maximum salary for the new position is higher than that of the employee's former position.

Section 3.25 Reclassify. Movement to a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

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Section 3.26 Seasonal Employee. Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits – except that seasonal employees are eligible to accrue Earned Sick and Safe Time (ESST) leave as outlined in the ESST policy – and do not earn credit for seniority. Additionally, effective January 1, 2026, most seasonal employees as defined in this section are also eligible for Minnesota Paid Leave program benefits. The City will provide notice to select seasonal employees who also fall under the Minnesota Paid Leave Law’s narrow definition of “seasonal employee,” as these individuals will not be covered by Minnesota Paid Leave. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Section 3.27 Service Credit. Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Section 3.28 Temporary Employee. Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits – except that temporary employees are eligible for Minnesota Paid Leave Program benefits and Earned Sick and Safe Time (ESST) leave as outlined in the ESST policy – and do not earn credit for seniority.

Section 3.29 Training/Probationary Period. A twelve month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the City’s selection process and is used by supervisors for closely observing an employee’s work. It does not, however, alter the at-will status of employment between the City and employee.

An employee serving ~~the~~^{his/her} initial probationary period may be disciplined for any reason at the sole discretion of the City, up to and including dismissal. -An employee so disciplined, including dismissal, will not have any grievance rights unless grievance rights are specifically provided by a collective bargaining agreement.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee’s probationary period which requires a leave of absence, such time off, if granted, will not be considered time worked, and the probationary period will be extended by the length of time taken.

Section 3.30 Transfer. Movement of an employee from one City position to another of equivalent pay.

Section 3.31 Weapons. Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Section 3.32 Workweek. A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department ~~recreation department~~).

4. EMPLOYEE RECRUITMENT AND SELECTION

Section 4.01 Scope

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Section 4.02 Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. ~~Supplemental questionnaires may 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 deadline for application may be extended by the City Administrator or designee. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Section 4.03 Testing and Examination

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; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a recreation director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate Department Head. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications. If you have any questions about whether your qualifications might meet the established minimums, contact the City Administrator to ask. In some cases the City will consider alternative experience if it is substantially equivalent to the qualification being required.

Section 4.04 Pre-Employment Drug Testing

Every job applicant offered employment with the City receives the offer contingent upon successful completion of a drug test, among other conditions. The drug testing will be conducted pursuant to the Minnesota Drug and Alcohol Testing and Drug Free Workplace Act for Non-Commercial Drivers.

Section 4.05 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn't 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 or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Section 4.06 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the Department Head, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate Department Head with each hire subject to final City Council approval. Except where prohibited

by law, seasonal and temporary employees may be terminated by the Department Head at any time, subject to City Council approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience and the City of Spring Lake Park's needs.

Section 4.07 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.

Section 4.08 Training Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Unless otherwise specified in a union contract, training periods are twelve months in duration, but may be extended by, for example, an unpaid leave of absence.

5. ORGANIZATION

Section 5.01 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.

A job description is prepared for each position within the City. Each job description will include: position title, department, Department Head's title, FLSA status (exempt or non-exempt), 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. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Assignment of job titles, establishment or minimum qualifications and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Prior to posting a vacant position, the existing job description will be reviewed by the City Administrator or designee and the Department Head to ensure the job description is an accurate

reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Department Heads are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Section 5.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the Department Head, subject to the approval of the City Administrator.

Section 5.03 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, 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. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

Employees covered by a collective bargaining agreement may be subject to a different procedure and should refer to the language in the respective collective bargaining agreement.

6. HOURS OF WORK

Section 6.01 Work Hours

Works schedules will be established by Department Heads with the approval of the City Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

Section 6.02 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 (8) 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, unless previously authorized by the Department Head.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break or thirty (30) minute lunch period. Exceptions must be approved by the Department Head or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the Department Head and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Section 6.04 Adverse Weather Conditions

City facilities will generally be open during adverse weather. 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 are required to use eligible ESST hours, accrued vacation time or compensatory time, or with Department Head approval, may modify the work schedule or make other reasonable schedule adjustments.

In the event the city closes due to weather or other public emergency, see Section 10.02 for Earned Sick and Safe Leave.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions. See Section 10.02 for more information on the Earned Sick and Safe Time weather event exception.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective Department Head or the City Administrator.

7. COMPENSATION

Section 7.01 General Provisions

Full time employees of the City will be compensated every two weeks according to schedules adopted by the City Council. Unless approved by the City Council, employees will not receive

any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

A pay range for seasonal and temporary employees will be set by the City Council on an annual basis, through the budget approval process. Department Heads are allowed to determine compensation within that range for each seasonal or temporary employee based on their experience and suitability for the position.

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 against an employee for disclosing his/her 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.

Section 7.02 Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the City Administrator of any change in status, including in changes in address, phone number, names of beneficiaries, marital status, etc.

Section 7.03 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, he/she should immediately contact his/her Department Head. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written

authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year ~~of the overpayment which deducts the overpayment amount~~, but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

Section 7.04 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They 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 Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each employee is responsible for accurately recording and submitting their hours in the City's electronic time reporting system. All time entries must be approved by the employee's Department Head or designee. Reporting false or inaccurate information may be cause for discipline up to and including immediate termination. ~~Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a timecard may be cause for immediate termination.~~

Section 7.05 Overtime/Compensatory Time

The City of Spring Lake Park has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, are required to work overtime as requested by their Department Head as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Department Heads will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Seasonal and temporary employees shall be paid overtime after 40 hours worked in a workweek.

Section 7.06 Non-Exempt (Overtime Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward “hours worked.” Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Department Heads may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s Department Head must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date. However, the employee may indicate on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. In this case, all compensatory time earned during a year will be paid to the employee by the end of the year at the hourly pay rate the employee is earning at that time.

Each Department Head will be responsible for establishing a policy relating to the maximum compensatory time accumulation for employees within his/her department based on the needs of his/her department. Once an employee has earned the maximum compensatory time allowed in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The Accountant will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly rate the employee is earning at that time.

Section 7.07 Exempt (Non-Overtime Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their Department Head or City Administrator. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more 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. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality

or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Spring Lake Park will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns ~~ESST~~sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Spring Lake Park may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Spring Lake Park will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future. If the employee thinks that a wage deduction was made in error, please contact the City Administrator promptly.

Section 7.08 Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business

for exempt staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings as necessary.

Exempt employees are required to use paid leave or compensatory time when on personal business away from the office. Exempt employees must communicate their absence to the City Administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue.

If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

All exempt positions may require work beyond 40 hours per week, including evening and weekend hours. These employees are entitled to earn compensatory time at a rate of one hour for each hour worked over 40 hours per week. No payment of compensatory time will be made when an exempt employee leaves employment with the City.

8. PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the Department Head and the employee. Conducting these informal performance meetings provides both the Department Head and the employee the opportunity to discuss what is expected, what is going well and not so well.

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

9. BENEFITS

Section 9.01 Health, Dental, Life Insurance

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Accountant.

Section 9.02 Retirement/PERA

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. 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 pay check for Social

Security and Medicare (the City matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the City Accountant.

Section 9.03 Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be a full-time employee in good standing and have been employed by the City for at least a year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better or "pass" in a pass/fail course). The City will not reimburse the employee for expenses reimbursed under some other education system or program, e.g. G.I. Bill. Employees must reimburse the City if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed Five Hundred Dollars (\$500.00) per year.

Section 9.04 Holidays

The City observes the following holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Day
Independence Day	Christmas Eve Day
Floating Holiday	

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continues for 24 hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

10. LEAVES OF ABSENCE

Section 10.01 Overview

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

Except as otherwise stated, 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.

Section 10.02 Earned Sick and Safe Time Leave

A. Overview and Eligibility

Earned Sick and Safe Time (ESST)Leave is paid time-off for eligible uses outlined in this policy as required by Minnesota's Earned Sick and Safe Time Law, including but not limited to an employee's mental or physical illness, injury or other health condition. This specific leave applies to all employees (including temporary and part time employees) anticipated to perform work for at least 80 hours in a year for the city.

Employees will earn ESST ~~earned~~ at the following rates:

- ~~Subject to the provisions of Section 10.04, f~~Full-time employees will accumulate earned sick and safe leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least 20 hours per week will accrue earned sick and safe leave on a pro-rated basis of the full-time employee schedule.
- Temporary, seasonal, and part time employees regularly scheduled to work fewer than 20 hours per week will accrue earned sick and safe leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year.

~~Temporary, seasonal, and part time employees regularly scheduled to work fewer than 20 hours per week will accrue earned sick and safe leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year.~~

B. Use of ESST

(a) — Earned Sick and Safe Leave Use

~~The ESST~~ leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (minimum 1½ hour) 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 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 or the city has requested a test or diagnosis.~~
- ~~Absence due to domestic abuse, sexual assault, or stalking of the employee provided that 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 of stalking of the employee or 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
- Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. Consistent with M.S. § 181.9447, subd. 12, licensed peace officers or employees holding a commercial driver's license must be ready and available to respond to public emergencies or weather events, and therefore may not use ESST for the "closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed 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.
- When it has been determined by health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the

health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

C. “Family Member” Defined

~~(b) — Family Member Defined~~

For ~~ESST~~Earned Sick and Safe Leave purposes, family member includes an employee’s:

- 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 loco 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

D. Notice and Documentation

~~(c) — Advance Notice for use of Earned Sick and Safe Leave~~

~~If~~When the need for ~~ESST leavesick and safe leave~~ is foreseeable, ~~the city requires seven days’ advance noticeemployees must notify their Department Head within seven days’ of the leave. In the event~~However, if the need for leave is unforeseeable, employees must notify their Department Head~~provide notice of the need for Earned Sick and Safe time as soon as practicableas reasonably required (e.g. prior to the start of the scheduled shift, or as soon as circumstances permit).~~

When an employee uses ~~ESST~~Earned Sick and Safe time for more than ~~two~~three consecutive scheduled work 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~~Earned Sick and Safe 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~~Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

However, this is not meant to limit employees who choose to voluntarily seek a replacement staff member or trade shifts to cover their ESST absence.

E. Accrual and Carry Over of ESST

~~(d) — Carry Over of Earned Sick and Safe Leave~~

Full time and part time employees regularly scheduled to work more than 20 hours per week are eligible to carry over accrued but unused ~~Earned Sick and Safe time~~ ESST into the following year, provided ~~but~~ the total ~~of Earned Sick and Safe Leave carry over~~ accrued ESST hours shall not exceed 90 days (720 hours) at any one time.

All other employees are eligible to carry over accrued but unused ~~Earned Sick and Safe time~~ ESST into the following year, ~~but~~ provided the total ~~accrued ESST of Earned Sick and Safe Leave carry over hours~~ shall not exceed 80 hours at any one time.

F. Retaliation Prohibited

(e) — Retaliation prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ~~ESST~~Earned Sick and Safe Time ~~Leave~~ rights, requesting an ~~ESST~~Earned Sick and Safe Time ~~Leave~~ absence, or pursuing remedies. Further, use of ~~ESST~~Earned Sick and Safe Time ~~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~~Earned Sick and Safe Time ~~Leave~~.

G. Benefits and Return to Work Protection

(f) — Benefits and return to work protections

During an employee's use of ~~ESST~~Earned Sick and Safe Time ~~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~~Earned Sick and Safe Time ~~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~~Earned Sick and Safe Time ~~Leave~~ absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation-, previously accrued ~~ESST~~Earned Sick and Safe Time ~~Leave~~ that had not been used or previously paid out will be reinstated. An employee is entitled to use and accrue ~~ESST~~Earned Sick and Safe Time ~~Leave~~ at the commencement of reemployment.

Section 10.03 Vacation Leave

The City believes that vacation is important to the health and well-being of our employees, and as such, provides paid vacation for eligible employees for rest and recuperation. Vacation leave is not intended to be used for absences related to personal illness or injury or any of the eligible uses outlined in the ESST policy. However, should an employee use vacation leave for one of the eligible uses outlined in Section 10.02, with respect to that particular absence only, the ESST policy will apply.

The vacation leave schedule for all full-time employees is as follows:

Years of Service	Annual Accrual
1 Year	10 Days
5 Years	15 Days
10 Years	20 Days
16 Years	21 Days

17 Years	22 Days
18 Years	23 Days
19 Years	24 Days
20 Years	26 Days

Full-time employees will earn vacation leave in accordance with the above schedule. Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule. Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Unless approved by the City Administrator, vacation leave will not be earned during an unpaid leave of absence.

An employee will not earn any vacation leave for any pay period unless they are employed by the city on the last scheduled workday of the pay period. Further, vacation leave will stop accruing as of the effective date of termination. Requests for vacation must be received at least 48 hours in advance of the requested time off. This notice may be waived at the discretion of the Department Head and City Administrator.

Vacation can be requested in increments as small as one-half-hour up to the total amount of the accrued leave balance unless the Department Head has established a differing policy to ensure appropriate shift coverage.

Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

If an employee does not use all of his/her earned vacation days during the current anniversary year, a maximum of 10 days of earned unused vacation may be carried from the current anniversary year into the next anniversary year. Vacation days may be carried from the current year to the next year only and cannot be carried into any future anniversary years, unless approved by the City Administrator. Any unused vacation days not carried over pursuant to this policy shall be lost and the employee shall receive no compensation therefore.

Employees are allowed to take their vacation in accordance with their position on the seniority list according to classification. When a holiday falls during a vacation period, the employee shall be paid for the holiday.

On December 1 on every year, vacation leave may be converted into a cash payment up to a maximum of 40 hours. Exempt employees, with the approval of the City Administrator, may convert up to a maximum of 80 hours of vacation leave into a cash payment.

Section 10.04 Banked Leave and Leave Accrual Upon Reaching Carry-over Limit

Upon reaching the maximum ~~ESST~~Earned Sick and Safe Time leave accrual of 90 days, full-time employees will continue to accumulate 1 day (8 hours) of leave per month. This leave will be designated and accounted for as follows:

- 4 hours per month as banked earned sick and safe leave
- 4 hours per month as banked vacation leave

Only full-time employees are eligible to receive banked leave. Upon reaching the maximum earned ~~ESST~~sick and safe leave accrual of 90 days, part-time employees regularly scheduled to work at least 20 hours per week will continue to accumulate leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of ~~ESST~~sick and safe leave per year, but no such leave may be carried over beyond the 90 day maximum.

Upon reaching the maximum earned sick and safe leave accrual of 80 hours, all other part-time employees, seasonal and temporary employees will continue to accumulate leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of ~~ESST~~sick and safe leave per year, but no such leave may be carried over beyond the 80 hour maximum.

Banked earned ~~ESST~~sick and safe leave cannot be used unless all regular ~~ESST~~earned sick and safe leave has been exhausted.

Banked earned ~~ESST~~sick and safe leave will not be used in calculating severance pay except as specified in the Post Retirement Health Care Savings Plan negotiated and/or established for each employee group.

Banked vacation leave will be used in calculating severance pay.

The City will convert into cash 6 days per year from the employee's banked earned sick and safe leave account and deposit it into their Post Retirement Health Care Savings Plan in December of each year on the condition that the employee has accrued 90 days of regular ~~ESST~~earned sick and safe leave.

On December 1st of every year, an employee, upon reaching the maximum ~~ESST~~Earned Sick and Safe Time leave accumulation of 90 days, will have the option to cash in their banked vacation accumulation as pay once per year up to the maximum days accrued.

Section 10.05 -Severance Pay

Severance pay will be paid in accordance with each employee group's union contract and/or Post Retirement Health Care Savings Plan.

Section 10.06 Bereavement (Funeral) Leave

Employees belonging to a union will be entitled to bereavement leave as outlined in their respective contracts.

Employees who do not belong to a union will be permitted to use up to 3 consecutive working days, with pay, as funeral leave upon the death of an immediate family member defined as: spouse, son, daughter, stepchild, and the brother, sister, mother, father, grandparents, grandchildren of the employee and his/her spouse. Bereavement leave of 5 days shall be granted due to the death of an employee's spouse, registered domestic partner, child or stepchild.

This paid leave will not be deducted from the employee's vacation or ~~ESSTsick leave~~ balance.

Section 10.07 Military Leave

A. Military Leave for Employees

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on 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 15 days in any calendar year. City compensation is in addition to the military's pay for these 15 days, as per MN Attorney General's Opinion (AG Opinion 310h-1(a)).

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 or naval 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 years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. A training notice, signed orders or battle assembly schedule are examples of typical written notification to share with the City. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation 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.

B. Military Leave for Family Members

The City will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the City discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the City, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

C. Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparent, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

D. Civil Air Patrol

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 vacation or PTO leave while on Civil Air Patrol Leave, but are not required to do so.

Section 10.08 Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, 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 vacation or compensatory time to make up the difference.

Employees are required to notify their Department Head 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 completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to Department Head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Section 10.09 Court Appearances

Unless otherwise specified in a union contract, employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Section 10.10 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) may have reasonable time off from work 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.

Section 10.11 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their Department Head immediately (no matter how minor). If a Department Head is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her Department Head 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 Department Head and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Section 10.12 Pregnancy and Parenting Leave

All employees are entitled to take an unpaid leave of absence under the ~~Pregnancy and Parenting Leave Act of Minnesota~~ Women's Economic Security Act (WESA). Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave. and

Additionally, leave under this section must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Leave under this section runs concurrently with FMLA when the leave is for the same purpose.

Employees are required to use accrued leave (i.e., ~~ESST~~sick leave, vacation leave, etc.) during Parenting Leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the City Accountant.~~If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently.~~

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits,~~but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.~~

The City will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

The City shall not discharge, discipline, penalize, interfere with or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

Section 10.13 Administrative Leave

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 with the approval of the City Council.

Section 10.14 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Section 10.15 School Conference Leave

Any employee may take unpaid leave for up to a total of sixteen (16) 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 unduly disrupt the operations of the City. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Section 10.16 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

Section 10.17 Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice, including a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The City may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The City reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total workforce at any single worksite.

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 on the election day. Employees wanting to take advantage of such leave are required to work with their Department Heads to avoid coverage issues.

Employees may be absent from work without penalty or deduction from salary or wages for the time necessary to vote to include voting during the period allowed for voting in person before election day.

Section 10.18 Delegates to Party Conventions

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 delegates, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, 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 vacation leave during their absence.

Section 10.19 Regular Leave without Pay

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.

Typically, 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 vacation 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 vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

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 Parenting Leave or 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.

The FMLA applies to the City. To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Section 10.20 Reasonable Work Time for Nursing Mothers

Nursing mothers 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.

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

Section 10.21 Minnesota Paid Leave

A. Overview

The Ceity provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. MNPL benefits are funded through premium contributions. The premium cost will be split between the Ceity and employee as follows: The Ceity will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

B. Eligibility

Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.

C. Benefit Amount

An employee's weekly MNPL benefits are calculated in accordance with State law.

D. Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault or stalking.

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

E. MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the City Accountant of the need for intermittent leave before applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

Increments of Leave & Maximum Number of Hours

Employees may take intermittent leave in increments of four hours. If eligible for intermittent leave, the City allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

F. Definitions

Family member includes:

- Spouse or partner
- Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
- Parent or person who raised you
- Sibling
- Grandchild or grandparent
- In-laws (including son, daughter, father or mother)
- Anyone close to you who depends on you like family, even if not related by blood

Serious health condition means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

G. Notice

Prior to starting a claim with the State, employees should reach out to your Department Head to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least

two-weeks' notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

H. How to Apply for Minnesota Paid Leave

After your leave has been discussed you may apply for MNPL through the City's selected carrier.

I. Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

J. Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the City Accountant.

K. Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

- prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions; or
- arranged to write a check every 2 to 4 weeks for the duration that the employee may be out.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

L. Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

M. Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Section 10.2221 Family and Medical Leave Act

A. General

In accordance with the Family and Medical Leave Act (FMLA), unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

- Birth or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of the position.
- A covered military member's active duty or call to duty or to care for a covered military member.

In accordance with the law, the following definitions apply:

- "Spouse" does not include domestic partners or common-law spouses.
- "Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.
- An eligible "child," with some exceptions, ~~is defined as a person~~ under 18 years of age, ~~(or a person incapable of self care because of a physical or mental disability) who is a biological, adopted, foster or stepchild, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.~~
- An eligible "parent" includes a biological parent or a person who stood in place of with a parent, ~~was charged with a parent's rights, duties and responsibilities over the employee when the employee was under the legal age, but doesn't include in laws.~~
- "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or childbirth;

- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- Chronic Conditions Requiring Treatments: An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-Term Conditions Requiring Supervision
- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

B. Eligibility

An eligible employee is one who has worked for the City for a cumulative period of 12 months and at least 1,250 hours during the twelve month period prior to requesting the leave.

C. Length of Leave

The length of FMLA leave is not to exceed 12 weeks in any 12 month period. The entitlement to FMLA leave for the birth or placement of a child expires 12 months after the birth or placement of that child.

D. Leave Year

The 12 month period is calculated ~~by measuring 12 months backward from the start date of the employee's last FMLA leave.~~ based on a looking forward basis.

E. Notice

The employee is to give verbal or written notice to his/her Department Head at last 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.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied 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.

F. Medical Certification

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee. A "Certification of Physician or Practitioner" form can be obtained from the City Administrator. The form is to be completed by the attending physician or practitioner and submitted to the City

Administrator within ten (10) days after requested, or as soon as is reasonably practicable. The City may request a second or third opinion at the City's expense. If required, the City will select a health care provider not regularly associated with the City.

G. Recertification

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

H. Intermittent Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

I. Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job.

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). If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

J. Job Protection

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's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

K. Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan 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. The employee will be required to continue payment of the employee portion of group insurance coverage. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. If an employee's contribution is more than thirty (30) days late, the City may terminate the employee's insurance coverage (subject to COBRA requirements).

L. Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation). However, seniority accrued prior to commencement of FMLA leave will not be lost.

M. Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave

During the Family and Medical Leave, employees must use accrued sick leave, vacation leave and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

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

N. Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to a maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins, the employee must use any accrued sick leave, vacation time or compensatory time that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved, or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, the City may seek reimbursement from the employee for the portion of the insurance premiums paid by the City on behalf of that employee during the period of leave.

O. FMLA – Qualified Exigency and Military Caregiver Leave

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

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Military Caregiver Leave

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

Definitions

- A “son or daughter of a covered servicemember” means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A “parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- “Covered active duty” means:
 - “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.

- “Covered servicemember” means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- “Serious injury or illness” means:
 - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

Amount of Leave – Qualified Exigency

An eligible employee can take up to twelve (12) weeks of leave for a qualified exigency.

Amount of Leave – Military Caregiver

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered service member during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered service member is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Section 10.2322 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes, assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the Department Head in writing as to the nature and extent of the disability and the reason why he/she is 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. Upon receipt of the written request, the Department Head is to forward a copy of the report to the City Administrator. 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. Each situation will be assessed on a case-by-case basis. It is at the discretion of the Department Head and City Administrator to determine whether or not light duty work is available and the duration of that assignment.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee's eligibility may be impacted ~~may be subject to penalties~~ if he/she refuses 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 disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Section 10.2423 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The City will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

Section 10.2524 Athletic Leave of Absence

An employee who qualifies as a member of the United State team for athletic competition on the world championship, Pan American, or Olympic team in a sport sanctioned by the International Olympic Committee, shall be granted a leave of absence without loss of pay or other benefits for the purpose of preparing for and engaging in the competition. In no event shall the paid leave exceed the period of official training camp and competition combined, or 90 calendar days a year, whichever is less. The employee shall provide documentation establishing their participation on said team and in said event.

11. RESPECTFUL WORKPLACE

Section 11.01 Intent

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace and other city-sponsored events in order to promote a respectful workplace and public service environment free from unlawful discrimination or harassment, violence, and disrespectful behavior. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

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Section 11.02 Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is intended to express to all City employees, volunteers, members of boards and commissions, applicants, contractors/vendors, City Council members and members of the public the expectations by the City of Spring Lake Park for respectful workplace conduct both in the workplace and other City-sponsored social events.

Section 11.03 Responsibilities

Employees, volunteers, elected officials, commissioners, and other third parties are expected to:

- Conduct themselves in a manner that demonstrates respect for others in the workplace and public service environment.
- Except for instances of suspected unlawful discrimination and harassment based on a legally protected class, *only when the employee is comfortable doing so*, use informal means to address issues with the individual(s) involved whenever possible.
- Participate fully and in good faith in any informal resolution process or formal complaint and investigative process for which they may have relevant information.
- Report incidents that may violate this policy in accordance with processes identified in this policy.

In addition to their responsibilities as employees as described above, managers and supervisors are also expected to:

- Inform their employees and third parties for whom they are responsible of the expectations outlined in this policy.
- Achieve and maintain compliance with this policy.
- Take timely and appropriate action when a complaint is made alleging violation of this policy.

~~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 a Department Head intervene when a customer is abusive, or they may defuse the situation themselves, including professionally ending the contact.~~

~~If there is a concern over the possibility of violence, the employee should use his/her discretion to call 911, and, as soon as feasible, a Department Head. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their Department Head about the incident as soon as possible.~~

Section 11.04 Prohibited Conduct~~Types of Disrespectful Behavior~~

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

A. Unlawful Discrimination and Harassment based on Legally Protected Class:

Discrimination and harassment consists of behaviors that are based on an employee's legally protected characteristics such as 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, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, lawful participation in the Minnesota Medical Cannabis Patient Registry, or any other characteristic protected by local, state, or federal law.

More specifically, discrimination and harassment may include, but are not limited to, the following behaviors when based on an employee's legally protected characteristic(s):

- Conduct that imposes conditions on any element of the person's employment unless otherwise permitted or required by applicable law.
- Conduct of any type (verbal, written, graphic, electronic or physical) which unreasonably interferes with the person's ability to perform their job or creates a hostile, threatening, or intimidating work environment.

B. Sexual Harassment

Another form of unlawful harassment. Sexual harassment can consist 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; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- 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, making jokes, 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 similar actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- 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.

C. Disrespectful Behavior for any Reason:

Disrespectful behavior may or may not be intentional. Unintentional disrespectful behavior may still violate this policy. 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 supervisor what is regarded as offensive, considering 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 their Department Head or the City Administrator.

Examples of disrespectful behavior include but are not limited to:

- Exhibiting aggressive behaviors including shouting, abusive language, threats of violence, the use of obscenities or other non-verbal expressions of aggression.
- The use of physical force, bullying or intimidation.
- Behavior that a reasonable person would find to be demeaning, humiliating, or bullying.
- Repeatedly or deliberately using an unwelcome nickname.
- Microaggressions, which may have the appearance of being harmless.
Microaggressions include comments, behavior, or other interactions that intentionally or unintentionally communicate hostility or bias toward a person who is a member of a marginalized group.
- Comments, behavior, or other interactions are often rooted in a bias towards a certain group.
- Deliberately destroying, damaging, or obstructing someone's work performance, work product, tools, or materials.
- Use of this policy and procedure to make knowingly false complaint(s).
- Repeatedly mispronouncing employee's name or pronoun (e.g., she/her/hers, he/him/his, they/them/their), or title (e.g., Mrs., Mr., Ms.). A court-ordered name or

gender change is not required for an employee to use a different name or pronoun in the workplace.

Overall, context is important in understanding the difference between respectful behavior and disrespectful behavior. Individuals may experience stress or discomfort in the workplace that is not related to disrespectful behavior. For example, disrespectful behavior does not include:

- The normal exercise of supervisory or managerial responsibilities, including, but not limited to performance reviews, work direction, performance management, and disciplinary action provided they are conducted in a respectful, professional manner.
- Disagreements, misunderstandings, miscommunication, or conflict situations where the behavior remains respectful.

Violent behavior includes the use of physical force, harassment, bullying or intimidation

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity or gender expression, familial status, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, slurs, 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 Department Head 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 their Department Head or the City Administrator.

Sexual harassment can consist 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; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- 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. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.~~
- ~~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.~~

~~Names and pronouns. Every employee will be addressed by a name or by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.~~

Section 11.05 Employee Response to Disrespectful Workplace Behavior, Reporting Process and Supervisor Response

All employees should feel comfortable calling their Department Head or another ~~manager~~~~employee~~ to request assistance should they not feel comfortable with a situation. If situations involve violent behavior, call the police, ask the individual to leave the area, and/or take other reasonable action.

If employees see or overhear what they believe is a violation of this policy, employees should advise a Department Head, the City Administrator or the City Attorney promptly.

When an employee comes forward with a workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

A. Informal Resolution (Optional)

If you feel comfortable doing so, professionally, 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.

All instances of suspected discrimination, harassment based on a legally protected class, sexual harassment, or violence must be reported pursuant to the process outlined below.

B. Report

In the event an employee who believes that disrespectful behavior is occurring and informal resolution is either ineffective or inappropriate or adverse consequences of reporting are feared, the individual is encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a Department Head. In the event the disrespectful behavior occurring involves the employee's Department Head, the employee should contact the City Administrator or the City Attorney.

Step 1(a). Go to your Department Head, City Administrator or the City Attorney and request informal intervention. The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a Department Head, City Administrator, or City Attorney promptly of your concerns. Any employee who experiences or observes discriminatory behavior, harassment based on a legally protected class, sexual harassment, or violence or receives any reliable information about such conduct, must report it to a Department Head, the City Administrator, or the City Attorney and such conduct shall be investigated. If these individuals are suspected to be involved with the complaint, follow the reporting protocol in the "Special Reporting Requirements" section below.

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(bb). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your Department Head, or City Administrator, or the City Attorney and request an investigation into the matter. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your Department Head about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a Department Head, City Administrator, or City Attorney promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it to a Department Head, the City Administrator, or the City Attorney.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the City Attorney.

[Special Reporting Requirements](#)

Section 11.07 Special Reporting Requirements

When the Department Head is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a Councilmember 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.

In cases such as these, it is common for the City Council to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the City Council. The City will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g. councilmember or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

C. Screening

In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy offender will be informed of the allegations, and the alleged offender will have the opportunity to answer questions and respond to the allegations at some point in the City's process. The City will follow any other applicable policies or laws in the investigatory process.

[Unlawful harassment and discrimination reports](#)

In the case of reported unlawful harassment, including sexual harassment, or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator, who will

determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim.

Disrespectful behavior reports

If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the alleged offender, explaining the impact of their actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct rose to the level of disrespectful behavior.

Even if resolved informally, the supervisor must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator).

D. Investigate

If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the alleged offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations.

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).

E. Resolve

After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken. As part of this process, the City Administrator or City Attorney may at their discretion take appropriate action to protect the alleged victim, other employees, or citizens.

The alleged offender and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

The City will take reasonable and timely action in a fair and objective manner, depending on the circumstances of the situation.

F. Important Notice:

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

~~Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a Department Head. In the event the disrespectful behavior occurring involves the employee's Department Head, the employee should contact the City Administrator or the City Attorney.~~

~~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 your Department Head or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your Department Head about available options to ensure there are others available to help with transactions with the offender.~~

~~Step 1(c). The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a Department Head, City Administrator, or City Attorney promptly of your concerns.. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it to a Department Head, the City Administrator, or the City Attorney.~~

~~Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the City Attorney.~~

Section 11.06 Department Head's Response to Allegations of Disrespectful Workplace Behavior

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a Department Head must report the allegations promptly to the City Administrator, who will determine whether an investigation is warranted. A Department Head must act upon such a report even if requested otherwise by the

victim. In situations other than sexual harassment and discriminatory behavior, Department Heads will use the following guidelines when an allegation is reported:

Step 1a. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the Department Head may choose to handle the matter informally. The Department Head may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1b. Department Heads, when talking with the reporting employee, will be encouraged to ask him/her what he/she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial and thorough. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

Step 3. The Department Head must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator). For more information about what to do when allegations involve the City Administrator, the Mayor or a Councilmember, see “Special Reporting Requirements” below.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

~~Step 7. The City will take reasonable and timely action, depending on the circumstances of the situation.~~

~~The city is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.~~

~~Section 11.07 Special Reporting Requirements~~

~~When the Department Head is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.~~

~~If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the mayor and City Council regarding appropriate investigation and action.~~

~~If a Councilmember 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.~~

~~In cases such as these, it is common for the City Council to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the City Council. The City will take reasonable and timely action, depending on the circumstances of the situation.~~

~~Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.~~

~~If an elected or appointed city official (e.g. councilmember or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.~~

~~Section 11.06 Section 11.08 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).~~

~~Section 11.09 Retaliation~~

Retaliation is strictly prohibited against any employee or third party who:

- Initiates a complaint.
- Reports an incident that may violate this policy.
- Participates in an investigation related to a complaint.
- Is associated or perceived to be associated with a person who initiates a complaint or participates in the investigation of a complaint under this policy.
- Reports a complaint of unlawful harassment or discrimination to a local, state, or federal enforcement agency or participates as a witness in an external investigation by an enforcement agency.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment because an employee engaged in one of the above-mentioned behaviors.

While each situation is very fact dependent, generally speaking, retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

~~Retaliation is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.~~

~~Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.~~

~~It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.~~

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your [Department Head](#)~~supervisor's manager~~
3. City Administrator;
4. Mayor or City Councilmember
5. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the [Ceity A](#)administrator, or if the complaint is against the [Ceity A](#)administrator to the [Ceity A](#)ttorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the [Ceity](#) may discipline any individual who retaliates against any person who reports alleged violations of this policy. The [Ceity](#) may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Section 11.0710 Violations

Failure to comply with this policy and its procedures may result in disciplinary action, up to and including discharge, or ending a contractor or volunteer relationship with the City.

Determination of discipline or other corrective action will be made on a case by case basis, depending upon the circumstances of the matter, including the type of misconduct alleged, the context in which the alleged acts or statements occurred, and any other facts deemed relevant.

12. POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.

- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

13. SEPARATION FROM SERVICE

Section 13.01 Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their Department Head at least 10 working days before leaving. Exempt employees must give 30 calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive workdays may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying any future employment with the City.

14. DISCIPLINE

Section 14.01 General Policy

Department Heads are 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 Spring Lake Park. City employees will be 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 Department Head and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Section 14.02 No Contract Language Established

This policy is not to be construed as contractual terms is intended to serve only as a guide for employment discipline.

Section 14.03 Process

The City may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the 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 any City employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand. This measure will be used where informal discussions with the employee's Department Head have not resolved the matter. All Department Heads have the ability to issue oral reprimands without prior approval.

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 Department Head will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

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 Department Head with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

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

Suspension With or Without Pay. The City Administrator may suspend an employee without pay 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 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.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer. An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. 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.~~

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

15. GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper Department Head within twenty-one (21) days after the alleged violation or dispute has occurred. The Department Head will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) days after the Department Head's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

If a grievance is not presented within the time limits set forth above, it will be considered “waived.” If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City’s last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof.

The above list is not meant to be all inclusive or exhaustive.

16. EMPLOYEE EDUCATION AND TRAINING

The City 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.

Section 16.01 Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures.

Section 16.02 Job-Related Training and Conferences

The subject matter of the training session or conference is directly job-related and 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. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a conditional of employment with the City.

The Department Head and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Section 16.03 Job-Related Meetings

Attendance at professional meeting directly related to the performance of the employee's work responsibilities do not require the approval of the City Administrator, up to a maximum of \$100.00. Advance Department Head approval is required to ensure adequate department coverage.

Section 16.04 Request for Participation in Training and Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's Department Head on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City. Document approving conference or training attendance will be provided to the employee.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Section 16.05 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

Section 16.06 Compensation for Travel and 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.

Section 16.07 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one city membership per agency, as determined by the City Administrator, is allowed, providing funds are available.

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

Section 16.08 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of reasonable expenses for meals, lodging and necessary expenses incurred. In no case will city funds be used to pay for, or reimburse for, events sponsored by or affiliated with political parties. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. The City will also not reimburse employees for the costs of travel for family members.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages.

17. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Spring Lake Park regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate Department Head. If a potential conflict exists based on this policy or any other consideration, the Department Head will consult with 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 he/she is also being compensated by the City. Work performed for others while on approved vacation 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.~~
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

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.

18. DRUG, ALCOHOL AND CANNABIS -FREE WORKPLACE

In accordance with federal law, the City of Spring Lake Park has adopted the following policy on drugs, including cannabis, 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 drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of ~~a controlled substance~~ drugs on City property or while conducting City business is absolutely prohibited. ~~Further, employees on City property or who are conducting City business are prohibited from manufacturing, distributing, possessing, using, or being under the influence of any cannabis product, including products using any part of the genus Cannabis plant, containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids; and any lower potency hemp edibles.~~ 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.

Additionally, ~~Ceity~~ employees must pay careful attention to comply with the ~~Ceity's~~ policy prohibiting use and possession of alcohol or drugs- including cannabis- while performing work for the ~~Ceity~~.

A. Use and Possession of Alcohol or Drugs

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on ~~Ceity~~ premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the Ceity or while “on call” and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites.

Employees are subject to being disciplined, suspended, or terminated if the employee used or possessed alcohol, drugs, or cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

B. Driving While Impaired

A conviction of driving while impaired in a Ceity-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting Ceity business, may result in discipline, up to and including discharge.

C. Criminal Drug Convictions

Any employee convicted of any criminal drug statute must notify their Department Head and the City Administrator in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the Ceity will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment.

In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the Ceity will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

D. Failure to Disclose Lawful Drugs

Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee’s responsibility to seek out written information from their physician or pharmacist regarding medication and any job performance impairment and relay that information to their

supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

19. CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once 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.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate Department Head on the first work day after any temporary, pending or permanent action is taken on their license and to keep their Department Head informed of any changes thereafter.

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

20. CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to insure 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.

Section 20.01 General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Department Heads are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in the policy will limit Department Head discretion to allow reasonable and prudent personal use of such telephone or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are

encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.

- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”

~~A Department Head may authorize an employee to use his/her own personal phone for City business and be reimbursed by the City for those calls~~Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from his/her Department Head. Department Heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the Department Head.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

All personal calls made by employees on a City-provided cellular phone which exceed the minimum monthly charge for that phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City’s phone bill.

Section 20.02 Procedures

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

Section 20.03 Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

21. COMPUTER USE POLICY

Section 21.01 Purpose

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator.

Beyond this policy, the City Administrator, or his/her designee, may distribute information regarding precautions and actions needed to protect City system; all employees are responsible for reading and following the guidance and directives in these communications.

Section 21.02 Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the City Administrator or his/her designee. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.

- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. The City Administrator or his/her designee will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to your Department Head or the City Administrator for a determination.

Section 21.03 Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your Department Head, who will forward the request to the City Administrator.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's Department Head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Section 21.04 Software

In general, the City will provide the software and cloud-based applications necessary~~required~~ for an employee to perform his or her job duties. Requests for new or different software or digital tools should be made to your Department Head, who will forward the request to the City Administrator.

Employees are prohibited from downloading, installing or subscribing to any software, mobile application, browser extension or cloud service on City-owned devices or accounts ~~shall not download or install any software on their computer~~ without the prior approval of the City Administrator or his/her designee. Exceptions ~~to this~~ include automatic updates to software

approved by ~~City Administrator~~Information Technology such as Microsoft updates, antivirus programs Adobe Reader, and Adobe Flash or other productivity software updates. The City Administrator or his/her designee may, without notice, remove any unauthorized applications, downloads or connected devices~~programs or software, equipment, downloads, or other resources.~~

Electronic mail. The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data under the Minnesota Government Data Practices Act and may be subject to disclosure or for both e-discovery, and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your Department Head, other employees, members, City officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic calendars. All employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

Instant messaging. Due to data retention concerns, Instant Messaging (IM) is only allowed for transitory discussions and should be deleted after use.~~the City does not provide employees with resources or tools to communicate by instant messaging (IM) when conducting City business.~~ Employees are not allowed to use IM as a mechanism for personal communication through the City's computer network or when using City equipment, and are not allowed to download or install any IM software package on their City computer.

Personal devices. Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Section 21.05 Security

Passwords. Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric character (e.g., *, &, %, etc.). (Example: J0yfu11y!) Password requirements may be changed as necessary, as determined by the City Administrator or his/her designee.
- Passwords should not be shared or told to other staff. If it is necessary to access an employee's computer when he or she is absent, contact your Department Head or the City Administrator; the City's IT consultant will not provide access to staff accounts without approval of the City Administrator.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every ~~60~~180 days when prompted, or on another schedule as determined by the City Administrator or his/her designee.

Network Access. Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City's computer network via a network cable. Exceptions may be granted by the City Administrator.

Personal computer equipment may not be connected to the City's network without prior approval of the City Administrator. Personal equipment may be subject to password requirements or other electronic security measures as determined by the City Administrator.

Remote Access to the Network. Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), zero trust network access (ZTNA), or Windows Remote ~~Sessions~~Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- With the exception of Outlook Web Access, remote access to the City's network requires a request from a Department Head and approval from the City Administrator. Remote access privileges may be revoked at any time by your Department Head or City Administrator.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Section 21.06 Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, the City's I.T. consultant may temporarily restrict that employee's access to the Internet. If the City's I.T. consultant does restrict access, they will notify the employee, Department Head, and the City Administrator as soon as possible, and work with the employee and Department Head to rectify the situation.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's Department Head and/or the City Administrator.
- Employees may use low-risk data with Artificial Intelligence (AI) technology to perform their work. Low-risk data is defined by Minnesota Statutes Chapter 13 as "public" and is intended to be available to the public. If you are unsure whether the data you enter into AI applications is classified as public data, consult your City's responsible authority or designee prior to using AI technologies. All data created with the use of AI is to be retained according to the City's records retention schedule.

Section 21.07 Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and transferring files. If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your Department Head. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Administrator or his/her designee.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on network drives. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.

- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the “Inbox” and the “Deleted” box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City’s network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City’s network. If there is a need to take confidential information offsite, it must be stored on encrypted media.

22. LEGAL SERVICES

The City will defend an employee and/or his/her estate against any claim or demand, whether groundless or otherwise, arise out of an alleged act or omission occurring in the performance and scope of the employee’s duties. The City will review any judgment resulting from such claim or demand and make a determination as to the propriety of paying all or part of said judgment. In reviewing said judgment, the City will consider and make findings as follows:

- That the claim or action arose out of the performance of the employee’s duty and that there was no malfeasance in office or willful or wanton neglect of duty;
- Whether it is fitting and proper to pay the judgment; and
- The determination of whether it is fitting and proper to pay the judgment must be based on the best interest of the municipality and the public after considering all of the facts and circumstances.

23. SAFETY

Section 23.01 Purpose

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, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each Department Head.

Section 23.02 Reporting Accidents and Illnesses

Both Minnesota workers' 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 his/her Department Head. The employee's Department Head is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Section 23.03 Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Section 23.04 Unsafe Behavior

Department Heads are 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.

Section 23.05 Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The City maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

EMPLOYEE RECEIPT OF CITY OF SPRING LAKE PARK PERSONNEL POLICY

I hereby acknowledge receipt of the City of Spring Lake Park's Personnel Policy. I understand that ~~I am responsible for being informed on~~ it is my responsibility to read, become familiar with and comply with the policies, procedures and information contained in the Personnel Policy. I understand that if I have any questions regarding the contents of this policy or its application, I am responsible for bringing them to the attention of my Department Head or the City Administrator. ~~or problems related to the information received, it is my responsibility to bring it to the attention of my Department Head.~~

Employee Name (please print)

Signature

Date

City of Spring Lake Park



Personnel Policy

Approved by the City Council on July 18, 2016
Amended by the City Council on July 15, 2019
Amended by the City Council on December 16, 2021
Amended by the City Council on June 5, 2023
Amended by the City Council on December 4, 2023
Amended by the City Council on _____, 2025

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1. INTRODUCTION

Section 1.01 Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for the employees of the City of Spring Lake Park. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. Except where noted otherwise, the City Administrator or his/her designee is charged with ensuring compliance with these personnel policies. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

The City of Spring Lake Park retains the full and unrestricted right to operate and manage all personnel facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify its organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by current collective bargaining agreements, this policy and City Council resolutions. The City further reserves the right to make reasonable variations from this policy where it is determined that a strict and literal application of the policy would cause an undue hardship on the City, its employees or an individual employee.

Except as otherwise prohibited by law, the City of Spring Lake Park 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.

Section 1.02 Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

- Elected Officials
- Members of City Boards, Commissions and Committees
- Consultants and Contractors
- Volunteers

If any specific provisions of the personnel policies conflict with any current union agreement, the union agreement will prevail. Any policy, or portion thereof, that does not conflict with a labor agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the Department Head and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the Department Head.

Section 1.03 EEO Policy Statement

The City of Spring Lake Park is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Spring Lake Park will 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, disability, age, marital status, gender identity, gender expression, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Section 1.04 Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

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.

Section 1.05 Media Requests

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through 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. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a “routine” question, forward the request to the City Administrator. An appropriate response would be, “I’m sorry, I don’t have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as he/she can.” Then ask the media representative’s name, questions, deadline, and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator. When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The City finished street cleaning on 5 streets in the northwest corner of the City this past week” instead of “The City is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City’s Facebook page: “My family visited Lakeside Park this weekend and really enjoyed the new picnic shelter.” Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Section 1.06 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their city employment. As City representatives, employees share in the responsibility of earning and preserving the public’s trust in the city. An employee’s

own personal communications, such as on social media, can have a significant impact on the public's belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your city position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (e.g. sharing/retweeting) a social media post of another individual or entity. The City can act on a personal communication that violates this policy without waiting for the actual disruption.
- Remember that what you write or post is public, and cannot easily be undone. It may also be spread to a larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation that would not be permissible in the workplace is not permissible between co-workers online, even if it is done after hours, from home and on home computers.
- The City of Spring Lake Park expects its employees to be fair, courteous, and respectful to Department Heads, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to City business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Spring Lake Park."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.

- Personal social media account name or email names should not be tied to the City (e.g., “SLPCop”).

2. CITYWIDE WORK RULES AND CODE OF CONDUCT

Section 2.01 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 Spring Lake Park. 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 Department Head.

Honesty is an important organizational attribute to our city. Therefore, any intentional misrepresentation of facts or falsification of records, including without limitation personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in city positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases, thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Spring Lake Park. All employees are expected to:

- 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 professionally 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 their Department Head.
- Maintain good attendance while meeting the goals set by your Department Head.
- Approach our organization and operational duties with a positive attitude and constructively support open communication, creativity, dedication and compassion.

Section 2.02 Attendance & Absence

The operations and standards of service in the City of Spring Lake Park require that employees be at work unless valid reasons warrant absence, or an employee has a position that has been approved to work remotely. In order for a team to function efficiently and effectively, employees

must fully understand the goals that have been set for them and the time that is required to be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their Department Head as soon as possible in advance of the absence. In case of an unexpected absence, employees should call their Department Head before the scheduled starting time and keep in mind the following procedures:

- If the Department Head is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the Department Head.
- Depending on the absence, failure to use the established reporting process may be grounds for disciplinary action.
- The employee must specify the amount of time needed away from work. In the event the absence is expected to last longer than anticipated, employees must contact their Department Head as soon as practicable to request additional time away from work.
- 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.

For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their Department Head.

Section 2.03 Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her Department Head.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. 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.

Section 2.04 Appearance

Employees are expected to maintain a neat, clean and professional appearance that reflects positively on the City of Spring Lake Park and is appropriate for their position and work environment. Clothing should not be excessively worn, ripped, frayed or expose an excessive amount of skin. Departments may establish additional dress codes for employees as part of departmental rules. Employees whose duties involve public contact are expected to dress in a business-casual or professional manner, while those working in the field should dress safely and

appropriately for their assignments. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace.

Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City. City staff shall not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees. Additionally, this policy also respects and accommodates religious and cultural attire such as head coverings, religious jewelry or specific garments that do not compromise safety.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the City Administrator to obtain approval to deviate from this policy.

Section 2.05 Conflicts of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City Administrator.

Section 2.06 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 will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the City's legal responsibility to protect employees who make a complaint of employment discrimination, who serve as a witness or participate in an investigation or who are exercising their rights when requesting religious or disability accommodation from retaliation.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices and other applicable law, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the City Administrator immediately. In the event a claim of retaliation involves the City Administrator, a whistleblower shall contact the City Attorney. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Section 2.07 Personal Telephone Calls

Personal telephone calls and texts are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Any personal long distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Section 2.08 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system outside of work time. Any employee who becomes a candidate for federal, state or municipal elective office, or assumes a federal, state or municipal elective office, is expected to properly fulfill their normal duties during such candidacy and while such office and may be disciplined for failure to do so. An employee holding such office will be permitted time off from regular employment to attend meetings required by reason of the public office. Such time off may be without pay, by using appropriate paid leave, or made up with other hours, as agreed between the employee and the Department Head.

Any employee whose principal employment in the city is in connection with an activity which is funded in whole or in part by the United States or a federal agency is also subject to the restrictions and penalties of the Federal Hatch Act (5 U.S.C. § 1501-1508). Political activity should not impair objectivity or the perception of objectivity in carrying out City work.

City employees cannot use their official authority or influence through their employment with the City to compel a person to apply for membership in or become a member of a political organization, or to compel a person to pay or promise to pay a political contribution, or to compel a person to take part in political activity. While at work, city employees must be politically neutral in the performance of their job duties and cannot engage in political activity while at work, on city property, or by using city resources (such as city branded clothing or uniforms, photos, ID badges, nametags, or using the city's email system or technology). Furthermore, employees should not use their city job title in conjunction with any political work or endorsements.

Section 2.09 Smoking

The City of Spring Lake Park observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 21 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

3. DEFINITIONS

For purposes of these policies, the following definitions will apply:

Section 3.01 Appointing Authority. The City Council.

Section 3.02 Authorized Hours. The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's Department Head.

Section 3.03 Benefits. Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Section 3.04 Benefit-Earning Employees. Employees who are eligible for at least a pro-rated portion of City-provided benefits. Except for Earned Sick and Safe Time (ESST) and Minnesota Paid Leave benefits, such employees must be year round employees who work at least 20 hours per week on a regular basis.

Section 3.05 Compensatory Time. For exempt employees, the same amount of time off work as the employee has overtime hours worked. For non-exempt employees, time of work at one-and-one-half times the number of overtime hours worked.

Section 3.06 Core Hours. The hours that all employees (exempt and non-exempt) are expected to work are from 9:00am to 3:30pm, Monday through Friday. Police and public works employees do not have core hours and work the schedules established by their Department Head.

Section 3.07 Demotion. The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Section 3.08 Department. A branch of the City's operations with responsibility for one or several assigned functions.

Section 3.09 Department Head. The supervisor of a department.

Section 3.10 Direct Deposit. As permitted by State law, all City employees are required to participate in direct deposit.

Section 3.11 Employee. An individual who has successfully completed all stages of the selection process, including the training period.

Section 3.12 Exempt Employee. Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

Section 3.13 FICA (Federal Insurance Contributions Act). FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA

requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers). These amounts may change if required by law.

Section 3.14 Fiscal Year. The period from January 1 through December 31.

Section 3.15 Full-Time Employee. Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Section 3.16 Hours of Operation. The City's regular hours of operation are Monday through Friday, from 8:00am to 4:30pm.

Section 3.17 Job Classification. A group of positions sufficiently alike in duties, qualifications, authority and responsibility to warrant the same job title, grade and pay schedule for all positions in the group.

Section 3.18 Job Description. The written description of a job containing a title, a statement of duties, authority and responsibilities of the job, and the qualifications deemed necessary and/or desirable for the satisfactory performance of the duties of the job.

Section 3.19 Non-exempt Employee. Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at one and one half times their regularly hourly wage for all hours worked over forty (40) in any given workweek.

Section 3.20 Overtime. Time worked in excess of forty (40) hours per week or in excess of the employee's normal work schedule as established by the employer.

Section 3.21 Part-time Employee. An employee whose position requires less than forty (40) hours per week or two thousand eighty (2,080) hours per year in an ongoing position.

Section 3.22 Pay Period. A fourteen (14) day period beginning at 12:00am (midnight) on Sunday through 11:59pm on Saturday, fourteen (14) days later.

Section 3.23 PERA (Public Employees Retirement Association). Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Section 3.24 Promotion. Movement of an employee from one job class to another within the City, where the classification/grade and maximum salary for the new position is higher than that of the employee's former position.

Section 3.25 Reclassify. Movement to a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Section 3.26 Seasonal Employee. Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits – except that seasonal employees are eligible to accrue Earned Sick and Safe Time (ESST) leave as outlined in the ESST policy – and do not earn credit for seniority. Additionally, effective January 1, 2026, most seasonal employees as defined in this section are also eligible for Minnesota Paid Leave program benefits. The City will provide notice to select seasonal employees who also fall under the Minnesota Paid Leave Law’s narrow definition of “seasonal employee,” as these individuals will not be covered by Minnesota Paid Leave.

Section 3.27 Service Credit. Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Section 3.28 Temporary Employee. Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits – except that temporary employees are eligible for Minnesota Paid Leave Program benefits and Earned Sick and Safe Time (ESST) leave as outlined in the ESST policy – and do not earn credit for seniority.

Section 3.29 Training/Probationary Period. A twelve month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the City’s selection process and is used by supervisors for closely observing an employee’s work. It does not, however, alter the at-will status of employment between the City and employee.

An employee serving the initial probationary period may be disciplined for any reason at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights unless grievance rights are specifically provided by a collective bargaining agreement.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee’s probationary period which requires a leave of absence, such time off, if granted, will not be considered time worked, and the probationary period will be extended by the length of time taken.

Section 3.30 Transfer. Movement of an employee from one City position to another of equivalent pay.

Section 3.31 Weapons. Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Section 3.32 Workweek. A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department).

4. EMPLOYEE RECRUITMENT AND SELECTION

Section 4.01 Scope

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Section 4.02 Features of the Recruitment System

The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made on application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The deadline for application may be extended by the City Administrator or designee. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Section 4.03 Testing and Examination

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; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.

- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a recreation director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate Department Head. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications. If you have any questions about whether your qualifications might meet the established minimums, contact the City Administrator to ask. In some cases the City will consider alternative experience if it is substantially equivalent to the qualification being required.

Section 4.04 Pre-Employment Drug Testing

Every job applicant offered employment with the City receives the offer contingent upon successful completion of a drug test, among other conditions. The drug testing will be conducted pursuant to the Minnesota Drug and Alcohol Testing and Drug Free Workplace Act for Non-Commercial Drivers.

Section 4.05 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate either is or isn’t 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 or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Section 4.06 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the Department Head, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

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

The City has the right to make the final hiring decision based on qualifications, abilities, experience and the City of Spring Lake Park's needs.

Section 4.07 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.

Section 4.08 Training Period

The training period is an integral part of the selection process and will be used for the purpose of closely observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Unless otherwise specified in a union contract, training periods are twelve months in duration, but may be extended by, for example, an unpaid leave of absence.

5. ORGANIZATION

Section 5.01 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.

A job description is prepared for each position within the City. Each job description will include: position title, department, Department Head's title, FLSA status (exempt or non-exempt), 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. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a

means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all City positions.

Assignment of job titles, establishment or minimum qualifications and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Prior to posting a vacant position, the existing job description will be reviewed by the City Administrator or designee and the Department Head to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Department Heads are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Section 5.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the Department Head, subject to the approval of the City Administrator.

Section 5.03 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, 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. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

Employees covered by a collective bargaining agreement may be subject to a different procedure and should refer to the language in the respective collective bargaining agreement.

6. HOURS OF WORK

Section 6.01 Work Hours

Works schedules will be established by Department Heads with the approval of the City Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

Section 6.02 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 (8) 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, unless previously authorized by the Department Head.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break or thirty (30) minute lunch period. Exceptions must be approved by the Department Head or City Administrator.

Departments with unique job or coverage requirements may have additional rules, issued by the Department Head and subject to approval of the City Administrator, on the use of meal breaks and rest periods.

Section 6.04 Adverse Weather Conditions

City facilities will generally be open during adverse weather. 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 are required to use eligible ESST hours, accrued vacation time or compensatory time, or with Department Head approval, may modify the work schedule or make other reasonable schedule adjustments.

In the event the city closes due to weather or other public emergency, see Section 10.02 for Earned Sick and Safe Time (ESST).

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions. See Section 10.02 for more information on the ESST weather event exception.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective Department Head or the City Administrator.

7. COMPENSATION

Section 7.01 General Provisions

Full time employees of the City will be compensated every two weeks according to schedules adopted by the City Council. Unless approved by the City Council, employees will not receive

any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

A pay range for seasonal and temporary employees will be set by the City Council on an annual basis, through the budget approval process. Department Heads are allowed to determine compensation within that range for each seasonal or temporary employee based on their experience and suitability for the position.

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 against an employee for disclosing his/her 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.

Section 7.02 Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the City Administrator of any change in status, including in changes in address, phone number, names of beneficiaries, marital status, etc.

Section 7.03 Improper Deduction and Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, he/she should immediately contact his/her Department Head. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The city will not reduce an employee's pay without written

authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required. Any overpayments not repaid in full within the calendar year of the overpayment are considered "prior year overpayments" and the employee must repay not only for the net amount of the overpayment, but also the federal and state taxes the City has paid on their behalf. The city is able to recover the overpaid Social Security and Medicare taxes. Accordingly, the city will not require the employee to repay those taxes provided the employee provides a written statement that he/she will not request a refund of the taxes. The overpayment amount will remain taxable in the year of the overpayment since the employee had access to the funds. The employee is not entitled to file an amended tax return for the year, but may be entitled to a deduction or credit with respect to the repayment in the year of repayment. Employees should contact their tax advisors for additional information.

Section 7.04 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They 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 Acts, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each employee is responsible for accurately recording and submitting their hours in the City's electronic time reporting system. All time entries must be approved by the employee's Department Head or designee. Reporting false or inaccurate information may be cause for discipline up to and including immediate termination.

Section 7.05 Overtime/Compensatory Time

The City of Spring Lake Park has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, are required to work overtime as requested by their Department Head as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Department Heads will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Seasonal and temporary employees shall be paid overtime after 40 hours worked in a workweek.

Section 7.06 Non-Exempt (Overtime Eligible) Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for all hours worked over 40 in one workweek. Vacation, sick leave, and paid holidays do not count toward “hours worked.” Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one half hours off for each hour of overtime worked.

For most employees the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Department Heads may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s Department Head must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date. However, the employee may indicate on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment. In this case, all compensatory time earned during a year will be paid to the employee by the end of the year at the hourly pay rate the employee is earning at that time.

Each Department Head will be responsible for establishing a policy relating to the maximum compensatory time accumulation for employees within his/her department based on the needs of his/her department. Once an employee has earned the maximum compensatory time allowed in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The Accountant will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly rate the employee is earning at that time.

Section 7.07 Exempt (Non-Overtime Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their Department Head or City Administrator. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more 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. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Spring Lake Park will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns ESST, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Spring Lake Park may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Spring Lake Park will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future. If the employee thinks that a wage deduction was made in error, please contact the City Administrator promptly.

Section 7.08 Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings as necessary.

Exempt employees are required to use paid leave or compensatory time when on personal business away from the office. Exempt employees must communicate their absence to the City Administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue.

If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

All exempt positions may require work beyond 40 hours per week, including evening and weekend hours. These employees are entitled to earn compensatory time at a rate of one hour for each hour worked over 40 hours per week. No payment of compensatory time will be made when an exempt employee leaves employment with the City.

8. PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or designee for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the Department Head and the employee. Conducting these informal performance meetings provides both the Department Head and the employee the opportunity to discuss what is expected, what is going well and not so well.

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

9. BENEFITS

Section 9.01 Health, Dental, Life Insurance

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. The amount to be contributed and the type of coverage will be determined annually by the City Council.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the City Accountant.

Section 9.02 Retirement/PERA

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. 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 pay check for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the City Accountant.

Section 9.03 Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be a full-time employee in good standing and have been employed by the City for at least a year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better or "pass" in a pass/fail course). The City will not reimburse the employee for expenses reimbursed under some other education system or program, e.g. G.I. Bill. Employees must reimburse the City if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed Five Hundred Dollars (\$500.00) per year.

Section 9.04 Holidays

The City observes the following holidays for all regular full-time and part-time employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Day
Independence Day	Christmas Eve Day
Floating Holiday	

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continues for 24 hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the “observed” holiday and when a holiday falls on a Saturday, the preceding Friday will be the “observed” holiday for City operations/facilities that are closed on holidays.

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Premium pay of 1.5 times the regular hourly wage for employees required to work on a holiday will be for hours worked on the “actual” holiday as opposed to the “observed” holiday.

Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave or unpaid leave for such time off.

10. LEAVES OF ABSENCE

Section 10.01 Overview

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

Except as otherwise stated, 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.

Section 10.02 Earned Sick and Safe Time Leave

A. Overview and Eligibility

Earned Sick and Safe Time (ESST) is paid time-off for eligible uses outlined in this policy as required by Minnesota's Earned Sick and Safe Time Law, including but not limited to an employee's mental or physical illness, injury or other health condition. This specific leave applies to all employees (including temporary and part time employees) anticipated to perform work for at least 80 hours in a year for the city.

Employees will earn ESST at the following rates:

- Full-time employees will accumulate earned sick and safe leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least 20 hours per week will accrue earned sick and safe leave on a pro-rated basis of the full-time employee schedule.
- Temporary, seasonal, and part time employees regularly scheduled to work fewer than 20 hours per week will accrue earned sick and safe leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of sick and safe leave per year.

B. Use of ESST

ESST leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system (minimum ½ hour) 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
- 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 or 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
- Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. Consistent with M.S. § 181.9447, subd. 12, licensed peace officers or employees holding a commercial driver's license must be ready and available to respond to public emergencies or weather events, and therefore may not use ESST for the "closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed 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.
- When it has been determined by health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

C. "Family Member" Defined

For ESST purposes, family member includes an employee's:

- 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 loco 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

D. Notice and Documentation

When the need for ESST leave is foreseeable, employees must notify their Department Head within seven days' of the leave. In the event the need for leave is unforeseeable, employees must notify their Department Head as reasonably required (e.g. prior to the start of the scheduled shift, or as soon as circumstances permit).

When an employee uses ESST for more than two consecutive scheduled work 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 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 to find a replacement worker to cover the hours the employee will be absent. However, this is not meant to limit employees who choose to voluntarily seek a replacement staff member or trade shifts to cover their ESST absence.

E. Accrual and Carry Over of ESST

Full time and part time employees regularly scheduled to work more than 20 hours per week are eligible to carry over accrued but unused ESST into the following year, provided the total accrued ESST hours shall not exceed 90 days (720 hours) at any one time.

All other employees are eligible to carry over accrued but unused ESST into the following year, provided the total accrued ESST shall not exceed 80 hours at any one time.

F. Retaliation Prohibited

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

G. Benefits and Return to Work Protection

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

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

Section 10.03 Vacation Leave

The City believes that vacation is important to the health and well-being of our employees, and as such, provides paid vacation for eligible employees for rest and recuperation. Vacation leave is not intended to be used for absences related to personal illness or injury or any of the eligible uses outlined in the ESST policy. However, should an employee use vacation leave for one of the eligible uses outlined in Section 10.02, with respect to that particular absence only, the ESST policy will apply.

The vacation leave schedule for all full-time employees is as follows:

Years of Service	Annual Accrual
1 Year	10 Days
5 Years	15 Days
10 Years	20 Days
16 Years	21 Days
17 Years	22 Days
18 Years	23 Days
19 Years	24 Days
20 Years	26 Days

Full-time employees will earn vacation leave in accordance with the above schedule. Part-time employees who work at least 20 hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule. Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Unless approved by the City Administrator, vacation leave will not be earned during an unpaid leave of absence.

An employee will not earn any vacation leave for any pay period unless they are employed by the city on the last scheduled workday of the pay period. Further, vacation leave will stop accruing as of the effective date of termination. Requests for vacation must be received at least 48 hours in advance of the requested time off. This notice may be waived at the discretion of the Department Head and City Administrator.

Vacation can be requested in increments as small as one-half hour up to the total amount of the accrued leave balance unless the Department Head has established a differing policy to ensure appropriate shift coverage.

Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

If an employee does not use all of his/her earned vacation days during the current anniversary year, a maximum of 10 days of earned unused vacation may be carried from the current anniversary year into the next anniversary year. Vacation days may be carried from the current year to the next year only and cannot be carried into any future anniversary years, unless approved by the City Administrator. Any unused vacation days not carried over pursuant to this policy shall be lost and the employee shall receive no compensation therefore.

Employees are allowed to take their vacation in accordance with their position on the seniority list according to classification. When a holiday falls during a vacation period, the employee shall be paid for the holiday.

On December 1 on every year, vacation leave may be converted into a cash payment up to a maximum of 40 hours. Exempt employees, with the approval of the City Administrator, may convert up to a maximum of 80 hours of vacation leave into a cash payment.

Section 10.04 Banked Leave and Leave Accrual Upon Reaching Carry-over Limit

Upon reaching the maximum ESST accrual of 90 days, full-time employees will continue to accumulate 1 day (8 hours) of leave per month. This leave will be designated and accounted for as follows:

- 4 hours per month as banked earned sick and safe leave
- 4 hours per month as banked vacation leave

Only full-time employees are eligible to receive banked leave. Upon reaching the maximum earned ESST accrual of 90 days, part-time employees regularly scheduled to work at least 20 hours per week will continue to accumulate leave at a rate of one hour for every 30 hours worked, up to a maximum of 48 hours of ESST per year, but no such leave may be carried over beyond the 90 day maximum.

Upon reaching the maximum earned sick and safe leave accrual of 80 hours, all other part-time employees, seasonal and temporary employees will continue to accumulate leave at a rate of one

hour for every 30 hours worked, up to a maximum of 48 hours of ESST per year, but no such leave may be carried over beyond the 80 hour maximum.

Banked earned ESST cannot be used unless all regular ESST has been exhausted.

Banked earned ESST will not be used in calculating severance pay except as specified in the Post Retirement Health Care Savings Plan negotiated and/or established for each employee group.

Banked vacation leave will be used in calculating severance pay.

The City will convert into cash 6 days per year from the employee's banked earned sick and safe leave account and deposit it into their Post Retirement Health Care Savings Plan in December of each year on the condition that the employee has accrued 90 days of regular ESST.

On December 1st of every year, an employee, upon reaching the maximum ESST accumulation of 90 days, will have the option to cash in their banked vacation accumulation as pay once per year up to the maximum days accrued.

Section 10.05 Severance Pay

Severance pay will be paid in accordance with each employee group's union contract and/or Post Retirement Health Care Savings Plan.

Section 10.06 Bereavement (Funeral) Leave

Employees belonging to a union will be entitled to bereavement leave as outlined in their respective contracts.

Employees who do not belong to a union will be permitted to use up to 3 consecutive working days, with pay, as funeral leave upon the death of an immediate family member defined as: spouse, son, daughter, stepchild, and the brother, sister, mother, father, grandparents, grandchildren of the employee and his/her spouse. Bereavement leave of 5 days shall be granted due to the death of an employee's spouse, registered domestic partner, child or stepchild.

This paid leave will not be deducted from the employee's vacation or ESST balance.

Section 10.07 Military Leave

A. Military Leave for Employees

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on 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 15 days in any calendar

year. City compensation is in addition to the military's pay for these 15 days, as per MN Attorney General's Opinion (AG Opinion 310h-1(a)).

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 or naval 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 years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. A training notice, signed orders or battle assembly schedule are examples of typical written notification to share with the City. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation 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.

B. Military Leave for Family Members

The City will not discharge from employment or take adverse employment action against an employee because an immediate family member is in the military forces of the United States or Minnesota. Nor will the City discharge from employment or take adverse employment action against an employee because they attend departure or homecoming ceremonies for deploying or returning personnel, family training or readiness events or events held as part of official military reintegration programs. Employees may substitute paid leave if they choose to do so.

Unless the leave would unduly disrupt the operations of the City, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

C. Military Leave for Family Member Injured or Killed in Active Service

Employees will be granted up to ten working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparent, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

D. Civil Air Patrol

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 vacation or PTO leave while on Civil Air Patrol Leave, but are not required to do so.

Section 10.08 Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, 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 vacation or compensatory time to make up the difference.

Employees are required to notify their Department Head 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 completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to Department Head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Section 10.09 Court Appearances

Unless otherwise specified in a union contract, employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Section 10.10 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, to attend criminal proceedings related to the victim's case. Additionally, a victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) may have reasonable time off from work 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.

Section 10.11 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their Department Head immediately (no matter how minor). If a Department Head is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her Department Head 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 Department Head and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Section 10.12 Pregnancy and Parenting Leave

All employees are entitled to take an unpaid leave of absence under the Minnesota Women's Economic Security Act (WESA). Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

Additionally, leave under this section must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Leave under this section runs concurrently with FMLA when the leave is for the same purpose.

Employees are required to use accrued leave (i.e., ESST, vacation leave, etc.) during Parenting Leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the City Accountant.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits.

The City will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

The City shall not discharge, discipline, penalize, interfere with or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

Section 10.13 Administrative Leave

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 with the approval of the City Council.

Section 10.14 Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Section 10.15 School Conference Leave

Any employee may take unpaid leave for up to a total of sixteen (16) 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 unduly disrupt the operations of the City. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Section 10.16 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

Section 10.17 Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice, including a certification from the appointing

authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The City may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment. Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday. The City reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total workforce at any single worksite.

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 on the election day. Employees wanting to take advantage of such leave are required to work with their Department Heads to avoid coverage issues.

Employees may be absent from work without penalty or deduction from salary or wages for the time necessary to vote to include voting during the period allowed for voting in person before election day.

Section 10.18 Delegates to Party Conventions

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 delegates, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

Per the statutory requirement, 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 vacation leave during their absence.

Section 10.19 Regular Leave without Pay

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.

Typically, 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 vacation 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 vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

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 Parenting Leave or 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.

The FMLA applies to the City. To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Section 10.20 Reasonable Work Time for Nursing Mothers

Nursing mothers 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) 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.

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

Section 10.21 Minnesota Paid Leave

A. Overview

The City provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. MNPL benefits are funded through premium contributions. The premium cost will be split between the City and employee as follows: The City will pay 50% of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

B. Eligibility

Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.

C. Benefit Amount

An employee's weekly MNPL benefits are calculated in accordance with State law.

D. Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault or stalking.

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

E. MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the City Accountant of the need for intermittent

leave before applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.

Increments of Leave & Maximum Number of Hours

Employees may take intermittent leave in increments of four hours. If eligible for intermittent leave, the City allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

F. Definitions

Family member includes:

- Spouse or partner
- Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
- Parent or person who raised you
- Sibling
- Grandchild or grandparent
- In-laws (including son, daughter, father or mother)
- Anyone close to you who depends on you like family, even if not related by blood

Serious health condition means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

G. Notice

Prior to starting a claim with the State, employees should reach out to your Department Head to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks' notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

H. How to Apply for Minnesota Paid Leave

After your leave has been discussed you may apply for MNPL through the City's selected carrier.

I. Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

J. Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the City Accountant.

K. Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

- prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions; or
- arranged to write a check every 2 to 4 weeks for the duration that the employee may be out.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

L. Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

M. Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Section 10.22 Family and Medical Leave Act

A. General

In accordance with the Family and Medical Leave Act (FMLA), unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

- Birth or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of the position.
- A covered military member's active duty or call to duty or to care for a covered military member.

In accordance with the law, the following definitions apply:

- "Spouse" does not include domestic partners or common-law spouses.
- "Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.
- An eligible "child," with some exceptions, is under 18 years of age.
- An eligible "parent" includes a biological parent or a person who stood in place of a parent.
- "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
 - Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or childbirth;
 - Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.

- Chronic Conditions Requiring Treatments: An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-Term Conditions Requiring Supervision
- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

B. Eligibility

An eligible employee is one who has worked for the City for a cumulative period of 12 months and at least 1,250 hours during the twelve month period prior to requesting the leave.

C. Length of Leave

The length of FMLA leave is not to exceed 12 weeks in any 12 month period. The entitlement to FMLA leave for the birth or placement of a child expires 12 months after the birth or placement of that child.

D. Leave Year

The 12 month period is calculated based on a looking forward basis.

E. Notice

The employee is to give verbal or written notice to his/her Department Head at last 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.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied 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.

F. Medical Certification

The employee may be required to provide medical certification to support a request for leave because of the serious health condition of a child, spouse, parent or the employee. A "Certification of Physician or Practitioner" form can be obtained from the City Administrator. The form is to be completed by the attending physician or practitioner and submitted to the City Administrator within ten (10) days after requested, or as soon as is reasonably practicable. The City may request a second or third opinion at the City's expense. If required, the City will select a health care provider not regularly associated with the City.

G. Recertification

Recertification may be required if the employee requests an extension of the original length approved by the City or if the employee's circumstances change. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

H. Intermittent Leave

Leave requested because of a serious health condition of either a family member or the employee may be taken intermittently or on a reduced schedule if medically necessary. All requests for intermittent leave will be evaluated on a case-by-case basis.

I. Fitness for Duty Certification

The City may require a medical certificate attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the particular health condition(s) for which the leave was approved and must address whether the employee can perform the essential functions of his/her regular job.

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). If a fitness for duty certification is required, the City may deny reinstatement until it is provided.

J. Job Protection

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's reinstatement rights are the same as they would have been had the employee not been on leave. Thus, if an employee's position would have been eliminated or an employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

K. Effect on Benefits

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan 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. The employee will be required to continue payment of the employee portion of group insurance coverage. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. If an employee's contribution is more than thirty (30) days late, the City may terminate the employee's insurance coverage (subject to COBRA requirements).

L. Seniority

Seniority does not accrue during any period of unpaid FMLA except as allowed when the leave is covered by worker's compensation). However, seniority accrued prior to commencement of FMLA leave will not be lost.

M. Use of Accrued Paid Leave or Compensatory Time During Family and Medical Leave

During the Family and Medical Leave, employees must use accrued sick leave, vacation leave and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the state Parental Leave law (see Parental Leave Policy).

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

N. Failure to Return from FMLA Leave

Employees who cannot return from an approved FMLA leave at the end of the approved leave period may request an extension (up to a maximum of twelve (12) weeks allowed under FMLA). If the twelve (12) FMLA weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, before unpaid leave begins, the employee must use any accrued sick leave, vacation time or compensatory time that remains. If the leave is approved and unpaid, the employee will be required to pay the full cost of all group insurance, as provided under COBRA, in order to continue coverage.

If the unpaid leave of absence is not approved, or the employee fails to request additional leave, the employee will be considered to have voluntarily resigned. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Council's approval.

If an employee fails to return from an FMLA leave and is determined to have voluntarily quit as described above, the City may seek reimbursement from the employee for the portion of the insurance premiums paid by the City on behalf of that employee during the period of leave.

O. FMLA – Qualified Exigency and Military Caregiver Leave

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5)

counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

Definitions

- A “son or daughter of a covered servicemember” means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A “parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- “Covered active duty” means:
 - “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a

call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.

- “Covered servicemember” means:
 - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- “Serious injury or illness” means:
 - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

Amount of Leave – Qualified Exigency

An eligible employee can take up to twelve (12) weeks of leave for a qualified exigency.

Amount of Leave – Military Caregiver

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered service member during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered service member is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of

leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

Section 10.23 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes, assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the Department Head in writing as to the nature and extent of the disability and the reason why he/she is 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. Upon receipt of the written request, the Department Head is to forward a copy of the report to the City Administrator. 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. Each situation will be assessed on a case-by-case basis. It is at the discretion of the Department Head and City Administrator to determine whether or not light duty work is available and the duration of that assignment.

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee's eligibility may be impacted if he/she refuses 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 disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time.

Section 10.24 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The City will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations, including, but not limited to, temporary leaves of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods and limits to heavy lifting to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting reasonable accommodations pregnancy rights or remedies.

Section 10.25 Athletic Leave of Absence

An employee who qualifies as a member of the United State team for athletic competition on the world championship, Pan American, or Olympic team in a sport sanctioned by the International Olympic Committee, shall be granted a leave of absence without loss of pay or other benefits for the purpose of preparing for and engaging in the competition. In no event shall the paid leave exceed the period of official training camp and competition combined, or 90 calendar days a year, whichever is less. The employee shall provide documentation establishing their participation on said team and in said event.

11. RESPECTFUL WORKPLACE

Section 11.01 Intent

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace and other city-sponsored events in order to promote a respectful workplace and public service environment free from unlawful discrimination or harassment, violence, and disrespectful behavior. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees can be exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Section 11.02 Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is intended to express to all City employees, volunteers, members of boards and commissions, applicants, contractors/vendors, City Council members and members of the public the expectations by the City of Spring Lake Park for respectful workplace conduct both in the workplace and other City-sponsored social events.

Section 11.03 Responsibilities

Employees, volunteers, elected officials, commissioners, and other third parties are expected to:

- Conduct themselves in a manner that demonstrates respect for others in the workplace and public service environment.
- Except for instances of suspected unlawful discrimination and harassment based on a legally protected class, *only when the employee is comfortable doing so*, use informal means to address issues with the individual(s) involved whenever possible.
- Participate fully and in good faith in any informal resolution process or formal complaint and investigative process for which they may have relevant information.
- Report incidents that may violate this policy in accordance with processes identified in this policy.

In addition to their responsibilities as employees as described above, managers and supervisors are also expected to:

- Inform their employees and third parties for whom they are responsible of the expectations outlined in this policy.
- Achieve and maintain compliance with this policy.
- Take timely and appropriate action when a complaint is made alleging violation of this policy.

Section 11.04 Prohibited Conduct

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

A. Unlawful Discrimination and Harassment based on Legally Protected Class:

Discrimination and harassment consists of behaviors that are based on an employee's legally protected characteristics such as 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, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, lawful participation in the

Minnesota Medical Cannabis Patient Registry, or any other characteristic protected by local, state, or federal law.

More specifically, discrimination and harassment may include, but are not limited to, the following behaviors when based on an employee's legally protected characteristic(s):

- Conduct that imposes conditions on any element of the person's employment unless otherwise permitted or required by applicable law.
- Conduct of any type (verbal, written, graphic, electronic or physical) which unreasonably interferes with the person's ability to perform their job or creates a hostile, threatening, or intimidating work environment.

B. Sexual Harassment

Another form of unlawful harassment. Sexual harassment can consist 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; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- 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, making jokes, 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 similar actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- 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.

C. Disrespectful Behavior for any Reason:

Disrespectful behavior may or may not be intentional. Unintentional disrespectful behavior may still violate this policy. 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 supervisor what is regarded as offensive, considering 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 their Department Head or the City Administrator.

Examples of disrespectful behavior include but are not limited to:

- Exhibiting aggressive behaviors including shouting, abusive language, threats of violence, the use of obscenities or other non-verbal expressions of aggression.
- The use of physical force, bullying or intimidation.
- Behavior that a reasonable person would find to be demeaning, humiliating, or bullying.
- Repeatedly or deliberately using an unwelcome nickname.
- Microaggressions, which may have the appearance of being harmless. Microaggressions include comments, behavior, or other interactions that intentionally or unintentionally communicate hostility or bias toward a person who is a member of a marginalized group.
- Comments, behavior, or other interactions are often rooted in a bias towards a certain group.
- Deliberately destroying, damaging, or obstructing someone's work performance, work product, tools, or materials.
- Use of this policy and procedure to make knowingly false complaint(s).
- Repeatedly mispronouncing employee's name or pronoun (e.g., she/her/hers, he/him/his, they/them/their), or title (e.g., Mrs., Mr., Ms.). A court-ordered name or gender change is not required for an employee to use a different name or pronoun in the workplace.

Overall, context is important in understanding the difference between respectful behavior and disrespectful behavior. Individuals may experience stress or discomfort in the workplace that is not related to disrespectful behavior. For example, disrespectful behavior does not include:

- The normal exercise of supervisory or managerial responsibilities, including, but not limited to performance reviews, work direction, performance management, and disciplinary action provided they are conducted in a respectful, professional manner.
- Disagreements, misunderstandings, miscommunication, or conflict situations where the behavior remains respectful.

Section 11.05 Employee Response to Disrespectful Workplace Behavior, Reporting Process and Supervisor Response

All employees should feel comfortable calling their Department Head or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior, call the police, ask the individual to leave the area, and/or take other reasonable action.

If employees see or overhear what they believe is a violation of this policy, employees should advise a Department Head, the City Administrator or the City Attorney promptly.

When an employee comes forward with a workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

A. Informal Resolution (Optional)

If you feel comfortable doing so, professionally, 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.

All instances of suspected discrimination, harassment based on a legally protected class, sexual harassment, or violence must be reported pursuant to the process outlined below.

B. Report

In the event an employee believes that disrespectful behavior is occurring and informal resolution is either ineffective or inappropriate or adverse consequences of reporting are feared, the individual is encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a Department Head. In the event the disrespectful behavior occurring involves the employee's Department Head, the employee should contact the City Administrator or the City Attorney.

Step 1(a). Go to your Department Head, City Administrator or the City Attorney and request informal intervention. The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a Department Head, City Administrator, or City Attorney promptly of your concerns. Any employee who experiences or observes discriminatory behavior, harassment based on a legally protected class, sexual harassment, or violence or receives any reliable information about such conduct, must report it to a Department Head, the City Administrator, or the City Attorney and such conduct shall be investigated. If these individuals are suspected to be

involved with the complaint, follow the reporting protocol in the “Special Reporting Requirements” section below.

Step 1(b). Go to your Department Head, City Administrator, or the City Attorney and request an investigation into the matter. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your Department Head about available options to ensure there are others available to help with transactions with the offender.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the City Attorney.

Special Reporting Requirements

When the Department Head is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a Councilmember 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.

In cases such as these, it is common for the City Council to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the City Council. The City will take reasonable and timely action, depending on the circumstances of the situation.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed city official (e.g. councilmember or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

C. Screening

In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy offender will be informed of the allegations, and the alleged offender will have the

opportunity to answer questions and respond to the allegations at some point in the City's process. The City will follow any other applicable policies or laws in the investigatory process.

Unlawful harassment and discrimination reports

In the case of reported unlawful harassment, including sexual harassment, or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim.

Disrespectful behavior reports

If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the alleged offender, explaining the impact of their actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct rose to the level of disrespectful behavior.

Even if resolved informally, the supervisor must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator).

D. Investigate

If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the alleged offender.

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations.

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).

E. Resolve

After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken. As part of this process, the City

Administrator or City Attorney may at their discretion take appropriate action to protect the alleged victim, other employees, or citizens.

The alleged offender and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

The City will take reasonable and timely action in a fair and objective manner, depending on the circumstances of the situation.

F. Important Notice:

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Section 11.06 Retaliation

Retaliation is strictly prohibited against any employee or third party who:

- Initiates a complaint.
- Reports an incident that may violate this policy.
- Participates in an investigation related to a complaint.
- Is associated or perceived to be associated with a person who initiates a complaint or participates in the investigation of a complaint under this policy.
- Reports a complaint of unlawful harassment or discrimination to a local, state, or federal enforcement agency or participates as a witness in an external investigation by an enforcement agency.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment because an employee engaged in one of the above-mentioned behaviors.

While each situation is very fact dependent, generally speaking, retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your Department Head
3. City Administrator;
4. Mayor or City Councilmember
5. In the event an employee feels retaliation has occurred by the City Administrator or the City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Administrator, or if the complaint is against the City Administrator to the City Attorney, who will decide how to proceed in addressing the complaint.

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.

Section 11.07 Violations

Failure to comply with this policy and its procedures may result in disciplinary action, up to and including discharge, or ending a contractor or volunteer relationship with the City.

Determination of discipline or other corrective action will be made on a case by case basis, depending upon the circumstances of the matter, including the type of misconduct alleged, the context in which the alleged acts or statements occurred, and any other facts deemed relevant.

12. POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.

- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

13. SEPARATION FROM SERVICE

Section 13.01 Resignations

Employees wishing to leave the City service in good standing must provide a written resignation notice to their Department Head at least 10 working days before leaving. Exempt employees must give 30 calendar days' notice. The written resignation must state the effective date of the employee's resignation.

Unauthorized absences from work for a period of three consecutive workdays may be considered as resignation without proper notice. Failure to comply with this procedure may be cause for denying any future employment with the City.

14. DISCIPLINE

Section 14.01 General Policy

Department Heads are 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 Spring Lake Park. City employees will be 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 Department Head and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

Section 14.02 No Contract Language Established

This policy is not to be construed as contractual terms is intended to serve only as a guide for employment discipline.

Section 14.03 Process

The City may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the 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 any City employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand. This measure will be used where informal discussions with the employee's Department Head have not resolved the matter. All Department Heads have the ability to issue oral reprimands without prior approval.

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 Department Head will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

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 Department Head with prior approval from the City Administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

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

Suspension With or Without Pay. The City Administrator may suspend an employee without pay 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 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.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be

removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer. An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

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

15. GRIEVANCE PROCEDURE

Any dispute between an employee and the City relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper Department Head within twenty-one (21) days after the alleged violation or dispute has occurred. The Department Head will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Administrator within seven (7) days after the Department Head's response is due. The City Administrator or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the City Administrator is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the City and the employee without prejudice to either party.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof.

The above list is not meant to be all inclusive or exhaustive.

16. EMPLOYEE EDUCATION AND TRAINING

The City 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.

Section 16.01 Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures.

Section 16.02 Job-Related Training and Conferences

The subject matter of the training session or conference is directly job-related and 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. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a conditional of employment with the City.

The Department Head and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Section 16.03 Job-Related Meetings

Attendance at professional meeting directly related to the performance of the employee's work responsibilities do not require the approval of the City Administrator, up to a maximum of \$100.00. Advance Department Head approval is required to ensure adequate department coverage.

Section 16.04 Request for Participation in Training and Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's Department Head on the appropriate form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City. Document approving conference or training attendance will be provided to the employee.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

Section 16.05 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

Section 16.06 Compensation for Travel and 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.

Section 16.07 Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one city membership per agency, as determined by the City Administrator, is allowed, providing funds are available.

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

Section 16.08 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of reasonable expenses for meals, lodging and necessary expenses incurred. In no case will city funds be used to pay for, or reimburse for, events sponsored by or affiliated with political parties. However, the City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting. The City will also not reimburse employees for the costs of travel for family members.

Employees who find it necessary to use their private automobiles for City travel and who do not receive a car allowance will be reimbursed at the prevailing mileage rate as established by the City Council, not to exceed the allowable IRS rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages.

17. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Spring Lake Park regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate Department Head. If a potential conflict exists based on this policy or any other consideration, the Department Head will consult with 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 he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

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.

18. DRUG, ALCOHOL AND CANNABIS FREE WORKPLACE

In accordance with federal law, the City of Spring Lake Park has adopted the following policy on drugs, including cannabis, 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 drug-free, safe and secure work environment.
- The unlawful manufacture, distribution, possession, or use of drugs 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.

Additionally, City employees must pay careful attention to comply with the City's policy prohibiting use and possession of alcohol or drugs- including cannabis- while performing work for the City.

A. Use and Possession of Alcohol or Drugs

Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on City premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the City or while "on call" and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an

illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites.

Employees are subject to being disciplined, suspended, or terminated if the employee used or possessed alcohol, drugs, or cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

B. Driving While Impaired

A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting City business, may result in discipline, up to and including discharge.

C. Criminal Drug Convictions

Any employee convicted of any criminal drug statute must notify their Department Head and the City Administrator in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the City will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment.

In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over \$25,000, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

D. Failure to Disclose Lawful Drugs

Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from their physician or pharmacist regarding medication and any job performance impairment and relay that information to their supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

19. CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once 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.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate Department Head on the first work day after any temporary, pending or permanent action is taken on their license and to keep their Department Head informed of any changes thereafter.

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

20. CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to insure 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.

Section 20.01 General Policy

Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Department Heads are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in the policy will limit Department Head discretion to allow reasonable and prudent personal use of such telephone or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.

- In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above “City Driving Policy” for more information on reporting driver’s license restrictions”

Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from his/her Department Head. Department Heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the Department Head.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

All personal calls made by employees on a City-provided cellular phone which exceed the minimum monthly charge for that phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City’s phone bill.

Section 20.02 Procedures

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

Section 20.03 Responsibility

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

21. COMPUTER USE POLICY

Section 21.01 Purpose

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator.

Beyond this policy, the City Administrator, or his/her designee, may distribute information regarding precautions and actions needed to protect City system; all employees are responsible for reading and following the guidance and directives in these communications.

Section 21.02 Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the City Administrator or his/her designee. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. The City Administrator or his/her designee will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to your Department Head or the City Administrator for a determination.

Section 21.03 Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your Department Head, who will forward the request to the City Administrator.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's Department Head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Section 21.04 Software

In general, the City will provide the software and cloud-based applications necessary for an employee to perform his or her job duties. Requests for new or different software or digital tools should be made to your Department Head, who will forward the request to the City Administrator.

Employees are prohibited from downloading, installing or subscribing to any software, mobile application, browser extension or cloud service on City-owned devices or accounts without the prior approval of the City Administrator or his/her designee. Exceptions include automatic updates to software approved by City Administrator such as Microsoft updates, antivirus programs or other productivity software updates. The City Administrator or his/her designee may, without notice, remove any unauthorized applications, downloads or connected devices.

Electronic mail. The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data under the Minnesota Government Data Practices Act and may be subject to disclosure or e-discovery. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your Department Head, other employees, members, City officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or “spam” email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic calendars. All employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

Instant messaging. Due to data retention concerns, Instant Messaging (IM) is only allowed for transitory discussions and should be deleted after use. Employees are not allowed to use IM as a mechanism for personal communication through the City’s computer network or when using City equipment, and are not allowed to download or install any IM software package on their City computer.

Personal devices. Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City’s email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Section 21.05 Security

Passwords. Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric character (e.g., *, &, %, etc.). (Example: J0yfu1ly!) Password requirements may be changed as necessary, as determined by the City Administrator or his/her designee.
- Passwords should not be shared or told to other staff. If it is necessary to access an employee’s computer when he or she is absent, contact your Department Head or the City Administrator; the City’s IT consultant will not provide access to staff accounts without approval of the City Administrator.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every 180 days when prompted, or on another schedule as determined by the City Administrator or his/her designee.

Network Access. Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City's computer network via a network cable. Exceptions may be granted by the City Administrator.

Personal computer equipment may not be connected to the City's network without prior approval of the City Administrator. Personal equipment may be subject to password requirements or other electronic security measures as determined by the City Administrator.

Remote Access to the Network. Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), zero trust network access (ZTNA), or Windows Remote Sessions. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- With the exception of Outlook Web Access, remote access to the City's network requires a request from a Department Head and approval from the City Administrator. Remote access privileges may be revoked at any time by your Department Head or City Administrator.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Section 21.06 Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, the City's I.T. consultant may temporarily restrict that employee's access to the Internet. If the City's I.T. consultant does restrict access, they will notify the employee, Department Head, and the City Administrator as soon as possible, and work with the employee and Department Head to rectify the situation.

- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's Department Head and/or the City Administrator.
- Employees may use low-risk data with Artificial Intelligence (AI) technology to perform their work. Low-risk data is defined by Minnesota Statutes Chapter 13 as "public" and is intended to be available to the public. If you are unsure whether the data you enter into AI applications is classified as public data, consult your City's responsible authority or designee prior to using AI technologies. All data created with the use of AI is to be retained according to the City's records retention schedule.

Section 21.07 Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and transferring files. If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your Department Head. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the City Administrator or his/her designee.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on network drives. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media.

22. LEGAL SERVICES

The City will defend an employee and/or his/her estate against any claim or demand, whether groundless or otherwise, arise out of an alleged act or omission occurring in the performance and scope of the employee's duties. The City will review any judgment resulting from such claim or demand and make a determination as to the propriety of paying all or part of said judgment. In reviewing said judgment, the City will consider and make findings as follows:

- That the claim or action arose out of the performance of the employee's duty and that there was no malfeasance in office or willful or wanton neglect of duty;
- Whether it is fitting and proper to pay the judgment; and
- The determination of whether it is fitting and proper to pay the judgment must be based on the best interest of the municipality and the public after considering all of the facts and circumstances.

23. SAFETY

Section 23.01 Purpose

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, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each Department Head.

Section 23.02 Reporting Accidents and Illnesses

Both Minnesota workers' 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 his/her Department Head. The employee's Department Head is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

Section 23.03 Safety Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Section 23.04 Unsafe Behavior

Department Heads are 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.

Section 23.05 Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. The City maintains separate restroom and/or changing facilities for male and female employees and allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the city will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

EMPLOYEE RECEIPT OF CITY OF SPRING LAKE PARK PERSONNEL POLICY

I hereby acknowledge receipt of the City of Spring Lake Park's Personnel Policy. I understand that it is my responsibility to read, become familiar with and comply with the policies, procedures and information contained in the Personnel Policy. I understand that if I have any questions regarding the contents of this policy or its application, I am responsible for bringing them to the attention of my Department Head or the City Administrator.

Employee Name (please print)

Signature

Date



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, ICMA-CM, Administrator, Clerk/Treasurer

Date: November 7, 2025

Subject: 2025 Personnel Policy Amendments

The attached draft of the Personnel Policy Manual reflects a comprehensive update to align the City's employment policies with recent changes in state law and the League of Minnesota Cities (LMC) Model Personnel Policy. The revisions modernize language, clarify employee expectations, and ensure full compliance with state and federal employment requirements. The City Attorney has reviewed approved the proposed amendments and recommends approval.

Major policy updates include:

1. *Earned Sick and Safe Time (ESST)*. Revisions to Section 10.02 – Earned Sick and Safe Time align the City's policy with Minnesota Statutes §181.9445 et seq. and Department of Labor and Industry guidance. Key changes include:
 - Updated eligibility and accrual for temporary and seasonal employees (1 hour per 30 hours worked, up to 80 hours).
 - Clarified allowable uses, including family care, domestic abuse situations and weather emergencies.
 - Updated carryover, recordkeeping and reinstatement provisions consistent with state law.
2. *Minnesota Paid Leave Law*. A new Section 10.21 – Minnesota Paid Leave establishes procedures in anticipation of the statewide Paid Family and Medical Leave program effective January 1, 2026. This section:
 - Describes employee eligibility and coordination with City leave benefits.
 - Provides guidance for maintaining insurance coverage during leave.
 - Defines reinstatement rights and outlines how benefits will integrate with existing ESST and FMLA policies.
 - Clarifies that certain short-term “seasonal” positions may be exempt from coverage, consistent with statutory definitions.
3. *Respectful Workplace Policy*. The Respectful Workplace section has been fully rewritten to reflect the most recent LMC model policy and emerging best practices. Highlights include:
 - Broader definitions of disrespectful, discriminatory, and harassing behavior—both in person and online.
 - Detailed reporting and response procedures for employees and supervisors.
 - Clear protections against retaliation and enhanced confidentiality standards.

- Consolidation of related sections addressing harassment, workplace civility, and abusive customer conduct into one comprehensive policy.

The 2025 draft personnel policy also incorporates several additional changes:

1. *Definitions (Section 3)*: Updated to reflect current employment law, including references to gender identity, gender expression, and expanded protected class definitions.
2. *Social Media and Personal Communication (Section 1.06)*: Clarifies that off-duty online conduct may be subject to disciplinary action if it undermines workplace integrity or public trust.
3. *Computer and Software Use (Section 21)*: Updated to address modern IT security, software licensing, and cloud-based tools.
4. *Dress Code (Section 2.04)*: Adds accommodations for religious attire and gender expression.
5. *LMC Model Language Updates*: Incorporates 2024 model language on wage disclosure protections, nursing mother accommodations, and data practices compliance.

Staff recommends approval of the amended Personnel Policy Manual as presented. These updates bring the City into compliance with current employment law, promote a respectful workplace culture, and incorporate modern human resources best practices.

If you have any questions, please do not hesitate to contact me at 763-784-6491.



City of Spring Lake Park
Engineer's Project Status Report

To: Council Members and Staff
From: Phil Gravel

Re: **Status Report for 11.17.25 Meeting**
File No.: R:\client\municipal\spring_lake_park_ci_mn (18GEN)

Note: Updated information is shown in *italics*.

2025 MS4 Permit and SWPPP Update (193801776 Task 450). Pond, structural BMP, and outfall inspections are due annually. Program analysis and annual training is due by December. Annual meetings are usually held in June but can be held anytime. Annual Reports to the MPCA are generally due in June. Part 1 of new Permit Application was submitted on April 17, 2025. MPCA Audit of MS4 Permit compliance was held on August 12th. Information was given to the MPCA on September 4th. A formal Notice letter of violation letter was received from the MPCA on September 18th. *A City response is due by December 18th.*

2025 Street 79th Avenue and Taylor Street NE Mill and Overlay Project (193807275). The project includes 79th Avenue (Able St. to TH-65) and Taylor Street NE (79th Ave. to Osborne Rd.). Contractor was North Valley, Inc. *Final payment will be processed in December.*

Future Water Tower Painting Project (19380xxxx). The CIP includes new coatings on the Able and Arthur water towers in 2027 and 2028. The Administrator submitted a PPL application for possible State of MN DWRF financing. *Next steps are to have KLM complete interior and exterior inspections in April 2026 and to submit an IUP application in May 2026.*

1-Year Warranty Televising for 2023-2024 Sanitary Sewer Lining Project (193805871). *A sewer lateral cleaning and grouting project will be necessary in 2026 or 2027.*

Storm Sewer Televising Project. The Public Works Director has obtained storm sewer televising and inspection quotes to have information to use for evaluating future lining projects. *Quote can be awarded.*

Possible 2026 street mill and overlay project (19380____). *The Public Works Director, Engineer, and Administrator are evaluating streets for a possible mill and overlay project next year.*

Possible 2026 Seal Coat and Crack Repair Project (19380____). A memo regarding a possible 2026 project will be presented in December.

2025 AT&T on Arthur tower (Escrow # ME2025-0001). AT&T is replacing equipment. 2025-07-18 CDs are okay. *KLM Engineering is providing inspections for the City/ A Preconstruction Conference was held on 11/12/2025.*

2026 Anoka County Highway 10 Paving Project: Anoka County is planning to repave Co. Rd. 10 between Able St. NE and Pleasant View Dr. in 2026. The construction will require closing Co. Rd. 10.

Please contact Evan Monson, Bruce Paulson, Zach Naslund, Eric Stommes, or me if you have questions or require additional information.