



CITY COUNCIL AGENDA December 18, 2023 ~ 7:00 PM

Preliminary agenda; subject to change. The Council will set a final agenda at the meeting.

CALL THE MEETING TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA/CHANGES

APPROVAL OF MINUTES – December 4, 2023

APPROVAL OF FINANCIAL REPORT

DEPARTMENT REPORTS

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each)

- 1. Kindness Award – Police Department**

AGENDA ITEMS:

- 1. Consider Position of City Attorney**
- 2. Consider Golf Course Purchase of Used Fairway Mower**
- 3. Consider Personnel Policy Change – Update Holidays**
- 4. Consider Personnel Policy Change – Comp Time**
- 5. Consider Personnel Policy Change – Earned Safe and Sick Time**
- 6. Consider Resolution 23-37 – Supporting Safe Routes to School**
- 7. Consider Library Building Maintenance**
- 8. Consider 2024 Council Meeting Schedule**
- 9. Consider Resolution 23-38 – Approving Liquor & Tobacco Licenses**
- 10. Consider Quote for Office Furniture**

OLD BUSINESS

INFORMATIONAL ITEMS

- 1. Other Board and Committee Reports**
 - a. PeopleService Report**
 - b. EDA Update –**
 - i. Next meeting January 12th at 12:00 pm**
 - c. LPU Update**
 - i. Next meeting on December 19th at 4:00 pm**
 - d. Park Update –**
 - i. Next meeting on January 8th at 4:30 pm**
 - e. Planning & Zoning Update -**
 - i. Next Meeting on December 26th at 4:30 pm**

ANNOUNCEMENTS

- 1. Next council meeting, Monday, January 8, 2024, at 7:00 p.m. in City Hall**

ADJOURN



CITY COUNCIL MINUTES December 4, 2023, ~ 7:00 PM

Council Present: Stephen A. Condon, Andrea Monson, Heather Hussong Reasoner, Nathan Hall, and Brent Pavelko.

Council Absent: None

Others Present: Stacy J. Anderson – City Clerk, Lance Frerichs – Street Foreman, Rachel Kruger – Finance Manager, Justin Lessman, Chad Janssen, Richard Doescher, Steven Hibma, Mike Chepa, and Jim Hussong.

TRUTH IN TAXATION HEARING – Finance Manager Rachel Kruger presented a brief review of the 2024 budget which includes a levy increase of 4.78%, which is a decrease of 5.22% from the preliminary levy set in September of 2023. No comments from the gallery and no comments were received at the office of the City Clerk. Mayor Condon closed the hearing at 7:02 pm.

CALL THE MEETING TO ORDER – The meeting was called to order at 7:02 pm by Mayor Stephen A. Condon.

PLEDGE OF ALLEGIANCE

AGENDA CHANGES/APPROVE AGENDA- A motion to approve the agenda as presented made by **Hussong Reasoner/Pavelko**. All in favor. Motion carried.

APPROVAL OF MINUTES- A motion to approve minutes from November 20, 2023, as presented, made by **Monson/Pavelko**. All in favor. Motion carried.

DEPARTMENT REPORTS – Department Reports were presented, Mayor Condon stated that he will contact the contractor to inquire on the City Hall remodel project.

SCHEDULED/UNSCHEDULED GUESTS (limit 5 minutes each) –

1. **Steven Hibma** - Hibma addressed the council regarding his assessment for his property at 804 N HWY 86. Hibma stated that he had talked with the City Clerk and was told there would not be an assessment on his property when she looked at her assessment list. Hibma also stated that he was frustrated that he had not received any letters on the assessment besides the final adopted assessment letter. Mayor Condon stated that his name had been listed twice on the draft assessment list the City Clerk had looked at and did not realize his name was listed twice on the assessment list. Hibma also stated that he did not have a new sewer line to his home; Street Foreman explained that his sewer was rerouted in the past to 7th Avenue. No further action was taken.

AGENDA ITEMS

1. **Consider Final Tax Levy Resolution 23-36** – Motion to approve Resolution 23-36, approving the Tax Levy for Taxes Collectible in 2024, total certified levy being \$861,785.00, made by **Hall/Pavelko**. Roll call vote; all in favor. Motion carried.
2. **Consider Position of City Attorney** – Pat Costello was unavailable during the meeting. The agenda item will be discussed at the December 18, 2023, council meeting.
3. **Consider Golf Course Assistant Greens Keeper Wage** – Head Greenskeeper requested an assistant greenskeeper for the 2024 season with the payrate of \$15.00 per hour. Mayor Condon stated that there would only be the greenskeeper and assistant greenskeeper working outdoors at the golf course for the 2024 season. Motion to approve the wage of \$15.00 per hour for the assistant greenskeeper made by **Monson/Hussong Reasoner**. All in favor. Motion carried.
4. **Consider Golf Course Purchase of Used Fairway Mower** - Voss provided information on a used fairway mower would be available to purchase for \$5,000.00. The current fairway mower is on loan and has been showing some mechanical issues. The purchase was tabled until more financial information was available.

5. **Consider Golf Course Approval of 2024 Membership Fees** – Motion to approve the 2024 Membership Fees as presented for the Lakefield Golf Course made by **Hall/Hussong Reasoner**. **All in favor. Motion carried.**
6. **Consider Estimate for Cutting Edges for Plow Trucks** – Lance Frerichs – Street Foreman explained the estimate for the cutting edges that he would like to the plow trucks. He explained that instead of the 2 sets of curb bumpers that are listed on the estimate, he would like one set, for a total of &5,612.84. Motion to approve the estimate for the cutting edges made by **Pavelko/Hall**. All in favor. Motion carried.
7. **Consider Purchase Agreement – 903 Colonial Avenue** – Purchase agreement was reviewed as well as information from prior purchases for clarification. Motion to approve the purchase agreement for 903 Colonial Avenue for \$23,000.00 to Bradley & Diane Burmeister, made by **Hall/Hussong Reasoner**. All in favor. Motion carried.
8. **Consider Repair Bill for Skid Loader at Golf Course** – Golf Course Greenskeeper Tub Voss requested that the repair bill for a skid loader that he purchased to use at the golf course. Discussions were held regarding using equipment that is not owned by the city. Motion to approve the payment of \$503.07 for the skid loader repair, but no further repairs will be paid for by the city for personal equipment, made by **Hussong Reasoner/Pavelko**. Vote; Hussong Reasoner, Pavelko, and Monson – yes. Hall – no. Motion carried.

OLD BUSINESS

INFORMATIONAL ITEMS

1. **Other Board and Committee Reports**
 - a. **EDA Update** –
 - i. Next meeting December 15th at 12:00 pm
 - b. **LPU Update**
 - i. Next meeting on December 19th at 4:00 pm
 - c. **Park Update** –
 - i. Next meeting on November 13th at 4:00 pm
 - d. **Planning & Zoning Update** -
 - i. Next Meeting on December 26th at 4:30 pm

ANNOUNCEMENTS

1. **Next council meeting, Monday, January 8, 2024, at 7:00 p.m. in City Hall**

ADJOURNMENT – Motion to adjourn made by **Hall/Hussong Reasoner** to adjourn at 7:42 pm. **All in favor. Motion carried.**

Attest:

Stacy J. Anderson, City Clerk

All General Fund

YTD Through 11/30/2023

	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
Total Revenue	1,249,819	1,143,670	873,922	(269,748)
Total Expense	1,249,819	1,143,670	1,200,338	(56,668)
	0	0	(326,416)	

Revenue Category	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Taxes & Assessments	314,270	287,579	303,909	16,330
2 Gov't Aid & Grants	753,204	689,233	443,835	(245,398)
3 Charges for Services	100,580	92,038	94,675	2,637
4 Investments & Interest	2,000	1,830	17,630	15,800
6 Misc Other	3,000	2,745	13,873	11,128

Expense Category	Budget 2023	YTD Budget	YTD Actual	Budget vs Actual YTD
1 Total Compensation	789,107	722,087	743,457	(21,370)
2 Admin & Consulting	48,355	44,248	46,217	(1,969)
3 Supplies & Equipment	32,600	29,831	44,078	(14,247)
4 Repairs & Maintenance	68,379	62,572	77,747	(15,175)
5 Items for Resale	7,000	6,405	8,093	(1,687)
6 Utilities	94,787	86,737	85,705	1,032
7 Insurance	102,182	93,504	107,957	(14,453)
8 Permits, Fees, Dues, Interest	7,200	6,588	6,886	(297)
9 Training & Travel	21,400	19,582	14,216	5,366
10 Vehicle Expense	43,179	39,512	57,383	(17,871)
11 CIP	-	-	-	-
12 Depreciation	-	-	-	-
14 Misc Other	35,630	32,604	8,600	24,004

Main drivers of variances

- Local government aid 2nd half received in December \$350K
- FD Truck repair \$25K in Feb
- Compensation- Comp time (OT) paid out
- Insurance- paid in lump sum in May; will accrue Jan - April 2024
- R&M- \$4K for PEBC building repairs
- R&M- Pool \$3K over on tree removal and RPZ rebuild
- R&M- \$8500 replace doors on fire/amb building
- Supplies- \$2K pool purchases offset by grant revenue
- Supplies- \$2K Pool Square system hardware
- Supplies- \$6K PD uniforms/equipment for new officers

Department Head Report

Date: December 18, 2023

Police – Lakefield Police Department is presently working with Lexipol on a Department Policy Manual, which we expect to bring before the Police Advisory Board and Council for approval in January. Chief Pohlman conducted an interview with KKOJ Morning Juice on 12/13 concerning transient merchants/peddlers/solicitors and scams. LPD has a light display in Sparks Park as part of “Light Up Lakefield” by the Lakefield Business Association. Calls for Service attached and we wish all a Very Merry Christmas and Happy New Year!

Street – We started rearranging the lot where the new road extension off of Broadway will be. Ray Stevens construction is scheduled to begin construction on the road this week. Kristie and I spent a day on a road trip looking at liquor stores that were requested by a couple of her sales people. That was time well spent. We got a lot of ideas for our potential new store. Now with the continued nice weather we have started and will continue trimming and chipping trees with the MRES guys. That will keep us busy for a while to come.

Clerk – Carpet has been placed in the new office. Lance and I met with Brent Kavitz this week and talked about street work projects for the future, there will be information in the coming months for council. I was invited to senior dining for lunch and a visit. They reviewed some of their concerns with me which included a request for new shades and valences, painting, wheelchair accessibility in the bathrooms, cleaning concerns, and the handicap doors with switches on all doors (and working). Other concerns they brought up were wondering what the city will do about the old hospital, and if there is any plans for senior housing in Lakefield.

Lakefield Police Department

12-01-2023 to 12-15-2023 CFS Report

Printed on December 15, 2023

CFS Date/Time	CFS #	Code : Description	Address	Code	Primary
12/11/23 00:42:23	JSOCFS2023129558	ACC-HR : Accident Hit and Run	313 MILWAUKEE ST, LAKEFIELD, MN 56150	REP	40

ACC-HR : Accident Hit and Run Total: 1

12/08/23 21:14:47	JSOCFS2023129516	ACC-NO INJ : Accident no injuries	703 MILL ROAD EAST, LAKEFIELD, MN 56150	O	42
12/12/23 08:41:17	JSOCFS2023129582	ACC-NO INJ : Accident no injuries	723 REID ST, LAKEFIELD, MN 56150	REP	43, DISP

ACC-NO INJ : Accident no injuries Total: 2

12/10/23 17:03:45	JSOCFS2023129554	ANIMAL-CALL : Animal Call	BIKE PATH BY OLD POWER PLANT, LAKEFIELD	UTL	42
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ANIMAL-CALL : Animal Call Total: 1

12/08/23 20:21:58	JSOCFS2023129511	ASSAULT : Assault	703 MILL ROAD EAST, LAKEFIELD, MN 56150	REP	42
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ASSAULT : Assault Total: 1

12/12/23 09:38:25	JSOCFS2023129586	BACKGROUND : Background Check	301 Main Street, LAKEFIELD, MN 56150	O	40
12/07/23 09:26:51	JSOCFS2023129465	BACKGROUND : Background Check	301 Main Street, LAKEFIELD, MN 56150	O	40

BACKGROUND : Background Check Total: 2

12/08/23 10:00:43	JSOCFS2023129493	CEP REPORT : CEP Intake Report	301 Main St., LAKEFIELD, MN 56150	O	40
12/07/23 12:39:29	JSOCFS2023129468	CEP REPORT : CEP Intake Report	301 Main Street, LAKEFIELD, MN 56150	O	40

CEP REPORT : CEP Intake Report Total: 2

12/12/23 19:23:47	JSOCFS2023129610	CITIZEN COMP : Citizen Complaint	525 N HWY 86, LAKEFIELD, MN 56150	UTL	43
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CITIZEN COMP : Citizen Complaint Total: 1

12/11/23 08:28:52	JSOCFS2023129560	DAM PROP : Damage to Property	312 MILWAUKEE ST, LAKEFIELD, MN 56150	REP	40
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DAM PROP : Damage to Property Total: 1

12/01/23 15:15:22	JSOCFS2023129320	DIRECTED PATROL : Directed Patrol	110 MILWAUKEE ST, LAKEFIELD, MN 56150	O	40
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CFS Date/Time	CFS #	Code : Description	Address	Code	Primary
12/08/23 07:47:16	JSOCFS2023129490	DIRECTED PATROL : Directed Patrol	703 MILL RD E, LAKEFIELD, MN 56150	O	40
12/07/23 21:48:16	JSOCFS2023129487	DIRECTED PATROL : Directed Patrol	GOLF COURSE, LAKEFIELD	O	42
12/01/23 21:38:12	JSOCFS2023129338	DIRECTED PATROL : Directed Patrol	W MENAGE AVE, LAKEFIELD, MN 56150	O	42
12/12/23 01:44:23	JSOCFS2023129578	DIRECTED PATROL : Directed Patrol	112 MAIN ST, LAKEFIELD	O	42
12/07/23 21:12:17	JSOCFS2023129486	DIRECTED PATROL : Directed Patrol	MILWAUKEE ST, LAKEFIELD, MN 56150	O	42
12/09/23 21:40:33	JSOCFS2023129542	DIRECTED PATROL : Directed Patrol	LAKEFIELD GOLF COURSE, LAKEFIELD	O	45
12/05/23 21:26:45	JSOCFS2023129430	DIRECTED PATROL : Directed Patrol	315 WEST MENAGE AVE, LAKEFIELD, MN 56150	O	45
12/05/23 17:54:08	JSOCFS2023129422	DIRECTED PATROL : Directed Patrol	Golf Course, LAKEFIELD	O	45

DIRECTED PATROL : Directed Patrol Total: 9

12/02/23 18:46:01	JSOCFS2023129359	DRIV-COMPL : Driving Complaint	Intersection of MENAGE AVE and 86 HWY, LAKEFIELD, MN 56150	O	42
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DRIV-COMPL : Driving Complaint Total: 1

12/09/23 13:44:03	JSOCFS2023129533	FOLLOW-UP : Follow-up/Report	301 Main St., LAKEFIELD, MN 56150	O	42
12/11/23 10:51:27	JSOCFS2023129564	FOLLOW-UP : Follow-up/Report	703 MILL ROAD EAST, LAKEFIELD, MN 56150	O	42
12/08/23 22:06:44	JSOCFS2023129522	FOLLOW-UP : Follow-up/Report	309 FUNK AVE, LAKEFIELD, MN 56150	O	42
12/05/23 16:18:02	JSOCFS2023129420	FOLLOW-UP : Follow-up/Report	111 4TH AVE W, LAKEFIELD, MN 56150	U	45

FOLLOW-UP : Follow-up/Report Total: 4

12/02/23 12:59:39	JSOCFS2023129352	FUNERAL ESCORT : Funeral Escort	401 7TH AVE N, LAKEFIELD, MN 56150	O	43
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FUNERAL ESCORT : Funeral Escort Total: 1

12/15/23 00:36:24	JSOCFS2023129651	MEDICAL : Ambulance Medical	██████ SIOUX AVE, LAKEFIELD, MN 56150	AMB	43, LA1
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MEDICAL : Ambulance Medical Total: 1

12/03/23 22:35:31	JSOCFS2023129382	MISS-ANIMAL : Missing Animal	309 FUNK AVE, LAKEFIELD, MN 56150	O	42
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MISS-ANIMAL : Missing Animal Total: 1

CFS Date/Time	CFS #	Code : Description	Address	Code	Primary
12/08/23 15:15:41	JSOCFS2023129501	PROP-FOUND : Found Property	301 MAIN ST, LAKEFIELD	NR	40
12/07/23 16:53:49	JSOCFS2023129479	PROP-FOUND : Found Property	301 MAIN ST, LAKEFIELD, MN 56150	O	42

PROP-FOUND : Found Property Total: 2

12/14/23 16:44:57	JSOCFS2023129640	Public Assist : Public Assist	311 MILWAUKEE ST, LAKEFIELD	O	40
12/06/23 10:26:34	JSOCFS2023129440	Public Assist : Public Assist	401 S GRIFFIN ST, LAKEFIELD	O	42
12/07/23 17:00:09	JSOCFS2023129481	Public Assist : Public Assist	301 MAIN ST, LAKEFIELD, MN 56150	O	42

Public Assist : Public Assist Total: 3

12/05/23 16:51:39	JSOCFS2023129421	SUSP - ACTIVITY : Suspicious Activity	310 BROADWAY AVE, LAKEFIELD, MN 56150	O	45
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SUSP - ACTIVITY : Suspicious Activity Total: 1

12/03/23 00:15:16	JSOCFS2023129370	SUSP-VEH : Suspicious Vehicle	Intersection of 910TH ST and 370TH AVE, HERON LAKE, MN 56137	O	42, 33, 701
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SUSP-VEH : Suspicious Vehicle Total: 1

12/08/23 18:54:19	JSOCFS2023129508	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 890TH ST, WINDOM, MN 56101	VERB	42
12/08/23 17:59:13	JSOCFS2023129507	TRAFFIC STOP : Traffic Stop	402 MN-86, JACKSON	VERB	42
12/01/23 21:52:56	JSOCFS2023129342	TRAFFIC STOP : Traffic Stop	Intersection of WEST MENAGE AVE and HIGHWAY 86, LAKEFIELD, MN 56150	VERB	42
12/09/23 23:50:15	JSOCFS2023129546	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and MENAGE AVE, LAKEFIELD	VERB	45
12/05/23 18:05:13	JSOCFS2023129423	TRAFFIC STOP : Traffic Stop	Intersection of 450TH AVE and 820TH ST, LAKEFIELD, MN 56150	VERB	45
12/06/23 01:12:12	JSOCFS2023129434	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 3RD AVE NORTH, LAKEFIELD, MN 56150	O	45
12/05/23 20:43:10	JSOCFS2023129428	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and 1ST AVE, LAKEFIELD	VERB	45
12/09/23 21:22:21	JSOCFS2023129539	TRAFFIC STOP : Traffic Stop	Intersection of HWY 86 and INDUSTRIAL ROAD, LAKEFIELD	VERB	45
12/05/23 22:02:06	JSOCFS2023129432	TRAFFIC STOP : Traffic Stop	712 MILL RD E, LAKEFIELD, MN 56150	VERB	45

CFS Date/Time	CFS #	Code : Description	Address	Code	Primary
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TRAFFIC STOP : Traffic Stop Total: 9

12/09/23 14:57:12	JSOCFS2023129535	VAC HOME : Vacation Home	[REDACTED], LAKEFIELD, MN 56150	O	42
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VAC HOME : Vacation Home Total: 1

Total Records: 45







Golf Course YTD Through 11/30/23

Department	Account	Description	YTD Actual	2024 Budget
Golf Course	Summary	Revenue	161,865	164,950
Golf Course	Summary	Expenditure	174,541	174,209
		Rev vs Exp	(12,675)	(9,259)

Department	Account	Description	YTD Actual	2024 Budget
Golf Course	E 613-49830-103	Part-Time Employees	46,140	40,000
Golf Course	E 613-49830-122	FICA Contributions	2,782	2,480
Golf Course	E 613-49830-123	Medicare Contributions	651	580
Golf Course	E 613-49830-210	General Supplies	1,411	1,500
Golf Course	E 613-49830-216	Chemicals and Chem Products	12,117	15,000
Golf Course	E 613-49830-220	Repairs & Maintenance	19,349	12,500
Golf Course	E 613-49830-313	Property Tax	2,095	4,300
Golf Course	E 613-49830-330	Vehicle Expense	7,644	7,000
Golf Course	E 613-49830-340	Advertising	1,941	3,000
Golf Course	E 613-49830-360	Insurance	3,605	3,965
Golf Course	E 613-49830-380	Utilities	8,331	8,500
Golf Course	E 613-49830-399	Tools and Small Equipment	3,330	2,500
Golf Course	E 613-49832-103	Part-Time Employees	26,780	25,000
Golf Course	E 613-49832-122	FICA Contributions	1,660	1,550
Golf Course	E 613-49832-123	Medicare Contributions	388	363
Golf Course	E 613-49832-210	General Supplies	5,910	3,500
Golf Course	E 613-49832-220	Repairs & Maintenance	5,662	6,000
Golf Course	E 613-49832-251	Liquor Purchases	16,149	17,000
Golf Course	E 613-49832-253	Misc Purchases Resale	7,458	7,500
Golf Course	E 613-49832-321	Telephone	-	-
Golf Course	E 613-49832-380	Utilities	-	-
Golf Course	E 613-49832-435	Permits/Fees/License	1,139	1,000
Golf Course	R 613-49830-36230	Contributions and Donations	2,000	-
Golf Course	R 613-49830-38040	Golf Memberships	41,791	50,000
Golf Course	R 613-49830-38041	Green Fees	34,015	32,000
Golf Course	R 613-49830-38042	Trail Fees	5,225	6,500
Golf Course	R 613-49830-38043	Cart Storage	2,075	2,150
Golf Course	R 613-49830-38044	Cart Rental	14,835	15,000
Golf Course	R 613-49832-38045	Advertising Revenue	5,050	3,000
Golf Course	R 613-49832-36200	Miscellaneous Revenues	-	-
Golf Course	R 613-49832-37911	Beer & Liquor Sales- On Sale	45,562	45,000
Golf Course	R 613-49832-37914	Soft Drink Sales	461	500
Golf Course	R 613-49832-38060	Concessions Revenue	10,851	10,800
Golf Course	E 613-40900-700	Transfers to Other Funds		7,900
Golf Course	E 613-49830-405	Depreciation		2,071
Golf Course	E 613-49832-301	Auditing and Acctg Services		1,000

PERSONNEL POLICY FOR THE CITY OF LAKEFIELD/LAKEFIELD PUBLIC UTILITIES, MN

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INTRODUCTION

Purpose

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Lakefield/Lakefield Public Utilities. They should not be construed as contract terms for any city/utilities employees. No supervisory position or City representative or Lakefield Public Utilities representative has any authority to enter into any agreement for employment for any specific period, or to make any agreement contrary to this provision. Nothing in this Personnel Handbook, or in other City or Lakefield Public Utilities policies which may be communicated to the employee, constitutes a contract of employment for any city employee. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the city. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current city/utilities policy at all times.

Except as otherwise prohibited by law, the City of Lakefield/Lakefield Public Utilities 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. Only the City Council and/or Public Utilities Commission have the right to alter the “at will” agreement.

The deciding authority for employees is set by the authority that said employee is under its payroll. Employees may be Utility Commission employees, City Council employees or be under authority of both entities based on allocation of wages. Each employee, at the time of hire, will be informed which entity is their entity of authority. In general, line workers and utility billing departments are under the authority of the Public Utility Commission, Finance Department and Customer Service Specialist is under the authority of both entities. Street department, Police Department, City Clerk, Liquor Store, and Golf Course are under the authority of the City Council. If an employee has a question concerning governing body or their employment, they should ask their supervisor or the city clerk.

Scope

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

1. Elected officials
2. City attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. 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/utilities more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the city clerk and/or personnel committee 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 immediate supervisor.

EEO Policy Statement

The City of Lakefield/Lakefield Public Utilities 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 Lakefield/Lakefield Public Utilities will not discriminate against any employee or job applicant on the basis of race, 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, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Data Practices Advisory

Employee records are maintained in a location designated by the city clerk. 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.

Media Requests

All city/utilities 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 clerk or other appropriate staff. Regardless of whether the communication is in the employee's official city/utilities 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, requests for interviews or information from the media are to be routed through the city clerk/or the appropriate Department Head. No city/utilities employee is authorized to speak on behalf of the City or Lakefield Public Utilities without prior authorization from the Department Head/city clerk 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 appropriate supervisor of the request.
2. If the request is regarding information about personnel, potential litigation, controversial issues, an opinion on a city or utilities matter, or if an employee is unsure if the request is a "routine" question, forward the request to the city clerk. 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 personnel will be the responsibility of the city clerk.

When/if the city clerk authorizes a staff person to communicate on behalf of the city or utilities in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the city/utilities. Account names on social media sites must be clearly connected to the city/utilities and approved by the city clerk.

- 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 16 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/utilities 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 Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the city should seek assistance from the city clerk on this topic.
- Notify the city clerk 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.

Personal Communications and Use of Social Media

It is important for city/utilities employees to remember that the personal communications of employees may reflect on the City and Lakefield Public Utilities, especially if employees are commenting on city/utilities business. 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:

- Remember that what you write or post is public, and will be so for a long time. It may also be spread to large audiences. 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 Lakefield/Lakefield Public Utilities expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city/utilities. 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, 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 commission.
- If you publish something related to city/utilities business, identify yourself and use a disclaimer such as, “I am an employee of the City of Lakefield/Lakefield Public Utilities, however, these are my own opinions and do not represent those of the City of Lakefield/Lakefield Public Utilities.”
- City/Utilities resources, working time, or official city or utilities 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., Lakefield Cop).

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City and Lakefield Public Utilities Employee

In accepting city/utilities employment, employees become representatives of the city/utilities and are responsible for assisting and serving the citizens for whom they work. An employee’s primary responsibility is

to serve the residents of Lakefield. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city/utilities employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Lakefield/Lakefield Public Utilities. 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 the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

Attendance & Absence

The operations and standards of service for the City of Lakefield/Lakefield Public Utilities 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. Understanding attendance requirements is an essential function of every city/utilities position.

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

- If the supervisor is not available at the time, the employee should leave a message at city hall that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Any illness absence beyond (3) days will require a doctor's note.
- 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 supervisor.

Please see LEAVES OF ABSENCE section on page 20 for further information.

Access to and Use of City Property

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

All such equipment must be turned in and accounted for by any employee leaving employment with the city/utilities 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/utilities is prohibited unless authorized by the city clerk. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. 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 supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the city. City/utilities staff shall not enforce the city's dress code more strictly against transgender and gender diverse employees than other employees.

Conflict of Interest

City/Utilities 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 clerk.

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.

Personal Telephone Calls/Messages

Personal telephone calls/messages/social media are to be made or received only when necessary. They are not to interfere with city/utilities 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.

Political Activity

City/Utilities employees have the right to express their views and to pursue legitimate involvement in the political system. However, no city/utilities 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/utilities 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.

Smoking

The City of Lakefield/Lakefield Public Utilities observes and supports the Minnesota Clean Indoor Air Act. All city and utilities buildings and vehicles with more than one occupant, 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/utilities facility or vehicle (occupied by more than one employee).

DEFINITIONS

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

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 supervisor.

Benefits

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

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least 32 hours per week on a regular basis.

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.

Department Head

The employee set by the authority that is responsible for the oversight of the department and the employees of that department. In general designee and Department Head are interchangeable in this document.

Employee

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

Exempt Employee

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

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 for Social Security and for Medicare. The city contributes a matching percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year

The period from Jan. 1 to Dec. 31.

Full-Time Employee

Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

Management Employee

An employee who is responsible for managing a department or division of the city.

Non-Exempt Employee

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-Time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

Pay Period

A fourteen (14) day period beginning at 12 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later unless defined differently by department policy.

PERA (Public Employees Retirement Association)

Statewide pension program in which all city/utilities employees meeting program requirements must participate in accordance with Minnesota law. The city/utilities and the employee each contribute to the employee's retirement account.

Promotion

Movement of an employee from one job class to another within the city/utilities, where the maximum salary for the new position is higher than that of the employee's former position

Reclassify

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

Seasonal Employee

Employees who work only part of the year (180 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 or credit for seniority or PERA.

Service Credit

Time worked for the city/utilities. An employee begins earning service credit on the first day worked for the city/utilities. Some forms of leave will create a break in service.

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 or credit for seniority.

Training/Probationary Period

A period at the start of employment with the city/utilities (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/utilities' selection process and is used by supervisors for closely observing an employee's work. An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City/Utilities, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

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/Utilities 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 as time worked, and the probationary period will be extended by the length of time taken.

Transfer

Movement of an employee from one city/utilities position to another of equivalent pay.

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.

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 clerk and personnel committee, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

EMPLOYEE RECRUITMENT & SELECTION**Scope**

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

Features of the Recruitment System

The city clerk 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 online or by application forms provided by the city/utilities. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city clerk 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 clerk and Personnel Committee. Unsolicited applications will not be kept on file.

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

Testing and Examinations

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 planning director position.
- 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/utilities 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/utilities.

The City Council and or Public Utilities Commission or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Pre-Employment Medical Exams

The city clerk 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/utilities 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/utilities with the cost of the exam paid by the city/utilities. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city clerk 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 clerk 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.

Selection Process

The selection process will be a cooperative effort between the city clerk and Department Head and personnel committee or designee and the hiring supervisor, subject to final hiring approval of the City Council and or Public Utilities Commission. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees and part-time employees may be delegated to the appropriate Department Head. Except where prohibited by law, seasonal and temporary employees may be terminated by the Department Head at any time, with input of the personnel committee members.

The city/utilities has the right to make the final hiring decision based on qualifications, abilities, experience and City of Lakefield/Lakefield Public Utility's needs.

Background Checks

All finalists for employment with the city/utilities may 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 personnel committee will determine the level of background check to be conducted based on the position being filled.

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.

ORGANIZATION

Job Descriptions

The city/utilities will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council and or Public Utilities Commission prior to the position being posted and filled.

A job description is prepared for each position within the city/utilities. Each job description will include: position title, department, supervisor'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 should 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/utilities positions.

Prior to posting a vacant position the existing job description is reviewed by the city clerk or designee and the hiring supervisor 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. Supervisors 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 clerk.

Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor.

Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city clerk.

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/utilities 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 Department Head, city clerk and personnel committee, subject to approval of the City Council and or Public Utilities Commission. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

HOURS OF WORK

Work Hours

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the city clerk and personnel committee. To ensure employee availability and accountability to the public the city serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during their scheduled work hours.

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 or sixty (60) minute lunch period, based on the department, 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.

Employees working in city/utility 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. Exceptions must be approved by the supervisor.

Departments with unique job or coverage requirements may have additional rules, issued by the supervisor and subject to approval of the city clerk and personnel committee, on the use of meal breaks and rest periods.

Adverse Weather Conditions

City/Utilities 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 will be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions. Public works maintenance employees' hours of work may be adjusted for best use of work hours in response to weather conditions. (e.g. report to work at 4:00 a.m. after a major snow event) The hours adjustments shall be decided by the appropriate Department Head.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the city clerk.

COMPENSATION

Full-time employees of the city/utilities will be compensated according to schedules adopted by the City Council and or Public Utilities Commission. Unless approved by the Council/Utilities Commission, employees will not receive any amount from the city/utilities 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.

Compensation for seasonal and temporary employees will be set by the City Council and or Public Utilities Commission at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city/utilities 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/utilities and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Paychecks

Paychecks may not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the city/utilities to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the Finance Manager of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc. Paychecks will be distributed every two weeks on alternating Thursdays. Distribution of paychecks to city/utilities employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

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 time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Overtime / Compensatory Time

The City of Lakefield/Lakefield Public Utilities has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Council and or Public Utilities Commission 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.

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. **Earned Safe and Sick Time (ESST)**, vacation and paid holidays does count as "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. Supervisors may establish a different workweek based on the needs of the department.

The employee's supervisor must approve overtime hours in advance, except in the situation of call out pay during the employee's on call hours. 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, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

Compensatory time is accrued during the calendar year up to a maximum of 40 hours. With the last payroll in December, all compensatory hours shall be paid to the employee. Employees shall 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 Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city/utilities employment at the hourly pay rate the employee is earning at that time.

Exempt (Non-Overtime-Eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. 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 Lakefield/Lakefield Public Utilities 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 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.
- 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 Lakefield/Lakefield Public Utilities 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 Lakefield/Lakefield Public Utilities 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/utilities any amounts received by the employee as jury fees or witness fees.

If the city/utilities inadvertently make an improper deduction to the weekly salary of an exempt employee, the city/utilities will reimburse the employee and make appropriate changes to comply in the future.

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

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.

Exempt employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 5 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to the city clerk 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/utilities. Additional notification and approval requirements may be adopted by the city clerk for specific situations as determined necessary.

PERFORMANCE REVIEWS

An objective performance review system will be established by the city clerk and personnel committee or designee for the purpose of periodically evaluating the performance of city/utilities 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/pay 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/utilities 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 supervisor and the employee. Conducting these informal performance meetings provides both the supervisor 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 supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

BENEFITS

Health, Dental, Life Insurance

The city/utilities will contribute a monthly amount toward group health and life insurance benefits for each eligible employee and his/her dependents.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the city clerk or finance manager.

Retirement/PERA

The city/utilities participate 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/utilities and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city/utilities matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact the finance manager.

HOLIDAYS

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

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (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/utilities 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. Any employee on a leave of absence without pay from the city/utilities is not eligible for holiday pay.

Full-time employees receive 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.

Part-time employees receive premium pay of 2 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. No additional hours will be paid to part-time employees.

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

LEAVES OF ABSENCE

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/utilities leave programs, must be taken consecutively, with no intervening unpaid leave. The city/utilities 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.

Earned Sick and Safe Leave

Employers must provide each employee in Minnesota at least one hour of paid sick and safe time for every 30 hours worked, up to at least 48 hours of accrued ESST a year. An employee is anyone who works at least 80 hours in a year for an employer in Minnesota and is not an independent contractor.

Eligibility/Accrual

All Employees, except Council Members, are entitled to Earned Sick and Safe Time.

Regular full-time employees will accumulate sick and safe time at a rate of 8 hours per month.

Part-Time, Temporary, Seasonal, volunteer firefighter, ambulance (run time only for ambulance) employees will earn Sick and Safe Time at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued yearly. Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the 48-hour yearly limit is reached, accrual does not restart until the following year.

Sick and safe time may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

The year starts on January 1 and ends on December 31.

An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week.

Earned Sick and Safe Leave Use

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

- An employee’s own:
 - Mental or physical illness, injury or other health condition
 - Need for medical diagnosis, care or treatment, of a mental or physical illness

- injury or health condition
- Need for preventative care
- Closure of the employee's place of business due to weather or other public emergency
- The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
- Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
- With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
- Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

For 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

Advance Notice for use of Earned Sick and Safe Leave

If the need for sick and safe leave is foreseeable, the city requires seven days’ advance notice. However, if the need is unforeseeable, employees must provide notice of the need for Earned Sick and Safe time as soon as practicable. When an employee uses Earned Sick and Safe time for more than three consecutive days, the city may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, 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 Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

Carry Over of Earned Sick and Safe Leave

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

Retaliation prohibited

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

Benefits and return to work protections

During an employee’s use of Earned Sick and Safe 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 Earned Sick and Safe 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 Earned Sick and Safe 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 Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Vacation Leave

Earning of leave: See current year employee benefit program

Eligibility

Full-time employees will earn vacation leave in accordance with the current year employee benefit program.

Permanent 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. Based on the previous calendar year hours worked.

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.

Accrual Rate

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/utilities (including authorized unpaid leave). Employees who are rehired after terminating city/utilities employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

After twelve months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the Department Head and city clerk. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

Employees may accrue vacation leave up to a maximum of one-and-a-half (1-1/2) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council and or Public Utilities Commission. Vacation leave cannot be converted into cash payments except at termination.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member (see sick leave section) and 1 day for extended family. This paid leave will not be deducted from the employee's vacation or sick leave balance unless additional days are requested.

The actual amount of time off, and funeral leave approved, will be determined by the Department Head or city clerk depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

Military Leave

State and federal laws provide protections and benefits to city/utilities 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.

The leave of absence is only in the event the employee returns to employment with the city/utilities 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/utilities at least ten (10) working days in advance of the requested leave. 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.

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/utilities 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 supervisor 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/utilities 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.

Court Appearances

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/utilities employment, minus mileage reimbursement, must be turned over to the city/utilities.

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, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members].

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to notify city staff at city hall and then go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor or city hall staff of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

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

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 appropriate governing board(s).

Elections / Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city/utilities at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay

The Personnel Committee may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the governing board(s) to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health, dental and life insurance may be continued, if approved by the City Council/LPU, 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 (*annual 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 (*annual 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. (An employee absent for Parenting Leave is not required to use sick leave). 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 clerk subject to approval of the City Council.

The FMLA applies to all public agencies, including state, local and federal employers, and local education agencies (schools). 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.

Given the employee eligibility requirements, even though all cities are covered by the FMLA, only employees in cities with more than 50 employees have the potential to qualify for FMLA protected leave. Thus, only cities with 50 or more employees generally include an FMLA policy in their personnel policies.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room 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.

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 clerk 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 clerk. The city clerk 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 supervisor 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/utilities job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the city clerk.

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.

It is at the discretion of the city clerk and personnel committee whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty will not generally be approved beyond six months.

If the city offers a light duty assignment to an employee who is out on workers' compensation leave, the employee 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.

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;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

SEXUAL HARASSMENT PREVENTION

General

The City of Lakefield/Lakefield Public Utilities is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Definitions

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute § 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication 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.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

Expectations

The City of Lakefield/Lakefield Public Utilities recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training.

All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate supervisor;
2. City clerk;
3. Mayor/LPU Board Chair or personnel committee member.

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps:

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
2. Document the occurrences of harassment.
3. Submit the documented complaints to your supervisor, city clerk, mayor/LPU chair, or any member of the personnel committee. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The city/utilities urge that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The city/utilities is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The city/utilities will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Any employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

Retaliation

The City of Lakefield/Lakefield Public Utilities will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. 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.

RESPECTFUL WORKPLACE POLICY

(includes sexual harassment prevention)

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The city/utilities acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city/utilities personnel including regular and temporary employees, volunteers, firefighters, and Lakefield Public Utility Commission members and City Council members.

Abusive Customer Behavior

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

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

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

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, 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, 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 supervisor 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/utilities, 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 supervisor or the city clerk.

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.
- 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.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on city/utilities property, in city/utilities vehicles, or in any personal vehicle, which is being used for city/utilities 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/utilities 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.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps 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(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 supervisor or city clerk. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, city clerk, and Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the city clerk.

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 clerk or the mayor/utility chair.

Supervisor'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 supervisor must report the allegations within two business days to the city clerk, who will determine whether an investigation is warranted. A supervisor must act

upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. 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 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. All coaching, including informal correction, should be documented.

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. 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.

Step 3. The supervisor must notify the city clerk about the allegations.

Step 4. 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.

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.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city clerk who will assume the responsibility for investigation and discipline.

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

If a councilmember or utility board member is perceived to be the cause of a disrespectful workplace behavior incident involving city/utilities personnel, the report will be made to the city clerk and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council/Public Utilities Commission, which will take the action it deems appropriate.

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

Confidentiality

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation

Consistent with the terms of applicable statutes and city/utilities personnel policies, the city/utilities may discipline any individual who retaliates against any person who reports alleged violations of this policy. The

city/utilities may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SEPARATION FROM SERVICE

Resignations

Employees wishing to leave the city/utilities service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving.

Exempt employees must give thirty (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 work days may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city/utilities.

Severance Pay

Employees who leave the employ of the city in good standing by retirement or resignation will receive pay as per the benefit summary.

DISCIPLINE

General Policy

Supervisors are responsible for maintaining compliance with city/utilities standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Lakefield/Lakefield Public Utilities. City/Utilities 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/utilities' personnel policies. The supervisor and/or the city clerk will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

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

Process

The city/utilities 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/utilities 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 supervisor have not resolved the matter. All supervisors 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 supervisor 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 personnel committee.

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 clerk, with support of the personnel committee, 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/Public Utilities Commission, 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 clerk and personnel committee determine 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 and or Public Utilities Commission 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 clerk and personnel committee, with the approval of the City Council and or Public Utilities Commission, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city/utilities 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.

GRIEVANCE PROCEDURE

Any dispute between an employee and the city/utilities 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 supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor 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 clerk within seven (7) days after the supervisor's response is due. The city clerk or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the city clerk and personnel committee 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.

Waiver

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/utilities' last answer. If the city/utilities 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/utilities and the employee without prejudice to either party.

The following actions are not grievable:

1. 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.
2. Pay increases or lack thereof; and
3. Merit pay awards.

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

EMPLOYEE EDUCATION & TRAINING

The city/utilities promote staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Policy

The city/utilities 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:

Job-Related Training & 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 condition of employment with the city.

The supervisor and the city clerk are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Request for Participation in Training & Conferences

The request for participation in a training session or conference must be submitted in writing to the employee's supervisor 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/utilities.

Requests must be approved by the employee's supervisor and the city clerk. Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

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

Out of State Travel

Out of State travel is subject to the Out of State Travel Policy.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

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/utilities membership per agency, as determined by the city clerk is allowed, providing funds are available.

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

Travel & 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 expenses for meals, lodging and necessary expenses incurred. 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.

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. Meal expenses limits, see benefit summary sheet. Itemized receipts must be provided for reimbursement.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Lakefield/Lakefield Public Utilities regard the city/utilities as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city clerk. Any city/utilities employee accepting employment in an outside position that is determined by the city clerk to be in conflict with the employee's city/utilities 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/non-utilities 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/utilities 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/utilities' 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/utilities equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city/utilities 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/utilities. 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/utilities for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the personnel committee.

City/utilities 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/utilities.

DRUG FREE WORKPLACE

In accordance with federal law, the City of Lakefield/Lakefield Public Utilities has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city/utilities' intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture distribution, possession, or use of a controlled substance on city/utilities property or while conducting city/utilities business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The city/utilities recognize 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.
- D. 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/utilities 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.

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on city/utilities business at least once per month, whether driving city/utilities 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/utilities expects all employees who are required to drive as part of their job to drive safely and legally while on city/utilities business and to maintain a good driving record.

The city/utilities will examine driving records as needed 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 supervisor on the first work day after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. The city/utilities will determine appropriate action on a case-by-case basis.

CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of city/utilities issued cellular telephones. Its application is to insure cellular phone usage is consistent with the best interests of the city/utilities 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/utilities employees exercise the highest standards of propriety in their use.

General Policy

Cellular telephones are intended for the use of city/utilities employees in the conduct of their work for the city.

Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones 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.

Alternatively, a supervisor may authorize an employee to use his/her own personal phone for city/utilities business and be may reimbursed by the city/utilities for those calls.

Regardless of who pays the bill, cell phone records about city/utilities business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city/utilities would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city/utilities 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 supervisor. Supervisors 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/utilities 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 supervisor.

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. In cases where the city/utilities does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a city/utilities -provided cellular phone must be paid for by the employee through reimbursement to the city/utilities based on actual cost listed on the city/utilities' phone bill.

Procedures

It is the objective of the City of Lakefield/Lakefield Public Utilities 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.

Responsibility

The city clerk, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

SAFETY

The health and safety of each employee of the city/utilities and the prevention of occupational injuries and illnesses are of primary importance to the city/utilities. 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 supervisor.

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 supervisor. If the supervisor is unavailable, injuries or illnesses should be reported to the city clerk. The employee's immediate supervisor 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.

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. Clothing and equipment purchased by the

employer shall remain with the employer at time of separation. Equipment shall be submitted to the appropriate Department Head for verification of return.

Unsafe Behavior

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the city/utilities' personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Acknowledgement of receipt of the **PERSONNEL POLICY for the City of Lakefield/Lakefield Public Utilities, MN**

I, _____, acknowledge that I have received a copy of the **PERSONNEL POLICY for the City of Lakefield/Lakefield Public Utilities, MN**. I understand that it is my responsibility to read and abide by this policy in its entirety.

Signed:

(employee signature)

(Mayor or Utility Commission Chair)

(date)

(signature)

Revision Number: _____ Employee Int: _____

Revision Number: _____ Employee Int: _____

Revision Number: _____ Employee Int: _____

Revision Number: _____ Employee Int: _____

Revision Number: _____ Employee Int: _____

Revision Number: _____ Employee Int: _____

**Resolution 23-37
City of Lakefield
Safe Routes to Schools**

Whereas, the Council of the City of Lakefield wishes to keep children as safe as possible and many children in the community walk to school; and

Whereas, Park, Aquatic Center, And Recreation Board,— Lakefield is applying for a SRTS grant; and

Whereas, The City of Lakefield is participating in the planning, coordinating and monitoring of the project to ensure its success; and now

Now Therefore Be it Resolved: that the City of Lakefield supports the SRTS grant application being submitted by Park, Aquatic Center, And Recreation Board—Lakefield.

Adopted this 18th day of December, 2023

ATTEST:

Stacy J. Anderson, City Clerk

Stephen Condon, Mayor

M/_____

H. Reasoner

A. Monson

S/_____

B. Pavelko

N. Hall

S. Condon

BUILDING MAINTENANCE – LAKEFIELD

11/2023

Priority issues:

Plastic floorboards in both entryways (north and west) – West side entry pulling away by the south door and the North side entry is pulling away by the west door

North entryway:

Corners of both the west & east door are eroding away
East door has flooring coming up by the threshold

West entryway:

Flooring is cracked and lifting up by the south door threshold

East outside entry door (magazine area):

North side of the doorway threshold is starting to crumble

Floorboard damages:

Meeting room by the outside door (north side of entry)
Outside women's restroom and around on the west wall
West entryway – north side of the inside door

Major issue:

Ceiling cracks (inside main library and north entryway)

Eventual needs:

Bathroom floors – replace
Paint in meeting room and library including entryways

Maintenance needs:

Regular changing of furnace filters
Cleaning of light fixtures and vents
Cleaning of carpet
Air conditioning unit – routine maintenance
Outside building upkeep

**Removal of the water softener in storage room (no longer needed and not hooked up)

2024 LAKEFIELD CITY COUNCIL MEETINGS

The City Council shall have regular sessions on the first and third Mondays after the first Sunday of each month at 7:00 p.m. If the date falls on a holiday, the Council shall have its regular session on the next following day. All meetings listed on the calendar are held in the City of Lakefield's council chambers at City Hall unless otherwise noted. Meetings subject to change, please confirm by calling city hall 507-662-5447.

All Meetings are on Monday unless otherwise noted.

All meetings begin at 7:00 PM.

JANUARY 8th & 22nd

FEBRUARY 5th & 20th (Tuesday)

MARCH 4th & 18th

APRIL 8th & 22nd

MAY 6th & 20th

JUNE 3rd & 17th

JULY 8th & 22nd

AUGUST 5th & 19th

SEPTEMBER 3rd (Tuesday) & 16th

OCTOBER 7th & 21st

NOVEMBER 4th & 18th

DECEMBER 2nd & 16th

Resolution 23-38
2024 Tobacco and Liquor License Approvals
City of Lakefield
County of Jackson, Minnesota

Whereas, the City of Lakefield issues annual liquor and tobacco licenses within the corporate limits, and

Whereas, the below listed businesses have applied for said licenses, and

Whereas, said businesses have provided necessary signatures, payments and insurance documentation.

Now Therefore Be it Resolved: the following businesses are recommended for approval for the 2024 calendar year for either liquor or tobacco licensure.

- | | |
|---|--------------------------|
| a. Dudley's Garage | Liquor and Sunday Liquor |
| b. Staples Enterprises Inc. dba Holiday | 3.2 Off Sale and Tobacco |
| c. Gordlu, llc dba The Shed | Liquor and Sunday Liquor |
| d. Hanson Ward VFW Post | Liquor and Sunday Liquor |
| e. Dollar General | Tobacco |
| f. Maynard's | Tobacco |
| g. Lakefield Municipal | Off Sale |
| h. Junction 86 | 3.2 Off Sale and Tobacco |
| i. Lakefield Golf Course | Liquor and Sunday Liquor |

Adopted by the Lakefield City Council on **December 18, 2023**

Attest:

Stephen A. Condon, Mayor

Stacy J. Anderson, City Clerk

M/ _____

H. Hussong Reasoner Y/N

A. Monson Y/N

S/ _____

B. Pavelko Y/N

N. Hall Y/N

S. Condón Y/N



Pay by Invoice

There's **no interest or annual fees** when you **Pay by Invoice**. It only takes a few minutes to set up for 30-day extended payment terms. **Plus, you're already approved!**

Set up Pay by Invoice

Shopping Cart

Subtotal (4 items): **\$4,202.86**

Proceed to checkout



AIEGLE Reception Desk with Counter, Retail Counter with Lighted Display Shelf &

\$289.99

In Stock

Shipped from: **AIEGLE**

Gift options not available. [Learn more](#)

Color: White

Best price

Coupon

Clipped

Save 10%

Qty: 1

Delete

Save for later

Compare with similar items

Share



Bestar Logan U-Shaped Desk with Hutch, Lateral File Cabinet, and Bookcase in bark

\$1,304.29

In Stock

Shipped from: **BisonOffice**

Gift options not available. [Learn more](#)

Color: Bark Grey

Save \$44

Business Price

Qty: 3

Delete

Save for later

Compare with similar items

Share

Subtotal (4 items): **\$4,202.86**

Quantity Discounts to consider



Ainfox Shampoo Barber Backwash Chair, ABS...

1,459

\$229.99

Add to Cart



Ultima LED Neon Open Sign for Business with...

2,153

\$29.89

Add to Cart



Flash Furniture Whitney High Back Desk Chair ...

3,996

\$148.26

Add to Cart



PayLessHere Salon Chair Barber Chair...

1,016

\$65.98

Add to Cart

Your Items

Saved for later (20 items)

Buy it again

Home office desks (6)

Reception room tables (2)

Bathroom cleaners (1)

Snow shovels (1)

Light bulbs (1)

Women's sports & recreation one-piece swi...

Power strips & surge protectors (1)



Bestar Logan U or L-Shaped Executive Office Desk with P...

\$824.75

Business Price

In Stock



Bestar Logan U-Shaped Desk with Hutch, Lateral File Cabi...

\$1,423.79

Business Savings: **\$444.93 (23%)**

Business Price

Date: December 12, 2023

To: City of Lakefield

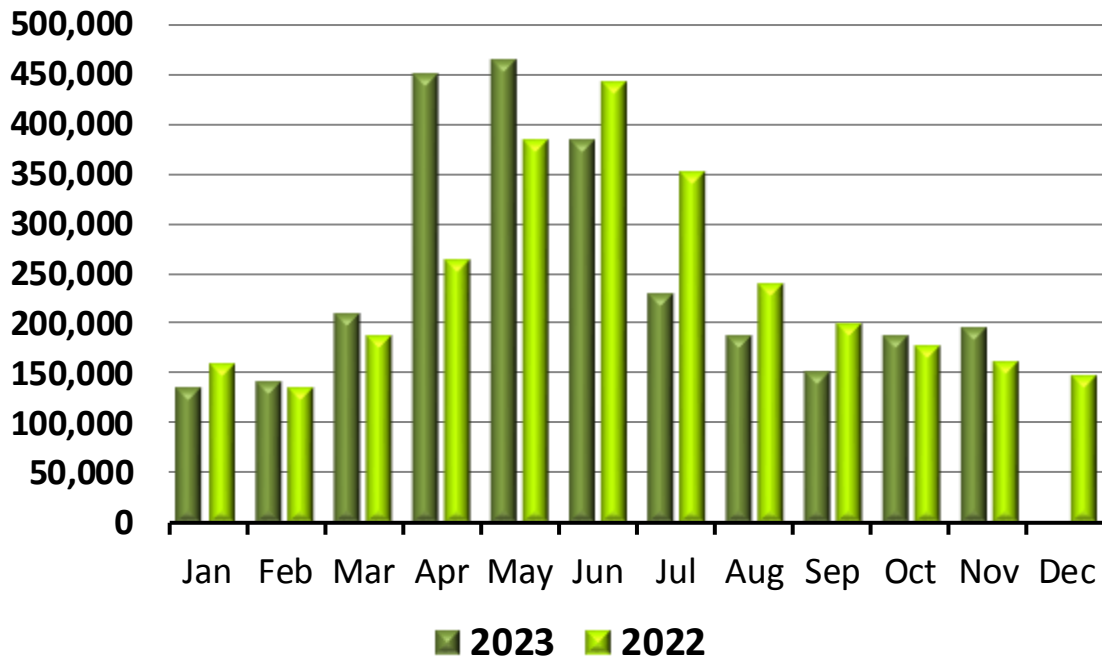
From: Jason Rossow, Operator

O & M Report: November 2023

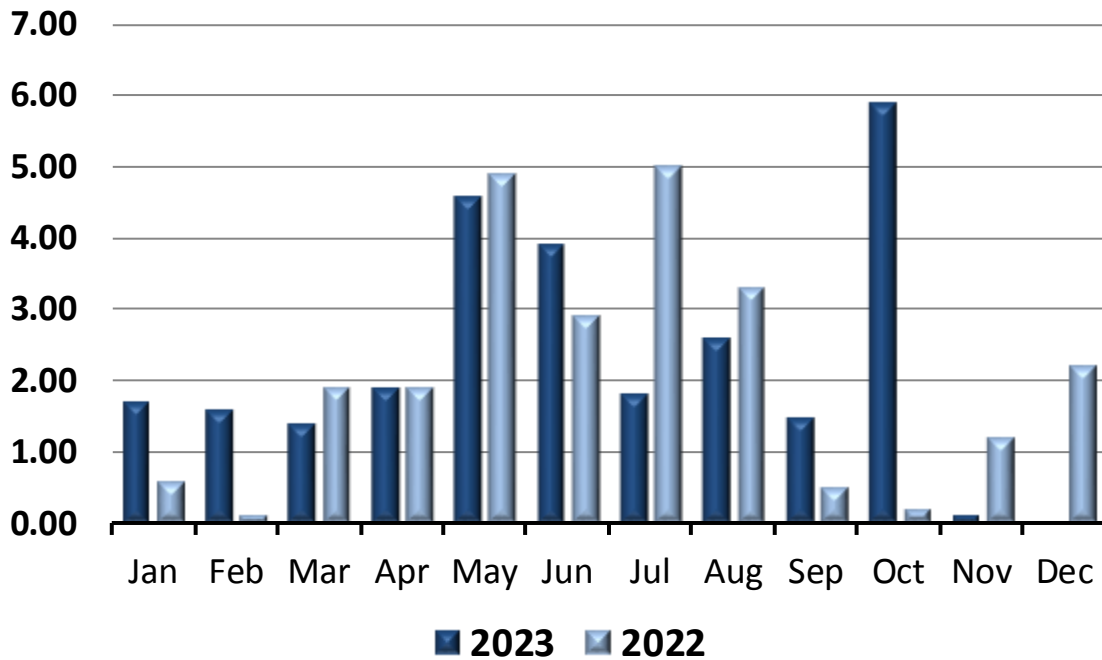
Wastewater Operation & Maintenance

- Completed the monthly Discharge Report and submitted to the Minnesota Pollution Control Agency.
- Collected all the wastewater samples required by the NPDES permit.
- Replaced stainless steel bolts on ferric chloride feed system. Bolts are replaced twice a year; ferric chloride will eat these bolts in six months.
- Cleaned lab and office at WWTP. Locates as needed. Remove snow as needed.
- Greased return and waste pumps. Pumps are greased once a year.
- Cleaned Main lift station at the plant. Cleaned both pressure transducers in the lift station.
- Electricians working on wiring new VFDs for the new blowers.
- Completed the annual Bio-solids report and submitted to the Minnesota Pollution Control Agency.
- Replaced air filters on blower for bio-solids storage tank. Changed oil and inspected all belts.
- Attended Minnesota Pollution Control Agency wastewater annual conference in Brooklyn Park, MN.
- Flushed some sanitary sewer mains around town. Checked lift stations twice a week.
- Lining crew here in November lining sewer services that could not be dug up and replaced.
- Collaborating daily with engineers on the WWTP rehab project.
- Turned impellers on all new submersible pumps sitting in the shop. Electric Pump Co. recommends turning pumps by hand once a month until pumps are put in service. Keeps the seals from drying out and failing.

Average Daily Wastewater Pumped - In Gallons



Total Monthly Precipitation



		November-23	October-23	November-22
Wastewater				
CBOD				
CBOD Influent	mg/L	185.0	133.0	132.0
CBOD Effluent	mg/L	1.8	1.0	0.5
CBOD Effluent Permit Limit	mg/L	25	25	25
CBOD % Removal	%	99.0%	99.0%	99.0%
CBOD % Removal Permit Limit	%	85%	85%	85%
CBOD Effluent Loading	kg/day	1.33	0.66	0.30
CBOD Effluent Loading Permit Limit	kg/day	55	55	55
TSS				
TSS Influent	mg/L	211.0	281.0	166.0
TSS Effluent	mg/L	9.5	9.8	0.6
TSS Effluent Permit Limit	mg/L	30	30	30
TSS % Removal	%	96.0%	97.0%	98.0%
TSS % Removal Permit Limit	%	85%	85%	85%
TSS Effluent Loading	kg/day	7.20	6.80	0.36
TSS Effluent Loading Permit Limit	kg/day	66	66	66
Phosphorus				
Phos Influent	mg/L	4.56	6.48	3.50
Phos Effluent	mg/L	0.20	0.30	0.10
Phos Effluent Permit Limit	mg/L	1 mg/l	1 mg/l	1 mg/l
Phos Effluent Loading	kg/day	0.18	0.81	0.05
Phos Effluent Loading Permit Limit	kg/day	2.20	2.20	2.20
Fecal Coliform				
Fecal Effluent	ml	0	17	0
Fecal Effluent Permit Limit	ml	N/A	200#/100ml	N/A
Effluent Flow				
Average Daily	gallons	196,000	188,000	162,000
Maximum Daily	gallons	242,000	348,000	196,000
Total Monthly	gallons	5,887,000	5,820,000	4,872,000
Precipitation Monthly Total	Inches	0.10	5.90	1.20

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
11/6/2023	Generator - Kohler	5002 Lakefield, MN	N/A	Monthly PM	Run and check unit.
11/9/2023	Snow Blower	5002 Lakefield, MN	N/A	Service Equipment	Change oil and check overall performance before winter.
11/10/2023	Alarms	5002 Lakefield, MN	N/A	Test alarm dialer	<ol style="list-style-type: none"> 1. Test alarm function and verify communications equipment can reach emergency contact personell for each well house, WW Plant and lift station at your project. 2. Inspect control floats and clean if necessary at each WWTP.
11/10/2023	Eye Wash Station	5002 Lakefield, MN	N/A	Monthly PM	Flush and make sure it is operable along wtih shower.
11/10/2023	Lift Station #1 West	5002 Lakefield, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
11/10/2023	Lift Station #2-Emerald Valley	5002 Lakefield, MN	N/A	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
11/13/2023	Gas Mask	5002 Lakefield, MN	N/A	Annual PM	Disassemble, clean & sanitize per manufact. manual.

11/13/2023	FIRE EXTINGUISHERS	5002 Lakefield, MN	N/A	Inspection	Check all extinguishers in plant and truck.
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