



Legislation Details (With Text)

File #: 17-1017 **Version:** 1 **Name:**
Type: Motion **Status:** Passed
File created: 9/11/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Consider approval of updated policies for the Employee Handbook.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 1 - 6.20 comptime, 2. 2 - draft 6.15 overtime 8.2017 with tracked changes (v.2), 3. 3 - FINAL 6.15 overtime 8.2017 (v.2), 4. 4 - Health Dental Life Insurance, 5. 5 - benefit summary - 2016

Date	Ver.	Action By	Action	Result
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City Council Meeting Date: September 19, 2017

To: Mayor and City Council
City Administrator

From: Michelle Mahowald, Communications & Human Resources Director

Consider approval of updated policies for the Employee Handbook.

Action Requested:

The Northfield City Council approves the attached policy changes for the Employee Handbook, 6.15 Overtime and 7.01 Health, Dental and Life Insurance.

Summary Report:

The proposed updated policies attached to the agenda background item have been reviewed by the Leadership Team and Brandon Fitzsimmons, Labor Attorney.

Revised policies have been updated to more accurately reflect desired proper administration of policy and procedure under current law and best practices.

Changes made to the policies have been tracked for you to see the actual changes made throughout each document.

6.15 Overtime

Move 6.20 Comp Time policy language to and incorporate into overtime policy. Clarify calculation of overtime according to Fair Labor Standards Act. By incorporating comp time language with the overtime language provisions the non-exempt employee can more easily find this information.

7.01 Health, Dental, and Life Insurance

Replace 7.01 Benefits Summary with the language listed in Health, Dental, and Life Insurance policy. It is hard to keep the Benefits Summary current as some benefits change every year. Instead, the City will simply reference health, dental, and life insurance as a provided benefit recommended by the League of Minnesota Cities. The Benefits Summary will continue to be updated and available for new and existing employees as a document separate from the personnel policies.

Timelines:

Upon City Council approval, the updated policies with tracked changes will be distributed to all employees by email. Following standard procedure, employees will sign and return an acknowledgment to the Communications & Human Resources Office.