



## Legislation Details (With Text)

<b>File #:</b>	21-392	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Motion	<b>Status:</b>		Passed	
<b>File created:</b>	6/21/2021	<b>In control:</b>		City Council	
<b>On agenda:</b>	7/13/2021	<b>Final action:</b>			
<b>Title:</b>	Consider Approval of New Handbook Policy (Advance Resignation Notice Program).				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. 1- Advance Resignation Notice Policy tracked, 2. 2- Advance Resignation Notice Policy FINAL				

Date	Ver.	Action By	Action	Result
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**City Council Meeting Date:** July 13, 2021

**To:** Mayor and City Council  
City Administrator

**From:** Communications & Human Resources Director Mahowald

Consider Approval of New Handbook Policy (Advance Resignation Notice Program).

### Action Requested:

The Northfield City Council approves a Motion adopting the attached Handbook Policy regarding Advance Resignation Notice Program.

### Summary Report:

The Council Employment Policy Committee discussed and made a motion to recommend approval of this policy for City Council approval at their June 16, 2021 meeting. This policy has been reviewed by the Labor Attorney for input.

Staff proposes implementation of this policy to improve efficiency and stability of certain full time positions by incentivizing a one-time payment for providing advanced notice of retirement or resignation. This will reduce the time that the position is vacant. As a small organization, it is difficult to have interim positions covered for work of two positions. Vacancies can have significant efficiency impacts to the organization and this policy will improve on transitioning positions to be filled.

Recommended policy updates will increase operational effectiveness.

### Alternative Options:

None.

### Financial Impacts:

- \$1,000 for non-management positions with 90 day notice;
- \$2,000 for management positions with 90 day notice.

We are expecting that this will have either a cost neutral or minimal impact to the budget. Many positions are currently not giving advance notice which causes longer delays and inefficiencies in operations. With the new policy, we hope to minimize vacancies and inefficiencies. Under current conditions without the incentive, there may be overtime cost related to covering vacancies and in other cases there may be additional pay provided to positions that are expected to cover other work for vacant positions. This program does add additional cost for the payment, however, it may often be offset by a reduction in these other costs that the City incurs with a short notice departure. Therefore, we expect that actual costs will not be higher with this change in policy.

The City Administrator is the only full time position that this would not apply. This position has a minimum notice in the employment contract and is not compensated for this notice.

**Tentative Timelines:**

Staff recommends consideration of approval of Advance Resignation Notice Program to be effective July 13, 2021.