



Legislation Text

File #: 21-695, **Version:** 1

City Council Meeting Date: December 7, 2021

To: Mayor and City Council
City Administrator

From: Communications & Human Resources Director Mahowald

Consider Approval of Updated Handbook Policy 8.03 (Sick Leave).

Action Requested:

The Northfield City Council approves a Motion adopting the attached updated Handbook Policy regarding Sick Leave.

Summary Report:

Benefit changes were discussed in closed session. The Council Employment Policy Committee discussed this policy at their November 18, 2021 meeting. The Labor Attorney has completed review as well.

8.03 Sick Leave

The main language change is adding eligibility for part-time employees to accrue sick leave benefits if regularly working 20-29 hours per week. Accrual will start with the first payroll of 2022 (December 26 - January 7) to be paid on January 14, 2022.

Full-time employees working 30-39 hours per week will be eligible for accrued sick time based on 32 regular hours worked per week. The city does not have any employees regularly working 30-39 hours per week at this time.

Alternative Options:

Not Applicable.

Financial Impacts:

Benefit costs for part-time employees regularly working 20-29 hours per week were added to the 2022 budget.

Tentative Timelines:

Staff recommends consideration of approval of Handbook policy 8.03 Sick Leave to be effective December 26, 2021.