



City of Mayer
Workshop Agenda for the City Council
Monday, June 10th, 2024 – After Council Meeting

Opening Items

1. Call Meeting to Order

Workshop Discussion Items

2. Discussion on Amending Animal Ordinance for Quarantine Provisions
3. Discussion on Amending the Earned Sick and Safe Time Policy

Closed Session

4. Consider Strategies for Labor Negotiations, Including Negotiation Strategies, Development, or Discussion of Labor-Negotiation Proposals – Authorized by Minnesota State Statute 13D.03

Adjournment

5. Adjourn Meeting

City of Mayer
Earned Sick and Safe Time Policy

Purpose and Background:

The City of Mayer implements this Earned Sick and Safe Time (ESST) Policy to comply with the requirements of the new Earned Sick and Safe law passed by the Minnesota Legislature in 2023, codified in Minnesota Statute 181.

The City currently utilizes a Paid Time Off (PTO) model for providing Full-Time Employees with annual leave. These models are memorialized in the Personnel Policy and Union Contract. The existing PTO provisions go above and beyond the new ESST law in terms of accrual rates, maximum bank caps, and what it may be used for. Therefore, PTO eligible Employees (Full-Time Employees) are not covered by this ESST Policy and will continue to be covered by PTO provisions.

This Policy is designed to supplement and be in addition to the existing Personnel Policy as long as they do not conflict with PTO provisions. This policy shall supersede whenever it is in conflict with existing provisions of other sick time policies.

Deleted: and Firefighter policies

Qualifying Employees:

Part-Time Employees are eligible to accrue and use ESST.

Paid On-Call Firefighters are not eligible to accrue and use ESST.

Elected officials and other appointed board and commission members are not eligible for ESST.

Independent contractors are not eligible for ESST.

Accrual Method and Rate:

Eligible Employees at the time this Policy is adopted are considered to be eligible to begin accrual of ESST on January 1, 2024. Employees hired after the implementation of this policy shall be required to work 80 hours before ESST provisions go into effect.

For Part-Time Employees, ESST shall utilize the accrual and carryover option. ESST shall accrue at the rate of 1 hour of ESST for every 30 hours worked. There shall be no front-loading. Part-Time Employees can earn a maximum of 48 hours in each year through accrual. ESST hours accrued above the maximum shall be lost. ESST accrual banks shall roll over from year to year but shall not exceed the maximum of 80 hours.

Deleted: For Paid On-Call Firefighters, ESST shall utilize the front-loading, no payout option. This option provides 80 hours of ESST at the beginning of the year for use. See specific provisions for Paid On-Call Firefighters for additional details.¶

Eligible Leave Use:

Employees are required to notify their supervisors when they plan to use ESST as far in advance as possible (more than 7 days is not required). The City understands that unforeseeable emergencies and circumstances may arise. In such cases, advance notification is not required but still must be given as soon as practicable.

Employees can use their earned sick and safe time for reasons such as:

- Employee's mental or physical illness, treatment or preventive care

- A family member's mental or physical illness, treatment or preventive care
- Absence due to domestic abuse, sexual assault or stalking of the employee or a family member
- Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency
- When determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease

Family Members Included in Definitions:

Employees may use earned sick and safe time for their following family members:

- Their child, including 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 (in place of a parent)
- Their spouse or registered domestic partner; 3. their sibling, stepsibling or foster sibling
- Their biological, adoptive or foster parent, stepparent or a person who stood in loco-parentis (in place of a parent) when the employee was a minor child
- Their grandchild, foster grandchild or step-grandchild
- Their grandparent or step-grandparent
- A child of a sibling of the employee
- A sibling of the parents of the employee
- A child-in-law or sibling-in-law
- Any of the family members listed in 1 through 9 above of an employee's 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
- One individual annually designated by the employee

General Provisions:

ESST is not eligible for payout under any circumstance.

The ESST calendar shall be January 1 to December 31 of each year.

If an Employee returns to work within 180 days after separation they are entitled to have previous ESST banked hours reinstated.

If an Employee uses ESST for three or more consecutive days, the City may require reasonable documentation according to State law.

Deleted: Paid On-Call Firefighter Specific Provisions:¶
 ESST is intended to be used for planned absences. Given the unknowable nature of fire and medical calls, ESST may only be used for meetings, trainings, and other similar types of functions. ESST may not be used for fire or medical calls.¶
 ESST applies towards meeting pay only. Firefighters are required to make-up mandatory trainings and other missed meetings in order to keep necessary certifications and attendance percentages.