

CITY OF LUVERNE

**PERSONNEL POLICY
HANDBOOK**

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12-23-24	310(a)	Moving to Next Pay Grade Repealed
07-28-26	Many sections amended	

MANAGEMENT PHILOSOPHY

The following is an outline of the traits that the City Council believes are essential to establishing a truly effective organization. Understanding these values will assist significantly in understanding the expectations of the City Council and the framework within which the Council and all employees work; and within which the Council will review, consider, and make decisions.

The values summarized below are not in any priority order, other than the first value of trust. Trust is indispensable in establishing meaningful and effective personnel and professional relationships. The other values listed after trust contributes to establishing trusting relationships. In fact, trust may be an automatic by-product of the other values listed.

Trust

Trust is displayed by an attitude of openness and willingness to listen and believe what others say. This entails a great deal of risk in that an open and trusting person can be taken advantage of by others who do not value trust so highly. Trust must therefore be tempered by experience, common sense, individual situations, and knowledge of each person you work with. A trusting environment results from free and open communication and from treating all employees respectfully, fairly, and equitably.

Competence

Each person should strive to be assuredly competent in the job they are performing. Competence is displayed by depth of knowledge and understanding, courage of convictions, and personal and professional integrity. An assuredly competent person is willing to voice opinions, to make difficult decisions, and to recognize and admit mistakes.

Loyalty

Loyalty is a commitment to the organization and support for superiors and established City policy. It includes defending that policy and clarifying public misinformation about it even when it may be easier to agree with or ignore such statements. Employees should communicate with superiors about their feelings and thoughts as well as what they hear others say in their personal lives within the community. Employees are “team players” and not “marching to their own drummer.” Loyalty to an organization means that personal loyalties or friendship yield to the overall good. Loyalty is not lying, ignoring, or covering up one’s or others’ mistakes, inaction, or dishonesty. An employee displays loyalty by working within the system. He/she says, “I am an ambassador for the City of

Luverne and its employees. I am proud to be part of the team and the things we all accomplish together.”

Integrity

Honesty, uprightness and sincerity are ingredients of an employee demonstrating integrity. Integrity is the high moral code which molds our commitment to the whole. No organization can exist and command respect of others without integrity in all those working for it. One rotten apple can spoil the whole basket. Gossip and rumor destroy integrity. The truth is essential. Statements or action which incite disrespect or disharmony devastate trust. Supervisors are particularly responsible for creating an honest, open, and harmonious working environment to allow integrity to function. All employees need to examine themselves and their actions asking, “Do I serve as an example to all that see me.”

Quality

A commitment to quality is displayed by sensitivity to customers. Government organizations have a natural tendency to develop cavalier attitudes toward customers. Sensitivity toward customers means knowing who the customers are; knowing what the customer needs; knowing what the customer’s problems are; and tailoring services to satisfy the needs and eliminate the problems. Sensitivity toward customers requires regular and frequent communication with the customers. Just as in each employee’s personal life, the cost and quality of service are always priority concerns. The City and all employees must continually provide high quality services to customers at the lowest prices possible.

“If our customers had a choice, would they purchase our service?”

Productivity

Productivity includes concern first for effectiveness (doing the right things) and then for efficiency (doing things right). It is much more important to do a few of the right things than it is to do many wrong things right. Productivity has to be coupled with quality. Quality of services should not be compromised in an effort to increase productivity. However, productivity when joined with competence and teamwork means more gets done and better.

Personnel Development

In all organizations people really are the most important resource. People are required to manage the other organizational resources. Without quality people, an organization, regardless of the amount of other resources, is doomed to failure. People should be selected for positions based upon individual qualification and should be given support, encouragement, and opportunities to develop to the degree and level they desire.

Personnel development requires that time be spent with employees to discuss individual needs, concerns and goals. Coaching, counseling, and reviewing employees is essential in order for employees to grow. Delegation of meaningful, challenging, and stretching projects is necessary for employees to develop to their full potential.

Good employees willingly accept new responsibilities and jobs. No supervisor should feel uncomfortable leaving the office for extended periods. To the contrary, each Supervisor should strive for the situations where he/she could leave tomorrow and never return and know that the organizational unit would continue to function adequately.

Organization-Wide Perspective

Each organization is a grouping of smaller units that exist to provide goods or services to a group of customers. The most effective organizations are those in which the smaller units work in concert to accomplish over-all organizational goals. This may at times require sacrifices within individual units in order to accomplish some of these broader goals. Each supervisor and his/her employees should gain a thorough understanding of the total organizational situation, problems, and goals and be prepared to subordinate some smaller unit goals to goals that provide more benefit to the total organization.

“The whole should be greater than the sum of its individual parts.”

Reality

The City operates in a political environment. Political considerations enter into many decisions and sometimes result in different decisions than would be made in the absence of a political environment. Each employee and particularly supervisors must be aware of and have an understanding of and tolerance for the political forces at work within the community. While not compromising professional and personal standards and integrity, each employee must develop an understanding of and tolerance for the political reality in which we work.

Flexibility

The ability to change, to try new ideas, to collect additional information, to consider new thoughts or questions is indispensable to all employees particularly supervisors. In today's rapidly changing world, an inflexible employee will soon become a dinosaur.

Delegation

In order to accomplish the most with the least, and to develop employees, effective delegation is a requirement of all Department Heads. Delegation entails risk in that responsibility for results must be turned over to someone else while accountability for those results is retained by the supervisor. Effective delegation requires releasing some meaningful, challenging assignments to subordinates. Releasing only the routine or mundane is not delegation – it is dumping and will work against personnel development. Delegation also requires recognition of employees who adequately handle the responsibility delegated to them. A supervisor should assure that credit for good work is given to the person actually responsible for the work.

Responsibility

Each supervisor has to make decisions and review other decisions made by subordinates. Supervisors must accept responsibility for all of those decisions, whether they turn out to be right or wrong. Decision making means there is some uncertainty concerning what to do – if there is no uncertainty, there is no decision to be made. Decision making is risk taking, and invariably some decisions will prove to be wrong. Each employee must accept responsibility for wrong decisions and attempt to learn from them so as to improve in the future decision making process.

Employees need to realize the responsibilities of supervisors and management. A cooperative employee keeps his/her supervisor informed and offers suggestions to assist in good management decisions. Once decisions are made, all employees have a responsibility to see that they are implemented and carried out in the best possible efficient manner. Responsible employees put organization goals ahead of personal wishes.

Sense of Humor

Each employee must be able to laugh at situations and at himself/herself in order to maintain balance and perspective. The organization should have a developed

sense of humor wherein employees can laugh with each other rather than at each other.

Personal / Job Balance

Supervisors should develop, and should encourage support among subordinates. A healthy balance between personal and professional goals, interests, and activities is essential to a good work environment and high morale. While this balance must be determined by each individual, once achieved, it will result in more well-rounded, satisfied, and productive employees. The City Council and management must assure that no single employee is so overburdened with responsibilities and duties that he/she cannot enjoy the fruits of his/her labor and the pursuit of personal goals and recreation.

SECTION 100. INTRODUCTION.

110. CITY PERSONNEL ORDINANCE.

City Code: Chapter 2, Section 239

“Personnel Rules. Upon the recommendation of the City Administrator, the Council may establish personnel rules setting forth the rights, duties, and responsibilities of employees which shall govern the employer-employee relationship between the City and each employee unless otherwise provided for by written contract. A personnel policy containing such rules and amendments thereto shall become effective upon receipt by the employees.”

120. PURPOSE.

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the city of Luverne. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the city and they will supersede all previous personnel policies. Except where noted otherwise, the city administrator is charged with ensuring compliance with these personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

Except as otherwise prohibited by law, the City Administrator has the right to terminate any employee at any time for any or no reason.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

130. DISCIPLINE.

The City expects compliance with its work rules and policies, and adherence to reasonable and practical rules of conduct, courtesy, and other action as outlined in the City’s Management Philosophy, the Personnel Policy Manual, and the Safety and Loss Prevention Manual. Violations can and will result in disciplinary actions. Discipline includes reprimand, suspension, loss of benefits, demotion, termination, or any other appropriate measure.

140. PERSONNEL COVERED.

141. *Employees.*

All policies contained herein shall apply to all City employees unless they are in conflict with the specific terms of a contract, bargaining agreement, or other legal

agreement. In this event, the provisions therein take precedence over the conflicting terms of this policy.

142. *Non-Employees.*

- Elected Officials
- Board, commission and committee members
- City Attorney and staff, consultants rendering professional services to the City.
- Volunteers, except as specifically noted for paid-on call Fire Department members.
- Independent Contractors and other individuals covered by specific employee contracts.

142(a) The above are not considered to be employees, and unless specifically noted otherwise, the provisions of this Personnel Handbook do not apply; however, the following specific provision are applicable: 172 & subsections, 312 & subsections, 410, 411, 440, 441, 700, 910, 911, 951, 951a, 953 & subsections, 1030, and 1060.

150. DEFINITIONS.

The following words and/or phrases shall be defined as noted below. These definitions shall apply to the works and phrases defined when used not only in this policy, but in all other personnel rules, procedures, transactions, administrative directives, or other personnel items.

151. *Type of Employment.*

Employee means any person employed in any position or manner by the City in any employer-employee relationship but does not include independent contractors, fiduciary relationships, or other similar associations. Employees include the following:

151(a) Nonexempt Any employee not exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. Nonexempt employees receive time and one-half pay for overtime.

151(b) Exempt Salaried managers, executive, administrative, and professional employees who, because of nature of their work such as managing a department, directing the work of others, or exercising independent judgment and discretion including those who regularly assist executive or administrative employees, technicians, and special projects employees, are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. In some cases part-time seasonal employees are also exempt. It is the intent of the City that all such employees are exempt and that the wages and salaries paid

include “overtime,” “extra hours,” and in all respects fully compensate the employee for all work and hours.

Source: Personnel Policy
Effective Date: 11-12-91

151(c) Regular An employee who is employed on a full-time, year- around basis and who is no longer a beginning employee. Full time is defined as 80 hours or more each pay period on a year-round basis.

151(d) Part-time Employee An employee who is not a beginning employee and who is not a regular employee include, but is not limited to, seasonal, temporary, and other non-permanent positions. Such an employee would normally be expected to work less than 2080 hours in a given twelve month period of time. An employee after completing the beginning period, shall be a part-time employee unless specifically employed as a regular employee.

Source: Resolution No. 15-13
Effective Date: 04-24-13

151(e) Training/Probationary 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. Training periods are six months in duration, but may be extended by, for example, an unpaid leave of absence.

An employee serving the initial probationary period may be disciplined for any reason at the sole discretion of the city, up to and including dismissal.

Nothing in this policy handbook shall be construed to imply during or after completion of the probationary period, an employee has any vested interest or property right to continued city 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. In the first few months, you will meet with your supervisor frequently to discuss your progress and at 90 days, you will have a formal review.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

151(f) Job Sharing Repealed

Source: Resolution No. 15-13
Effective Date: 04-24-13

152. *Benefits.*

Benefits are paid holidays, sick leave, retirement plans, health and welfare plans, workers' compensation, unemployment compensation, and any other benefits (other than wages and salary) approved by the City Council or required by law and given to all or some employees. Benefits accrue to regular full-time employees only and not to part-time employees unless specifically required by State or Federal law, or specifically provided for by City Council action.

Source: Resolution No. 15-13
Effective Date: 04-24-13

153. *Fiscal Year.*

The fiscal year is the period from January 1 to December 31, inclusive, in any calendar year.

154. *Divisions.*

All major agencies, areas, or other subgroups of the City which coordinate and direct the activities of two or more departments, except the Housing and Redevelopment Authority in and for the City of Luverne. The following specifically are divisions with the City:

- Administration
- Fiscal and Management Services
- Public Utilities
- Public Works

154(a) *Departments* Departments may be free standing or part of a division. For alignment of departments, see (Exhibit A) the organizations chart. The organizational structure of the City will change and the organizational chart, job description, and other similar types of items are not to be literally interpreted.

154(b) *Work Assignments* Some employees may be assigned to work in one or more department or divisions of the City.

Source: Personnel Policy
Effective Date 11-12-91

155. JOB SHARING PROVISIONS. REPEALED.

Source: Resolution No. 15-13
Effective Date: 04-24-13

160. LINES OF RESPONSIBILITY AND AUTHORITY.

The City Administrator is the chief administrative officer of the City and has general supervisory and administrative authority over and coordination between all offices, divisions, division heads, departments, and department heads and through any division or department heads, the employees of his/her division or department. The City Administrator shall at any time; in accordance with law, labor contract, or other agreement; have the authority to hire, fire, promote, demote, and transfer all employees of the City. Any such actions must be done in accordance with the approved budget, the Position Classification and Pay Plan, and any other procedures adopted by the City Council. Individual employees normally report to their respective department head for orders, direction, assistance, and other requests. Division and free-standing department heads report directly to the City Administrator.

170. EMPLOYMENT POLICY.

Employment of competent and qualified personnel in compliance with all pertinent laws and government regulations is essential to the City's success as an effective, progressive business enterprise. To provide an effective employment program, the City has established this Personnel Policy Handbook to assure employment and retention of competent individuals.

Source: Personnel Policy
Effective Date: 11-12-91

171. EEO Policy Statement.

The City of Luverne is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Luverne will not discriminate against any employee or job applicant on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists) 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.

Source: Resolution No. 25-23
Effective Date: 06-13-2023

171(a) Applicants will be treated equally and evaluated on competence, previous work history, training, oral and skills tests, or other acceptable selection criteria.

172. Respectful Workplace.

The intent of this policy is to provide general guidelines about conduct that is and is not appropriate in the workplace and other city-sponsored social events.

The city acknowledges 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 public service work environment is a shared responsibility. This policy is applicable to all city employees, volunteers, firefighters, members of boards and commissions and City Council members.

Abusive Customer Behavior

While the city has a strong commitment to customer service, the city does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

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, pregnancy, gender-biased statements, such as stereotypes about women or men, 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, 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 administrator.

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, making jokes, 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. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- 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.

Names and Pronouns:

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Employee Response to Disrespectful Workplace Behavior

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the city clerk, the city administrator, or City Attorney promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, 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, the city clerk, or city administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

In some situations with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The city urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the city clerk, or the city administrator promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it promptly to a supervisor, the city clerk, or the city administrator.

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 administrator or the mayor.

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 promptly to the city administrator, 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(a). 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 the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

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. Typically, 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 administrator about the allegations (assuming the allegations do not involve the city administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

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 and to the extent permitted by the Minnesota Government Data Practices Act.

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 administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

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

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

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

If an elected or appointed city official (e.g., council member or commission member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

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 personnel policies, the city may discipline any individual who retaliates against any person who reports alleged violations of this policy. The city 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.

Source: Resolution No. 50-17
Effective Date: 12-19-2017

173. Personnel Records.

It is important that permanent personnel records be kept accurate and up-to-date. Employees must notify the City Clerk's Office immediately when there is a change in any of the following or a qualifying life event occurs:

- Name
- Address
- Residence or cell phone number
- Dependents
- Beneficiaries for life insurance and pensions
- Name of person to contact in case of an emergency

173(a) Data Practices Advisory.

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

174. Employee Recruitment & Selection.

174(a) Scope. The Operations/HR Manager will manage the hiring process for positions within the city. While the hiring process may be coordinated by staff, the City Administrator is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

174(b) Features of the Recruitment System. The city administrator 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 through application forms, including any supplemental questionnaires, provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city administrator or designee. 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 administrator. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "acting" basis as needed. The City Administrator will approve all acting appointments and pay rate adjustments.

174(c) 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 another 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 likely to 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, for example.
- Scenarios of situations the applicable position is likely to encounter on the job testing the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial training/probationary 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.

The City Administrator 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.

174(d) Pre-Employment Medical Exams. The city administrator may determine a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any city 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 offered employment for a given job class. The offer of employment will be contingent upon successful completion of the medical exam, and candidates will not be asked to complete the required medical examination until a conditional offer of employment is made. 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 with the cost of the exam paid by the city. Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist. The physician will notify the city administrator or designee 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 and/or alcohol test, if applicable.

If the candidate requires accommodation to perform one or more of the essential functions of the job, the city administrator 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, they will be notified of this determination.

174(e) Selection Process. The selection process will be a cooperative effort between the city administrator, Operations/HR Manager and the hiring supervisor. Any, all, or none of the candidates may be interviewed.

The process for hiring part-time, seasonal and temporary employees may be delegated to the appropriate department head with each hire subject to final City Administrator approval. Except where prohibited by law, part-time, seasonal and temporary employees may recommend discharge by the department head at any time, subject to City Administrator approval.

The city has the right to make the final hiring decision based on qualifications, abilities, experience and city needs.

174(f) Background Checks. All finalists for employment with the city will 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 city administrator or designee will determine the level of background check to be conducted based on the position being filled.

All offers of employment with the city are conditional upon successful completion of a background check.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

175. Union Posting.

All regular job position openings for union positions that occur will be posted on the official city bulletin boards in accordance with union contract provisions, specifying the job duties, knowledge, skills, basic requirements, pay range, and location for making application.

176. DIVERSITY, EQUITY AND INCLUSION.

The City of Luverne is committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. Our policy is to be welcoming, safe, and equitable to all employees and members of the community. By embracing the diversity of our workforce and community, the city seeks to not only meet, but also exceed, our obligations under federal and state law. The goal of our policy is for the work environment to be free of harassment, discrimination, and retaliation.

Furthermore, it is our belief that:

- We are more efficient when all are valued and included.
- We are more effective when we leverage our different ideas, backgrounds and identities.
- We are more responsive when we acknowledge and reflect the identity and experience of our residents and colleagues.

176(a) Definitions within this section.

Cultural Competence: the ability to interact effectively across difference. We acknowledge that a 'one size fits all' approach is not effective and actively seek ways to make our services accessible and culturally relevant.

Discrimination: unfair treatment because of a protected class status.

Diversity: Recognizes the unique differences of all individuals. This includes the many apparent and non-apparent ways which people differ in their identity such as: age, gender and gender identity, race, ethnicity, national origin, language, religious beliefs, sexual orientation, veteran status, gender identity, mental or physical ability, marital status, family status, or educational background.

Equity: the principle of fairness by seeking to remove barriers and increase access to services. This includes understanding and acknowledging historical and ongoing inequities between groups of people and a commitment to actions that challenge those inequities.

Harassment: unwelcome conduct that is based on a protected class status that is intimidating, hostile or abusive. This includes sexual harassment.

Inclusion: an environment that is built on respect and which creates a sense of belonging for all who live and work here. By being inclusive we acknowledge and value individual contribution as well as the background and identity of those with whom we work, partner, or serve.

176(b) Policy Statement.

It is the city's policy to respect culture and reduce bias in our workplace and service delivery. The commitment to inclusion, diversity, and equity influences the work that is performed by the city, the workplace environment, relationships between employees, and relationships between the city and community. While individual employees have their own beliefs and values, performing work on behalf of the city requires upholding cultural competence and respect to ensure work occurs that not only meets, but also exceeds, our obligations under federal and state law.

The City of Luverne values all diversity and recognizes individual protected-class status as defined under state and federal law and seeks to ensure equal

opportunities in all phases of employment. The city expects each employee to cooperate to achieve this goal and personally stand behind the principles as defined within this policy.

All employees of the city are expected to act and perform their work professionally, including respecting cultural differences. Pursuant to the city's Respectful Workplace policy, discrimination, including harassment, will not be tolerated. Any employee found to have exhibited any inappropriate conduct or behavior may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with this policy should follow the reporting procedures within the city's Respectful Workplace policy.

Source: Resolution No. 25-23
Effective Date: 06-13-2023

177. Media Requests

All city 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 City Clerk's Office or to the City Administrator.

Any employee who identifies a mistake in reporting should bring the error to the city administrator or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all requests for interviews or information from the media are to be routed through the city administrator.

No city employee is authorized to speak on behalf of the city without prior authorization from the city administrator 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 city administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the city administrator. 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 they can.” Then ask the media representative’s name, questions, deadline, and contact information.

All news releases concerning city personnel will be the responsibility of the city administrator.

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

- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the city administrator.
- 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, do not include personal opinions in official city 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 administrator on this topic.
- Notify the city administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

178. PERSONAL COMMUNICATIONS AND USE OF SOCIAL MEDIA

It is important for city employees to remember the personal communications of employees may reflect on the city, especially if employees are commenting on city business or commenting on issues that implicate their city employment. As city representatives, employees share in the responsibility of earning and preserving the public’s trust in the city. An employee’s own personal communications, such as on social media, can have a significant impact on the public’s belief that all city staff will carry out city functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. Nonpersonal communications (performed within one’s job duties) to members of the public must be professional at all times.

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:

- Do not share any private or confidential information you have access to as a result of your city position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any city department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The city can act on the personal communication that violates this policy without waiting for the actual disruption.
- Remember what you write or post cannot easily be undone. It may also be spread to a larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.
- The city expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the city. Avoid using statements, photographs, video or audio that reasonably may be 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 (including traits associated with race, including, but not limited to, hair texture and hairstyles such as braids, locs and twists) 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 human rights commission:

- If you publish something related to city business and there is likely to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Luverne."

- City resources, working time, or official city 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 their side business as a plumber; a parks employee should not access a park after hours even though they may have a key.
- Personal social media account name or email names should not be tied to the city (e.g., Luverne Public Works or City of Luverne).

Source: Resolution No. 21-26
Effective Date: 07-28-2026

SECTION 200. EMPLOYMENT.

210. EMPLOYMENT AT-WILL.

This personnel policy shall establish an at-will employment relationship with all City employees unless otherwise established by contractual agreement covering specific employees or positions. The City and employees may terminate the employment relationship at any time without cause or reason.

Source: Personnel Policy
Effective Date: 11-12-91

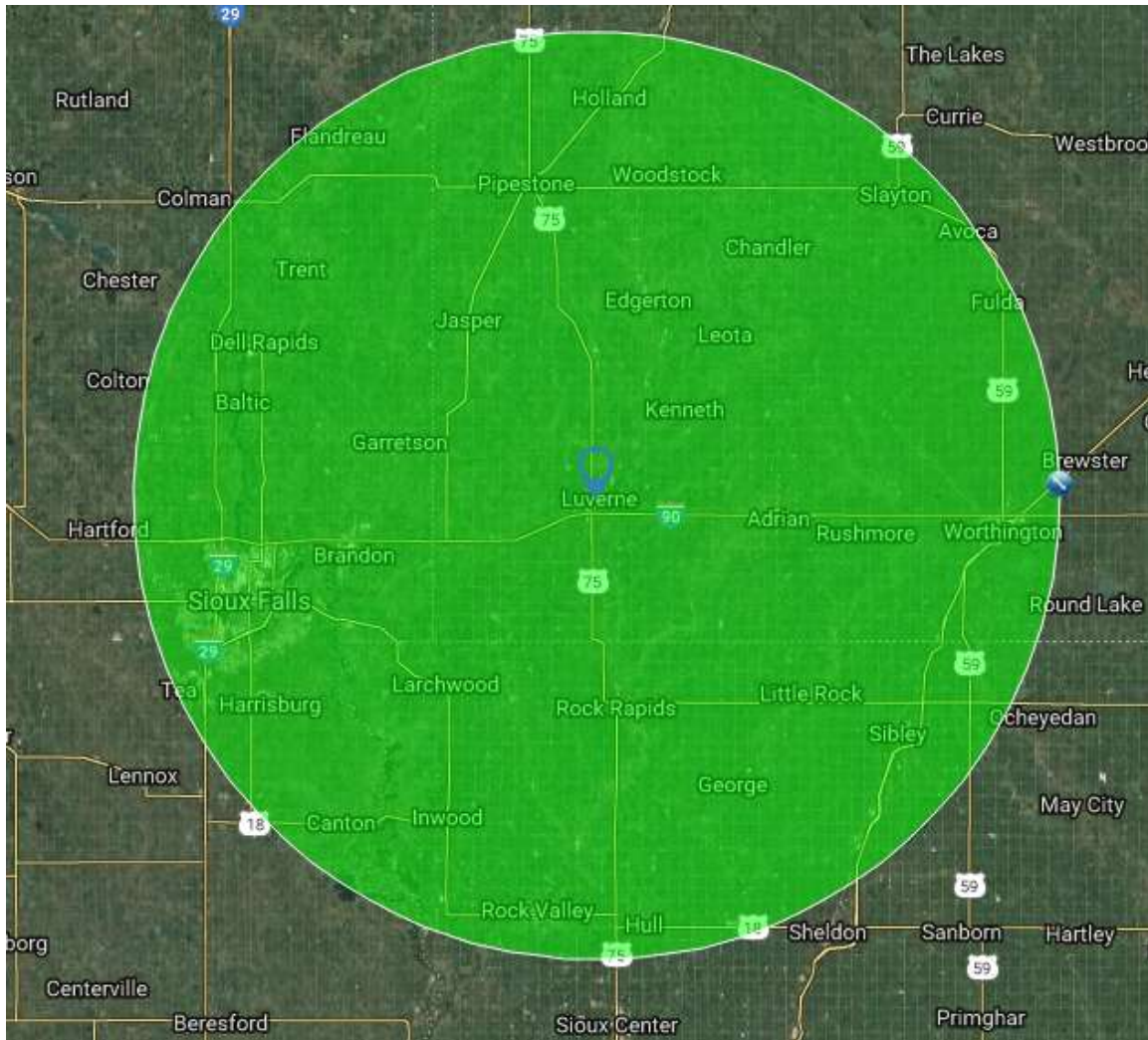
220. RESPONSE TIME REQUIREMENTS.

221. Essential Employees.

All city employees employed in the pool, water, sewer and streets departments, and all department heads and chief administrative personnel will be subject to a thirty-five (35) mile reasonable response area requirement as measured from the Luverne City Office. See attachment A for response area. Employees should consult with the City Administrator if questions arise regarding compliance with this provision. The City Council has specifically found that the employees covered by this requirement provide essential services to the City in times of emergency, catastrophe, or other critical events and must be available for call-back to maintain these essential services. Exceptions to this policy may only be granted upon specific recommendation of the City Administrator that special circumstances and an undue hardship exists and the City Council then concurring therewith. Any new employee hired and covered under the terms of the policy must comply not later than six months after he or she commences employment. For the purpose of this provision, the term "residence" means the physical place where the employee actually resides along with other members of his or her immediate family and would entitle the employee to become a

registered voter at such residence and if owned by the employee, to homestead the property for real estate tax purposes.

Attachment A



Source: Resolution No. 43-18
Effective Date: 07-24-2018

222. For Other Non-Essential Employees. The City has no restrictions on where you maintain your residence. The only requirement is that you be able to regularly report to work on time.

230. WORKING HOURS.

231. Workweek. The working time per week shall normally be 40 hours. However, exempt employees, administrative personnel, division heads, department heads, and supervisors are required to work additional hours to meet

existing conditions or emergency contingencies. All employees are subject to “call-back” in emergency or other necessary situations. The work week begins at 12:00 A.M. Sunday, effective July 26, 2026.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

232. Hours of Work. The hours during which city offices and departments shall be on-duty or open for business shall be determined by the City Administrator. Basically city office business hours shall be 8:00 A.M. to 5:00 P.M., Monday through Friday.

233. Attendance. Employees shall be at their place of work at the normal appointed and scheduled starting time and in accordance with this policy and other general or departmental regulations. All department heads shall maintain daily attendance records on each employee including time cards to be completed by the employee and approved by his/her department head and submitted, by the department head, to the Finance Department by 10:00 A.M. on Monday prior to a Friday payday.

233(a) Adverse Weather Conditions

City 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 eligible ESST and sick hours, accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

With respect to exempt employees, cities must comply with the salary basis rule under the federal Fair Labor Standards Act (FLSA). Generally speaking, unless an exception applies, cities should not apply deductions to exempt employees’ salary for partial day absences, including absences related to the closure of city facilities due to inclement weather. Cities should work closely with their city attorney before applying deductions to exempt employees’ salary.

City closures due to weather or public emergency: See Weather Event Exception in Section 510: Sick Leave and Section 423: Earned Sick and Safe Time.

Public works and Water/Wastewater employees will generally be required to report to work regardless of conditions. See Section 510: Sick leave and Section 423: Earned Sick and Safe Time.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the City Administrator.

233(b) Standby Duty Employees who are on-call (stand-by duty) must be readily available and able to report to work immediately. Normally these employees will be provided two-way radios or pagers. Employees must keep in contact with dispatchers as to their location.

233(c) Callback Duty All employees are subject to call-back and must report immediately or, in the case of inclement weather or other reasonable limiting factors, as soon as practicable. Employees should attempt to keep their supervisors informed as to their general off-duty whereabouts and particularly extended absences from the City.

234. Work Schedule. The work schedule for each employee shall be developed by the supervisor. The schedule shall include starting time, lunch period, quitting time, and the task accomplished or the job to be performed. The work schedule may be communicated to the employee verbally or in written form.

240. MEAL BREAKS AND REST PERIODS.

A paid rest break of at least fifteen minutes or enough time to utilize the nearest convenient restroom (whichever is longer) is allowed within each four consecutive hours of work. An unpaid thirty-minute lunch period is provided when an employee works six or more consecutive hours. Non-exempt 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 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. Exceptions must be approved by the supervisor or city administrator.

Employees whose duties involve traveling throughout the city may stop along the assigned route for their fifteen-minute break. Exceptions must be approved by the supervisor or city administrator.

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

250. PERSONAL APPEARANCE.

Regardless of whether a person is assigned to an office function or maintenance area appropriate clothing, and when applicable, city provided clothing, must be worn for the protection of an employee and/or for the purpose of presenting a positive image to the public. All employees shall be neat, clean, and dress in a manner which will foster both employee and public confidence. Field employees will wear clothing conducive to existing working conditions approved by their supervisor.

260. COMMUNICATION.

It is the City's policy to promote and maintain open and honest communication with employees at all times.

261. *Personnel Policy Manual.* Each employee will be given a copy of the Personnel Policy Manual upon request. Employees have unrestricted access to complete, undated copy on the HRIS system. Each employee is encouraged to familiarize himself/herself with personnel policies as provided in the handbook.

262. *Safety and Loss Prevention Manual.* Each employee will be given a copy of the City of Luverne Safety and Loss Prevention Manual on the HRIS system, or as requested. All employees are charged with the responsibility for cooperating with and supporting the safety and loss prevention program. Every employee is expected to concern themselves with their own safety, the safety of fellow workers, and the safety of the general public affected by the City of Luverne operations.

263. *Official Bulletin Boards.* One official bulletin board is located in each of the following locations: City Office, City Public Works Building, Liquor Store, Pool & Fitness, Fire Hall, and Wastewater Treatment Facility. These bulletin boards shall be clearly labeled and divided to allow sufficient room for official City communications. These bulletin boards are intended as a consistent, accessible means for employees to obtain current information through memos, procedures, policies, job postings, etc.

264. *Individualized Communication.* In addition to the Personnel Policy Manual, and Safety and Loss Prevention Manual; employee newsletters, memos, letters, other handbooks, official bulletin boards, and supervisory verbal communication will be the normal means for maintaining individualized communication.

265. *Employee/Supervisor Communications.* Communications shall be open. Open communications means a two-way process. An efficient working environment can only be maintained if supervisors encourage and listen to

employee's opinions or comments, and if employees look for opportunities to express their constructive thoughts.

265(a) It is the supervisor's responsibility to make themselves available to their employees for open communication.

265(b) It is each employee's responsibility to enhance the work environment through open and courteous communication with fellow employees regardless of status or department.

265(c) Employees are encouraged to follow the established lines of authority for inquiries or problems. However, if the inquiry or problem personally involves the employee's supervisor, and the employee believes it cannot be viewed objectively or without malice, the employee may contact the next level of supervision or authority without prejudice.

276. *Labor Management Committee.*

276(a) The purpose of the committee is to improve communication, build trust and confidence in city operations by all employees and ultimately the community as a whole. This involves development and utilization of a two-way communication system to provide information, express views and feelings, and listen to all others in a fair and unbiased manner within the organized framework. Sharing of job knowledge and team work are essential to meet personal and organizational goals, increase job satisfaction, and solve common problems.

276(b) The committee shall be composed of the following:

- 4 representatives from AFSCME bargaining unit employees
- 1 supervisor non-union representative
- 1 City Council representative
- City Administrator
- Operations/HR Manager as permanent secretary.

276(c) The committee shall be governed by its by-laws as adopted and amended from time to time.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

280. NEPOTISM.

City Employment is based on merit and job performance. The City strictly forbids any form of nepotism, the employment of any individual because of their relationship to existing officers or employees of the City. City employees should

realized however that the public does associate private off duty conduct and relationships with the job. Employees should make every effort to conduct their private lives and relationships in a manner that generates a high respect for them personally and the City.

The City will not discriminate against employees or prospective employees on account of marital status or other close relationships. All employees must realize that on the job loyalty and performance is owed to the City. Favoritism for any reason is strictly forbidden.

Any employee, who feels favoritism is occurring, is encouraged to discuss without fear of retribution the situation (using the "chain of command") with City management staff that are not a related or involved party. If it appears that family or private relationships are interfering with job performance, morale, or other important work related factors, the situation must be immediately rectified or disciplinary action against the offending parties will be taken including termination.

To avoid the appearance of a conflict of interest, no supervisor should continuously and directly supervise a member of his or her immediate family (parents, siblings, child or grandchild; and their spouses). If a close relationship develops between two City employees in a work group, the City will attempt to accommodate the situation by reassignment so as to avoid a continuous direct supervisory relationship. If this cannot be accomplished the City will provide independent review of job performance, annual reviews, disciplinary action or lack thereof, and other similar situations to assure fairness.

SECTION 300. COMPENSATION.

310. POSITION CLASSIFICATION AND PAY PLAN.

The Council has adopted an established procedure to rank all City employee positions in accordance with the comparable worth standards and requirements of Minnesota law. In addition, a pay plan based on these ranks has also been established. These plans govern job classification and pay in all respects (unless otherwise established by contract) and include provisions for merit pay (pay based on performance) consideration, on-going adjustments, new positions, changes in existing job duties, etc. Employees desiring further information on job classification and pay ranges should review these plans. Current copies can be obtained from the City Administrator's office. The Position Classification and Pay Plan, as amended from time to time, are hereby incorporated in this section by reference.

Source: Personnel Policy
Effective Date: 11-12-1991

310(a) Moving to Next Pay Grade Repealed.

Source: Resolution No. 41-24
Effective Date: 1-1-2025

311. Time Cards. All hourly employees must submit time cards to their supervisors for approval. Time cards are to include hours worked (including approved overtime, vacation time, sick leave, and all other authorized leave time) during the two weeks prior to the Friday payday. All salaried employees must submit time cards for approval. Salaried employee time cards are to include vacation time used, sick time used, and all other authorized leave time during the two weeks prior to the Friday payday.

Source: Resolution No. 49-05
Effective Date: 12-1-2005

312. Payroll Deductions. In almost all cases, the City is required by law to deduct Federal and State Income Taxes and the Federal Insurance Contributions Act (social security tax, if applicable) from every payroll check. The City also contributes an amount for social security tax, and this combined amount is accumulated in the employee's social security account with the Federal Government. The City serves as an agent for the State and Federal Government and simply passes on the taxes collected.

Source: Personnel Police
Effective Date: 11-12-1991

312(a) For most employees, the City is also required to deduct from every payroll check the employee's contribution to the Public Employees Retirement Association (PERA). There are three types of PERA; Basic, Coordinated, and Statewide Volunteer Firefighter Plan. The City also pays an equal or greater amount for each employee per state law.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

312(b) Optional deductions are available. Any of the following deductions will be made per an employee's request: "cafeteria plan" payments, vision premiums, long-term disability and AFLAC premiums, deferred compensation, union dues, and other authorized deductions.

Source: Resolution No. 19-22
Effective Date: 03-22-2022

313. Paychecks. Payroll is processed using EFT (electronic funds transfer) and will be deposited in designated bank accounts by approximately 9:30 a.m. on Friday of each payroll week. Employees may not receive early payroll payments, except in the case of severance pay as authorized by the City Administrator. A notice of deposit for each employee will be available by 9:30 a.m. on Friday of each payroll week.

Source: Resolution No. 63-22
Effective Date: 12-20-2022

314. 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.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

320. OVERTIME PAY.

321. Exempt Employees (division heads, department heads, supervisors, and administrative personnel). Exempt employees including division heads, department heads, supervisors, and administrative personnel are expected to work whatever time is necessary to complete their duties. These employees generally determine their own work day, however, job duties must be performed and employees must be available to supervisors and subordinates. Daily work hours shall be recorded and maintained as part of the employee's personnel file. These employees can be absent from work for portions of the work day but their immediate supervisor must be notified and they are responsible for their own work and that of their subordinates. In cases where an exceptional amount of on-the-job time is spent by an exempt employee due to unusual circumstances, additional compensation not to exceed four (4) percent of current annual salary once every three years or 36 months and employee has received a

distinguished overall performance rating, or equivalent may be granted as deemed appropriate by the City Administrator but only within approved budgetary appropriations.

Source: Resolution No. 55-22
Effective Date: 11-22-2022

322. Non-Exempt Employees. Additional work over and above the normal 40 hours may be required to complete work assignments. Employees shall work overtime when necessary and only when authorized to do so by his/her department head. Overtime shall be allocated as the City deems appropriate with an attempt made to keep it as even as possible among employees and non-exempt employees qualified to do the job. Overtime shall not be worked unless prior approval or direction is given by a department head. Overtime will be compensated in accordance with the current law, usually 1 ½ times the hourly rate to the nearest quarter of an hour, or may be taken as compensatory time as provided for in this policy. No more than 40 hours of compensatory time may be used in any one year.

Source: Resolution No. 56-13
Effective Date: 01-01-2014

330. BONUS PAY.

In addition to the compensation paid all employees, each employee shall receive in a lump sum to be paid in the month of December of each year bonus pay. The amount of bonus pay shall equal \$0.01 for each hour worked during the first 24 payroll periods in the calendar year times a factor of 1.0833 (to estimate hours worked in the calendar year based on the first 48 weeks), times the number of full years worked. Amounts less than \$3.50 shall not be paid but deemed unearned and waived by the employee.

Source: Resolution No. 87-96
Effective Date: 1-1-97

340. HOLIDAY PAY.

341. Exempt Employee. Exempt employees are not generally required to work on holidays. When it is necessary for exempt employees to work on a holiday, no additional compensation shall be paid.

Source: Personnel Policy
Effective Date: 11-12-91

342. Non-Exempt Employees. Holiday pay for full-time employees will be at the regular rate for the time not worked. Full-time employees required to work on a holiday will be compensated at holiday pay plus time and one-half the full-time employee's regular rate of pay.

Source: Resolution No. 87-93
Effective Date: 12-30-93

342(a) When a holiday occurs while an employee is drawing approved and compensated vacation or sick leave pay she/he will receive holiday pay in lieu of vacation or sick leave pay for the day on which the holiday is observed.

Source: Personnel Policy
Effective Date: 11-12-91

350. WAGE DISCLOSURE PROTECTION.

- a. The City shall not:
 - i. require nondisclosure by an employee of his or her wages as a condition of employment;
 - ii. require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages; or
 - iii. 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.
- b. Nothing in this section shall be construed to:
 - i. create an obligation on any employer or employee to disclose wages;
 - ii. permit an employee, without the written consent of the employer, to disclose proprietary information, trade secret information, or information that is otherwise subject to a legal privilege or protected by law;
 - iii. diminish any existing rights under the National Labor Relations Act under United States Code, title 29;
 - iv. permit the employee to disclose wage information of other employees to a competitor of their employer.
- c. The City shall not retaliate against an employee for asserting rights or remedies under this section.
- d. An employee may bring a civil action against an employer for a violation of paragraph (a) or (c). If a court finds that an employer has violated paragraph (a) or (c), the court may order reinstatement, back pay, restoration of lost service credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

Source: Resolution No. 37-14
Effective Date: 07-08-14

SECTION 400. BENEFITS.

410. GROUP HEALTH INSURANCE AND RELATED BENEFITS.

Detailed information regarding the City's group health insurance program, high deductible health plan (HDHP), Health Savings Account (HSA)/Health Reimbursement Arrangement (HRA), Flexible Benefit (cafeteria) Plan—including Health Care Spending Account and Dependent Care Spending Account—and related benefits is provided in the City of Luverne Employee Benefits Governing Document.

The Benefits Governing Document is available from Human Resources upon request and governs all aspects of City-sponsored health insurance and flexible benefit offerings. In the event of any conflict between this Personnel Policy and the Benefits Governing Document or underlying insurance contracts/plan documents, the Benefits Governing Document and insurance contracts shall control.

Employees should contact Human Resources for current premium rates, contribution amounts, enrollment procedures, and plan summaries.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

420. VACATION.

The purpose of vacation is for rest and relaxation and the general welfare of the employee. Therefore, employees are encouraged to use most, if not all, of their vacation days accrued each year.

Source: Personnel Policy
Effective Date: 11-12-1991

421. *Vacation Accumulation.* In accruing and computing leave, the following schedule will prevail:

- Starting Date to 1st Year Anniversary Date - 10 hrs. per month
- 1st Anniversary up to the 5th Anniversary
(5 full years of continuous City employment) - 12 hrs. per month
- 5th Year Anniversary up to the 10th Year Anniversary
(10 years of continuous full-time City employment) – 13.33 hrs. per month
- 10th Year Anniversary up to the 15th Year Anniversary
(15 years of continuous full-time City employment) – 16.67hrs. per month

month

- 15th Year Anniversary and over – 20 hrs. per month

421(a) Vacation days shall begin to accrue as of the first full month of employment for all regular employees and beginning employees filling a regular employee position. Vacation leave for probationary and full-time employees may be used as earned and available. Part-time employees or employees filling a temporary or seasonal position may not accrue, earn, or use vacation leave.

Source: Resolution No. 56-13
Effective Date: 01-01-2014

421(b) Maximum accumulation of accrued and earned vacation time shall be limited to the number of hours the employee could accrue in 12 months at his/her current monthly accrual rate.

421(c) In recognition of the complexities of the job and the inability to take vacations at times due to emergencies and other unusual circumstances; division heads, department heads, and the City Administrator may accrue vacation leave up to a maximum of 40 hours plus the number of hours the employee could earn in 12 months at their current monthly accrual rate.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

421(d) Pro-rated Vacation Accrual Repealed

Source: Resolution No. 15-13
Effective Date: 04-24-13

422. Vacation Usages.

422(a) Regular employee may use their accrued and earned vacation at any time but must receive advance permission from their department head prior to taking vacation leave. Employees should understand that vacation must be scheduled so as to not interfere with normal and necessary city functions. Vacation leaves may be denied due to short notice or other factors that would create a hardship upon the City in completing emergency or essential service functions.

422(b) All vacation leaves must be taken in at least 15 minute increments.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

423. EARNED SICK AND SAFE TIME.

423(a) Pursuant to Minnesota's earned sick and safe time law, part time employees who perform work for at least 80 hours in a year, including temporary and seasonal, are entitled to 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 per year. Accrual begins at hire date and may be used as it is accrued for employees who work at least 80 hours in the year. Sick and safe time will be paid at the same hourly rate an employee earns when they are working and at least minimum wage. Paid sick and safe time hours will not count as hours worked for the purposes of any overtime calculation. Full-time employees shall accrue and use their sick leave for earned sick and safe leave purposes as outlined in Section 510.

423(b) The following positions are not eligible for leave under this policy: paid on-call firefighter and elected officials or a person who is appointed to fill a vacancy in an elected office. Part time, seasonal and temporary employees will accrue Earned Sick and Safe Time based on time worked as follows:

ESST ACCRUAL

Per 30 Hours Worked	Annual Accrual Max	Max Carry Over and Balance
1 hour	48 hours	80 hours

423(c) All employees can use their sick leave and/or earned sick and safe time (whichever is applicable) for reasons such as:

1. 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 preventive medical or health care, or
- Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member

2. 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.

3. Absence due to domestic abuse, sexual assault or stalking of the employee or 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.

4. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.

5. 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.

6. When it has been determined by health authorities or a health care professional that the presence of the employee or family member in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

7. Employees are not eligible to utilize leave for the purposes listed under Earned Sick and Safe Time Act, Minn. Stat. 181.9447, subd. 1, clause (4), if the employee's preassigned or foreseeable work duties during a public emergency or weather event would require the employee to respond to such an emergency or event. Non-permitted leave purposes applicable to this section are: closure of the employee's workplace due to weather or other public emergency, or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.

423(d) All employees may use their sick leave and/or earned sick and safe time (whichever is applicable) for the following family members:

1. 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);
2. their spouse or registered domestic partner;

3. their sibling, stepsibling or foster sibling;
4. 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;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

423(e) Earned sick and safe time may be used in the smallest increment of time tracked by the employer's payroll system (.25/hour).

423(f) Accrued and unused earned sick and safe time 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.

The City may require notice of the need for use of earned sick and safe time as provided below:

- If the need for use is foreseeable, the City may require advance notice of the intention to use earned sick and safe time but will not require more than seven days' advance notice in writing to Operations/HR Manager.
- If the need is unforeseeable, a City may require an employee to give notice of the need for earned sick and safe time as soon as practicable in writing to Operations/HR Manager.

423(g) The City may require reasonable documentation that the employee is using or used earned sick and safe time for a qualifying purpose when an employee uses earned sick and safe time for more than two consecutive days.

Reasonable documentation is based on the qualifying purpose but may include a signed statement by a health care professional indicating the need for use of earned sick and safe time, a written statement from the employee indicating that the employee is using or used earned sick and safe time for a qualifying purpose, a court record or documentation signed by a volunteer or employee of a victims services organization, an attorney, a police officer, or an antiviolence counselor as reasonable documentation. Written statements by an employee may be written in the employee's first language and need not be notarized or in any particular format.

The City will not require disclosure of details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use earned sick and safe time.

423(h) The City will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against a person because the person has exercised or attempted to exercise rights protected under Minnesota Earned Sick and Safe Leave law.

423(i) If an employee's status changes from Part Time to Full Time, the employee's unused accrued earned sick and safe time will transition and carry over to the City's sick leave policy.

423(j) Unused accrued earned sick and safe time upon the employee's termination, resignation, retirement, or other separation from employment will not be paid out. If the employee is rehired within 180 days of separation by the City, previously accrued earned sick and safe time that had not been used will be reinstated.

423(k) City will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent. However, this is not meant to limit employees who choose to voluntarily seek a replacement staff member or trade shifts to cover their ESST absence.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

430. HOLIDAYS.

The following holidays shall be declared as official paid holidays for all full-time regular employees and full-time beginning employees filling a full-time regular employee position:

- New Year's Day – January 1
- Martin Luther King Day – Third Monday in January
- President's Day – Third Monday in February
- Memorial Day – Last Monday in May
- Juneteenth – June 19
- Independence Day – July 4
- Labor Day – First Monday in September
- Floating Holiday – in lieu of Indigenous Peoples Day
- Veteran's Day – November 11
- Thanksgiving Day – Fourth Thursday in November
- Christmas Eve Day – ½ day (4 hours) – December 24
- Christmas Day – December 25

- New Year's Eve Day – ½ day (4 hours) – December 31

Source: Resolution No. 25-23
Effective Date: 06-13-2023

431. Week-end Holiday. When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on Sunday, it will be observed on the following Monday.

Source: Personnel Policy
Effective Date: 11-12-91

432. Regular Full-Time Employees Pro-rated Holiday Pay. Repealed

Source: Resolution No. 15-13
Effective Date: 04-24-13

433. Non-Regular Employees. Part-time employees and beginning employees filling a part-time position will be given the above holidays off without pay but shall be paid at time and one-half of the employee's regular rate of pay for any hours actually worked on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

434. Other Religious Holidays. Employees wishing to observe religious holidays not listed above shall, at their option, be given time off but without pay, or they may request time off to be charged against their vacation if they are regular employees.

Source: Resolution No. 48-06
Effective Date: 10-10-06

435. Floating Holiday. Heretofore, Indigenous Peoples Day will no longer be viewed as an official paid holiday. In exchange, a floating holiday is hereby established. Employees may use their floating holiday at any time during each calendar year but must receive permission from his/her department head prior to taking a floating holiday. A floating holiday must be scheduled so as to not interfere with normal and necessary City functions.

Source: Resolution No. 25-23
Effective Date: 06-13-2023

440. RETIREMENT PROGRAM.

All employees and officers (unless exempted in accordance with law) shall come under the provisions of the Public Employees Retirement Association and the provisions of the Federal Social Security Act and Medicare when applicable. The

City and the employee shall each contribute the percentage of salary as required by law.

441. Employees Not Covered by PERA. Any employee or officer of the City who is eligible but has legally elected out of all of the plans offered by the Minnesota Public Employees Retirement Association or any employee or officer who by participating in a City retirement plan would be exempt (except for Medicare) from FICA withholding may participate in the City's retirement plan offered under Section 457 of the Internal Revenue Service Code and currently administered by the ICMA Retirement Corporation, and in the event the employee elects to participate in said City plan (or future replacements thereof), the City shall agree to make the same contribution in the name of said electing employee and in an amount equivalent to that made by the City under the PERA Coordinated Plan; or other PERA plan of which the employee legally elected out, provided, however, that the employee makes a minimum contribution to said City plan in an amount not less than that required of the employee if participating in said PERA plans.

442. Deferred Compensation. The City participates in a deferred compensation plan under Section 457 of the Internal Revenue Code and currently administered by the ICMA Retirement Corporation. This plan allows employees to set aside a part of salary and postpone the income tax liability on the salary until after retirement. This tax deferral plan can help in two ways. One advantage is that State and Federal income tax rates after retirement are usually lower because income is less and the dependent exemptions double at age 65. A second advantage is the investment of "before tax" salary. This means more can be put into savings now by investing the money that would have paid in taxes.

442(a) Payment from Deferred Compensation accounts are governed by the plan. Generally payments may not begin until termination of the employment except in limited cases of very serious emergencies.

442(b) The monies are invested, and the appreciated (or depreciated) value of deferred salary, less administrative charges, will be paid back under selected options make at termination of employment.

Source: Personnel Policy
Effective Date: 11-12-1991

442(c) The amount specified in your application will be withheld each pay period. The maximum annual deferral by the plan based on applicable laws and regulations. The deductions will begin the first pay period 30 days following receipt of application. Application forms are available from the City Clerk's Office. Investments reports will be issued by the plan administrator.

Source: Resolution No. 49-05
Effective Date: 12-1-2005

443. EARLY RETIREMENT INCENTIVE PROGRAM.

Beginning January 1, 2026, Employees who meet the eligibility requirements will have the option to participate in Employer's Early Retirement Incentive (ERI) program, by selecting one (1) of the following incentives:

- Employer contribution to 457(b) retirement account, subject to IRS annual limits and 457(b) plan document.

Minimum Notice	ERI Amount (One-Time)
6 Months (180+ days)	\$5,000 incentive
4-5 Months (120-179 days)	\$3,500 incentive
3 Months (90-119 days)	\$2,500 incentive
Less than 90 days	Not eligible for ERI

OR

- Employer contribution to a Health Reimbursement Account (HRA)

Minimum Notice	ERI Amount (One-Time)
6 Months (180+ days)	\$5,000 incentive
4-5 Months (120-179 days)	\$3,500 incentive
3 Months (90-119 days)	\$2,500 incentive
Less than 90 days	Not eligible for ERI

443(a) The ERI will be paid as a one-time lump sum payment as specified in section 26.1.

443(b) To receive the ERI lump sum payment, the Employee must satisfy the following contributions:

1. Submit their application on the designated form with executed Notice of Termination and executed PERA Application for Retirement to City's Human Resources Department for approval not less than 90 days before employee's intended retirement date;
2. Cooperate with City to facilitate transition of duties and successor training as directed by City; and
3. Return City equipment and comply with offboarding procedures.

443(c) If an employee rescinds their approved retirement date, Employee will not be eligible for ERI lump sum payment until the conditions described under section 443(b) are satisfied.

444. SUPPLEMENTAL RETIREMENT SAVINGS CONTRIBUTION.

444(a) Supplemental Retirement Savings Contribution to (457(b)) deferred compensation account or HRA account is available to all eligible employees who were either not eligible for, or did not elect, the Special grandfathered sick leave option for 15 or more years of service with the City under Section 511.

444(b) Annual Contributions. For all eligible employees, the Employer shall, for each calendar year in which the employee meets the eligibility criteria in this Section, contribute a flat amount of one thousand dollars (\$1,000) to the employee's 457(b) deferred compensation account or HRA.

444(c) To be eligible for the annual contribution in section 444(b), an employee shall:

1. Not eligible for or, if eligible, have not elected the Special grandfathered option for 11 or more years of service with the City under Section 511(c)
2. Regular, full-time employee;
3. Participant in City's 457(b) deferred compensation plan or HRA plan with an open account capable of receiving contributions;
4. Be continuously employed by City from January 1 through December 31 of the previous calendar year; and
5. Have successfully completed probation prior to the date the contribution is issued.

444(d) One Time Contributions. Employees shall receive, subject to the annual contributions limits in Section 444(e), the lifetime maximum in Section 444(f) and applicable contribution limits established by law, a one-time contribution of one thousand dollars (\$1,000) for each year of service as of December 31, 2025.

444(e) The total amount of City contributions and employee deferrals shall not exceed annual contribution limits established by law.

444(f) The total of all City contributions made to an employee's 457(b) or HRA account under this section, including annual and one-time contributions, shall not exceed a life-time maximum of thirty thousand dollars (\$30,000.00).

444(g) To the extent legislative changes affecting City's ERI and Supplemental Retirement Savings contribution program conflict with any of the provisions of this Article, such changes shall govern.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

450. ASSISTANCE PROGRAMS.

451. Employee Assistance. The City of Luverne recognizes that a wide range of problems, not directly associated with one's job function, can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, neither the efforts of the employee or supervisor have the desired effect of resolving the employee's problems and unsatisfactory performance will continue, either regularly or intermittently.

The City believes it is in the interest of the employee, the employee's family and the City to provide an employee service which deals with such problems. Therefore, it is the policy of the City to handle such problems within the following framework:

451(a) It is recognized that most human problems can be successfully treated, provided they are identified in the early stages and referral is made to an appropriate type of care. This applies whether the problem is one of physical or emotional illness. This may stem from alcoholism and/or chemical abuse, financial, marital, family, legal problems, or other concerns.

451(b) When an employee's job performance or attendance is unsatisfactory, and the employee is unable or unwilling to correct the situation, either alone or with normal supervisory assistance, this is an indication that there may be some cause outside of the realm of the job responsibilities which is the basis of the problem.

451(c) The purpose of this policy is to assure employees that if such personal problems are the cause of unsatisfactory job performance, they will receive careful consideration and an offer of assistance to help resolve problems in an effective and confidential manner.

451(d) Employees are assured that their job, future, and reputation will not be jeopardized if they voluntarily seek help for problems covered by this section. However, to not seek help, ignore, or deny the problem only makes matters worse.

451(e) In instances where it is necessary, sick leave may be granted for treatment or rehabilitation on the same basis as is granted for other health problems (consideration may be given for the use of leave of absence without pay as defined in other sections of this policy.)

451(f) Employees, who have a problem which may affect work performance are encouraged to seek competent professional help and advice.

451(g) Listed below are some agencies through which employees and/or their dependents may seek assistance. These agencies are not affiliated with or endorsed by the City and are listed only for your convenience.

- Southwest Mental Health Center (507-283-9511)
- Nobles/Rock Health Services (507-283-9533)
- Family Service Agency (507-283-9507)
- Alcoholics Anonymous (507-537-1777)
- Al-Anon (212-302-7240)
- Keystone (605-335-7711)
- New Life Treatment Center (777-4321)
- MN Family Planning – VD hotline (1-800-752-4281)
- Christian Counseling Services (605-336-6999)
- Southern MN Regional Legal Services (1-800-233-0023)
- Western MN Legal Services (1-800-622-7771)
- Childcare Resource & Referral (1-800-658-2444)
- Veterans' Service Office (507-283-8092)
- Your Pastor or Another Church's Pastor

451(h) Employee's problems causing unsatisfactory job performances will be handled in a forthright manner within the City's established health and personnel procedures, and all records will be preserved by law in a high degree of confidence.

451(i) Employees referred by their supervisor may be requested and required by the City to secure adequate medical, rehabilitative counseling, or other services, as may be necessary to resolve their problems that can or could affect their work.

451(j) It will be the responsibility of the employee to comply with the referrals for diagnosis of his/her problem and to cooperate and follow the recommendations of the diagnostician or counseling agent.

If the employee refuses to accept diagnosis treatment, or fails to respond to treatment, and the result of such refusal or failure is such that the job performance could continue to be affected, appropriate disciplinary action, including termination, will be taken. Implementation of this policy will not require or result in any special regulations, privileges, or exemptions from the standard practices, policies, and job performance requirements.

451(k) Since employee work performance can be affected by the problems of an employee's spouse or other dependents, the employee is encouraged to utilize competent professional services for his/her family, as well.

451(l) The employee and family are financially responsible for the above programs. However, financial assistance many times is available through other programs, including City insurance benefits.

452. Educational Assistance. In order to develop further skills and self-improvement, as well as provide educational opportunities to employees for succession planning that will benefit the City organization, the City will provide financial assistance to all full-time regular employees who continue formal study in areas directly related to their present position as well as more senior positions in their department, provided such courses are approved in advance. This includes associate degrees and accredited college diplomas.

452(a) Tuition assistance will be made for tuition, required books/e-books, registration, and laboratory fees. Cost of time, mileage, or other expenses will not be included.

452(b) One hundred percent (100%) tuition refund will be made upon completion of the approved course with a satisfactory grade, C or better or a "Pass" grade in a Pass/Fail class.

452(b-1) Failure to receive satisfactory grade, C or better, will nullify any payment.

452(b-2) Reimbursement will not be made for courses not completed or courses where payments are received by the employee from another agency (e.g. GI Bill, education grant, etc.)

452(c) The program will apply to accredited colleges, technical colleges, certain vocational institutions, and other specialized training programs.

452(d) Courses must be taken other than during normal working hours.

452(e) Individual tuition assistance refunds may not exceed \$5,000 per calendar year.

452(f) The City may make payments toward the student loan debt of eligible employees to encourage recruitment and retention of qualified personnel. The City Administrator may approve student loan assistance payments of up to \$5,000 per calendar year that must be applied to the outstanding principal on the student debt. The payment will be made in January to eligible employees who were employed by the City of Luverne the entire previous calendar year. Copies of education loan statements must be provided to the City Administrator to verify outstanding student loan amounts and verify that all required payments have been made prior to approval of the tuition assistance payment.

452(g) Application for educational assistance must be completed and approved by the department head and the City Administrator prior to taking a course. Application may be obtained from the Operations/HR Manager.

452(h) Annually, in February, the City Administrator will prepare a report to the Council summarizing the amount of Educational Assistance provided to City employees in the past twelve months.

452(i) Employees are eligible for only one type of education reimbursement each calendar year and may not exceed an annual limit of \$5,000.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

453. Training and Career Development. The City is committed to the training of its personnel on a continual basis. This includes both on-the-job training and classroom study.

453(a) Each new regular employee will have a brief orientation session at the time of his/her hiring conducted by the Operations/HR Manager and/or the department head.

453(a-1) The Personnel Policy Handbook, the Safety and Loss Prevention Manual, and other information will be given to the employee through HRIS onboarding.

453(a-2) Other major policies, rules, benefits, etc. will be given to the new employee during the orientation session.

453(b) Department heads have accountability in seeing that new employees are properly trained as to job knowledge and department regulations as well as safety rules and regulations. The department head may assign direct responsibility to another employee who will train the new person. New

employees are expected to review this policy and other written materials that relate to their position. Questions should be addressed to the employee's supervisor or the Operations/HR Manager.

453(c) The City will provide training programs, in-house workshops, and other seminars which it feels will better inform the employee in their field of work or in the continuity of the general operation of the City. Although the City encourages training aids, programs, and workshops, the primary responsibility for the accomplishment of training rests with the employee through self development efforts.

453(c-1) Employees are expected to accept and request coaching and training.

453(c-2) Employees are also expected to assist less experienced employees as warranted by the situation or as required.

453(c-3) Employees are expected to initiate and be receptive to new ideas and processes which will enhance working conditions and job performance.

453(d) Training is an ongoing function and must have the full attention of both the employee and department head.

453(e) Upon completion of attending a training workshop and/or school, employees will be required to complete a written and/or oral report as may be required by the City for review and comment. A copy of which will be placed in the employee's personnel file.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

460. GROUP LIFE INSURANCE.

The City shall provide and participate in a group life insurance employee benefit programs for all full-time employees. The City will contribute 75 percent of the monthly premium for a \$10,000 life insurance policy and the employees will contribute 25 percent of the monthly premium.

470. WELLNESS PROGRAM.

The City values the health and wellness of employees and their families and agrees to provide employees and their families a benefit associated with the use of Luverne Aquatics and Fitness. The City shall pay an amount equal to one hundred percent of the cost of a single combined membership for each full-time employee, half of the cost of a single combined membership for each volunteer firefighter and an amount equal to twenty percent the cost of a single combined membership for each part-time employee. This membership may be applied

toward the purchase of a combined membership, pool membership, or fitness membership for either single or family at the City-owned pool and fitness center.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

SECTION 500. LEAVES OF ABSENCE.

510. SICK LEAVE.

Source: Personnel Policy
Effective Date: 11-12-91

511. Accumulation of Sick Leave. Sick leave is paid time off to full-time employees. Full-time employees are eligible to use sick leave time as it accrues. Sick leave shall accrue on the following basis:

511(a) Full-time employees shall accrue 3.70 hours of sick leave per pay period, pro-rated for hours worked. Effective January 1, 2026, maximum accumulation of sick leave shall be limited to 800 hours.

- No additional sick leave will accrue until the employee's balance falls below 800 hours, at which point accruals will resume.
- There shall be no payout for accrued and unused sick leave upon separation from employment for any reason.

511(b) Part-time employees or any employee filling a temporary or seasonal position shall not accrue or use sick leave.

511(c) Full-time employees with 11 years or more of service with the City as of December 31, 2025 will have a one-time irrevocable option within 30 days of the effective date of this section to elect option A or B:

A. Supplemental Retirement Savings Contribution (457(b)) or HRA under Section 444;

OR

B. Special grandfathered sick leave option for full-time employees with 11 or more years of service with the City

1. Employees who elect this option will accumulate 3.70 hours of sick leave each pay period, pro-rated for hours worked. Maximum accumulation of sick leave shall be limited to 1,056 hours for full-time employees; AND

2. An employee retiring or leaving employment with the City who elect the special grandfathered option shall convert all accrued and unused sick leave at the time of his/her retirement/resignation and at their current rate of pay to the Health Care Savings Plan (HCSP) administered by the Minnesota State Retirement System (MSRS). Upon an employee's death, contributions owed but not yet paid to the HCSP will be paid in cash to the employee's estate or spouse. Per Minnesota Statutes 352.09, the employer will set up and administer the

program as defined and determined by BSRS. MSRS shall provide investment services, record keeping, benefit payments, and other functions necessary for administration of the Plan. MSRS will make available a list of investment options and each employee may decide on how his/her contributions to the Plan are invested.

Full-time employees with 11 years of experience or less as of December 31, 2025 shall receive the Supplemental Retirement Savings Contribution (457b) under Section 444 and shall not receive any payout for accrued and unused sick leave.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

512. Sick Leave Use.

Sick leave may be used as it is accrued in the smallest increment of time tracked by the City's payroll system (15-minute increments) for the following circumstances:

1. 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 medical or health care, or
 - Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member
2. 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
3. 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

4. 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
5. Closure of the employee's place of business due to a weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.
6. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Public Emergency or Weather Event Exception

Employees are not eligible to utilize leave for the purposes listed under Earned Sick and Safe Time Act, Minn. Stat. 181.9447, subd. 1, clause (4), if the employee's preassigned or foreseeable work duties during a public emergency or weather event would require the employee to respond to such an emergency or event. Non-permitted leave purposes applicable to this section are: closure of the employee's workplace due to weather or other public emergency, or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency.

For sick 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 (in the place of a parent)
- Sibling, step sibling or foster sibling
- 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
- 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 (January 1-December 31) designated by the employee

512(a) Up to the point of maximum recovery, sick leave may be granted in the event of a worker's compensation injury or incapacity chargeable only to city employment, and then only in an amount necessary to keep the employee approximately whole as to his/her last normal (without overtime) paycheck.

512(b) Sick leave may be granted to employees who become disabled and unable to perform their regularly assigned work duties as the result of a non-work related accident or injury, but only in the amount of hours necessary to keep the employee approximately whole in comparison to his/her last normal (without overtime) take-home paycheck.

512(c) In no event will sick leave be granted for time off due to an injury or incapacity which is partially chargeable to a current or past employer of the employee or any authorized or unauthorized trade or business conducted by the employee either past or present.

513. Improper Use of Sick Leave. Employees who use sick leave without just cause for any purpose other than for which it is intended will be terminated from City employment. Reporting in sick when not truly sick or for reasons other than provided in Section 512 of this policy is a very serious offense.

514. Sick Leave Notice and Documentation. When the need for sick leave is foreseeable, employees must notify their manager within seven days' of the leave. In the event the need for leave is unforeseeable, employees must notify their manager as reasonably required by the City. An employee is expected to report the absence to the appropriate supervisor within one (1) hour after the employee's starting time, unless departmental policy requires prior notification. If an employee is hospitalized and/or unable to communicate, a spouse or relative may call in on a daily basis and keep the supervisor advised of the employee's status. Sick and safe leave may not be approved unless such report has been made. An employee on an approved leave of absence (such as an approved FMLA leave) is not required to provide notice on a daily basis.

When an employee uses sick leave for more than two consecutive scheduled work 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, sick 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. An illness beyond three (3) days may be considered a serious health condition and may require FMLA leave. Beyond three (3) days, an employee should contact the Human Resource Department. The City may require information or documentation when an employee uses ESST to comply with other state or federal laws (i.e., FMLA, OSHA, worker's compensation, etc).

The documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by Earned Sick and Safe Time.

City will not require an employee using sick leave to find a replacement worker to cover the hours the employee will be absent. However, this is not meant to limit employees who choose to voluntarily seek a replacement staff member or trade shifts to cover their sick leave absence.

515. Sick Leave Donation. In the event of a serious issue affecting an employee, or their immediate family member, and the employee has exhausted all available sick leave and vacation, fellow employees shall be allowed, at their discretion, to donate, one time per employee in need, up to 40 hours from their sick leave accumulation and/or up to 40 hours from their vacation leave accumulation in increments of whole hours. The donated hours used by an employee shall be paid at the regular rate of pay of the employee in need.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

516. Retaliation Prohibited. The City shall not terminate, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Sick leave rights, requesting a sick leave absence, or pursuing remedies. Further, use of Sick 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 Sick leave.

If an employee believes they have been retaliated against or improperly denied sick leave rights under law, they can follow the City's grievance procedure, file a

complaint with the Minnesota Department of Labor and Industry or pursue a civil action.

Source: Resolution 51-23
Effective Date: 12-19-2023

520. EXTENDED LEAVES OF ABSENCE.

Extended leaves of absence shall only be granted by the City Administrator. If an employee, due to an extended period of illness or other legitimate reason, shall have used all his/her sick, vacation, ESST, compensatory and PFML leaves, this section may apply. The City reserves the right to determine by medical, psychiatric, or other professional opinion the ability of the employee to maintain his/her present position and the likelihood of the employee's ability to return to work. Such leave shall be granted for a specific period of time, but not exceed the term of six months. In the event the City, in its sole opinion, determines that:: the employee may not return to work in a timely manner; or the employee may, in all likelihood, never be able to fulfill his/her normal work duties; or the granting of such leave would in any manner seriously impair the ability of the City to perform necessary functions and/or seriously hamper the ability of the City to find a temporary replacement for the employee, the City may refuse to grant such extended leave of absence.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

530. MINNESOTA PAID LEAVE POLICY.

530(a). Purpose

This policy is established to comply with the Minnesota Paid Leave Law, which establishes a public insurance program administered by the Minnesota Department of Employment and Economic Development ("DEED"), providing eligible employees with paid leave for family and medical reasons beginning January 1, 2026 ("MPL"). The City of Luverne ("City") provides MPL benefits to eligible employees through an approved equivalent plan administered by City's designated MPL insurance carrier instead of through DEED. This plan provides time off, payments, and job protections that are equal to or greater than those offered under the Minnesota Paid Leave Law. The MPL plan is funded by premium contributions payable to City's designated MPL insurance carrier and split between employers and employees pursuant to Minn. Stat. sec. 268B.14, subd. 3.

530(b). Employee Application and Eligibility

To apply for MPL benefits, employees must apply with the City's designated insurance carrier Madison National Insurance in following ways:

1. Call the contact center at 866-253-7201 to submit your claim.
2. Online at Mnlpaidleave.com

Employee eligibility based on such application is determined solely by the City's designated MPL insurance carrier.

530(c) Employee Notification Required

Employees must provide the City with at least thirty (30) days' notice before their MPL begins if the need for leave is foreseeable. If the leave is not foreseeable, employees must notify the City as soon as possible.

If the employee does not provide the City with at least thirty (30) days' notice when the need for leave is foreseeable, the employee must explain why it was not possible or practicable upon request from the City.

In addition, employees are required to comply with any and all City policies and procedures for requesting leave, including but not limited to: sick, vacation, compensatory time, and ESST. Employees that fail to comply with relevant City policies and procedures are subject to discipline, up to and including termination from employment.

530(d) Certification and Documentation Requirements

Employees seeking MPL benefits are required to provide copies of any certification of eligibility or other relevant medical documents to the Operations/HR Manager on the same day that they are submitted to the City's designated MPL insurance carrier for MPL benefit consideration.

530(e) Intermittent Leave

Employees taking intermittent MPL are required to provide the City with a schedule of the workdays the employee needs off as soon as possible. Employees taking intermittent leave must make a reasonable effort to schedule the intermittent leave.

Consistent with other forms of leave provided by the City, employees may take intermittent leave in increments of one calendar day. If eligible for intermittent leave, the City allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MPL provided the continuous leave does not exceed the maximum amount of MPL allowed by law.

530(f) Concurrent Leaves

Employees taking MPL, whether intermittently or continuously, that are concurrently eligible for Family and Medical Leave Act ("FMLA") and/or pregnancy/parenting leave under Minn. Stat. sec. 181.941 will automatically be placed on such leaves to run concurrently with MPL.

530(g) Supplemental Benefits

Employees are permitted to use their available paid leave time as a supplemental benefit while on leave under MPL.

530(h) Health Insurance

Employees taking MPL will continue to be covered under the City's group health insurance plan under the same conditions and at the same level of City contributions as would have been provided had they been continuously employed during the leave period. Employees are responsible for their portion of premiums due on the coverage. Employee premiums must be paid to the City by the end of the month for the succeeding month's premium via check or cash made out to the City.

530(i) MPL Fraud

An employee is guilty of theft if they obtain or attempt to obtain benefits to which the individual is not entitled. Reporting false information to City's designated MPL insurance carrier and/or the City will be cause for discipline, up to and including termination.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

540. MILITARY LEAVE.

Leaves for military duty will be granted in accordance with Minnesota Statutes, Section 192.26 to 192.261.

550. JURY DUTY.

550(a) All employees are entitled to an unpaid leave of absence for required jury duty. Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty.

550(b) Court Appearances

Employees will be paid their regular wage to testify in court for City of Luverne-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City of Luverne employment, minus mileage reimbursement, must be turned over to the City of Luverne.

550(c) Victim or Witness at Criminal Trial 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.

560. SCHOOL CONFERENCE LEAVE.

Any employee may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation leave hours for this absence but are not required to do so.

570. MINNESOTA PREGNANCY AND PARENTING LEAVE.

All employees are entitled to take an unpaid pregnancy and/or parenting leave of absence under the Minnesota Women's Economic Security Act (WESA). Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with the birth or adoption of a child, are eligible for up to 12 weeks of unpaid leave. Any paid or unpaid leave taken for prenatal care medical appointments will not count toward the 12-week leave.

Additionally, leave under this section must begin within twelve months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice, which is at least 30 days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

570(a) Interaction with Other Laws and Paid Leave

Leave under this section runs concurrently with FMLA when the leave is for the same purpose.

Additionally, employees may choose, but are not required, to use any accrued vacation leave, compensatory leave, Sick Leave/Earned Sick and Safe Time leave during this leave. When the employee is also receiving MN Paid Leave benefits, the combined weekly sum of MNPL benefits and any city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact Operations/HR Manager.

570(b) Job Reinstatement

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage, including any employer contributions toward the benefits, will continue while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, provided the employee continues to pay any employee share of the cost of the benefits. The city will inform employees of their parental leave rights at the time of hire and when an employee makes an inquiry about or requests parental leave.

571. FAMILY AND MEDICAL LEAVE.

571(a) Eligibility. To qualify to take Family and Medical Leave Act (“FMLA”) leave under this policy, an employee must meet all the following conditions:

- Have worked for the city for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the city will not consider any service seven years prior to the employee’s most recent hire date.
- Unless the break was due to National Guard or Reserves military service obligation.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (“FLSA”) determine the number of hours worked by an employee. The 1250 hours include only on-the-clock hours worked and do not include leave, PTO, or vacation hours.

571(b) Types of Leave Covered by FMLA. Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member’s active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

571(c) Definitions

- “Spouse” does not include domestic partners or common-law spouses.
- “Caring for” a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties. An eligible “child,” with some exceptions, is under 18 years of age.
- An eligible “parent” includes a biological parent or a person who stood in the place of a parent.
- “Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:
 - Hospital Care: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;

- Pregnancy: Any period of incapacity due to pregnancy, prenatal medical care or childbirth;
- Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- Chronic Conditions Requiring Treatments: An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;
- Permanent/Long-Term Conditions Requiring Supervision
- Multiple Treatments: Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider

571(d) Length and Amount of Leave. The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated measured forward from the employee's first day of leave taken.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

571(e) How Leave May be Taken. FMLA leave may be taken for 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced work schedule. In all cases, the leave may not exceed a total of 12 work weeks.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a family member with a serious health condition. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the city's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the city may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the city's approval.

570(f) Procedure for Requesting Leave and Notice. All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to the Operations/HR Manager.

When the need for the leave is foreseeable, the employee must give verbal or written notice to their supervisor at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

If an employee fails to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay, the leave may be denied until thirty (30) days after the employee provides notice.

The city requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

570(g) Certification and Documentation Requirements. For leave due to an employee's serious health condition or that of an employee's family member, the city may require the completion of a Medical Certification form by the attending physician or practitioner as allowed by law. The form must be submitted by the employee to the Operations/HR Manager within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the FMLA leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform their duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the city or if the circumstances regarding the leave have changed. Additionally, recertification may be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

570(h) Second and Third Medical Opinions. The city may require an employee obtain a second opinion from a provider which the city selects. If necessary to resolve a conflict between the original certification and the second opinion, the city may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

570(i) Annual Medical Certification and Recertification. Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the city will require employees to provide a new medical certification in each subsequent leave year.

570(j) Reinstatement. Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

570(k) Group Health Insurance and Other Benefits, Concurrent Leave and Substitution of Paid Leave. Group Health Insurance: An employee granted leave under this policy will continue to be covered under the city's group health and dental insurance plan under the same conditions and at the same level of city contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the city.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. arranged to write a check every 30 days for the duration that the employee may be out;
3. be postpaid after the leave has ended in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

If there are changes in the city's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

570(l) Interaction with Other Laws and Benefits:

FMLA will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: Minnesota Paid Leave (MNPL) or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave.

If you are receiving MNPL or STD benefits while you are out on FMLA, you may be able to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and employer-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact Operations/HR Manager.

Rights to additional continued benefits will depend on whether leave is paid or unpaid. Employees may choose, but are not required, to use disability leave benefits (short-term disability or long-term disability), accrued vacation, compensatory time, Sick Leave/Earned Sick and Safe Time leave benefits concurrently with FMLA.

570(m) Failure to Return to Work after FMLA. Except when the employee is also receiving MN Paid Leave benefits, under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the city may require the employee to repay the portion of the monthly cost paid by the city for group health plan benefits. The city may also require the employee to repay any amounts the city paid on the employee's behalf to maintain benefits other than group health plan benefits.

570 (n) FMLA – Qualified Exigency and Military Caregiver Leave

1. Qualified Exigency

Eligible employees whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

2. Military Caregiver Leave

An employee eligible for FMLA leave who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which they are undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

3. Definitions for this section

- A “son or daughter of a covered servicemember” means the covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
- A “parent of a covered servicemember” means a covered servicemember’s biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”
- The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- “Covered active duty” means:
 - o “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
 - o “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the

Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.

- “Covered servicemember” means:
 - o An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness”; or
 - o A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
- “Serious injury or illness” means:
 - o In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
 - o In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of their office, grade, rank or rating.

4. Amount of Leave—Qualified Exigency

An eligible employee can take up to 12 weeks of leave for a qualified exigency under the FMLA.

5. Amount of Leave—Military Caregiver

An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered

servicemember during this “single 12-month period,” the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

6. Certification of Qualifying Exigency for Military Family Leave

The city will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

7. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The city will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

575. Bone Marrow/Organ Donation Leave. Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the city, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The city may require a physician’s verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting bone marrow or organ donation leave rights or remedies.

580. ELECTIONS/VOTING.

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off with pay for purposes of serving as an election judge, provided the employee gives the city at least twenty days written notice, including

a certification from the appointing authority stating the hourly compensation to be paid the employee for service as an election judge and the hours during which the employee will serve. The city may reduce the wages of an employee serving as an election judge by the amount paid to the election judge by the appointing authority during the time the employee was absent from the place of employment.

Thus, employees will be paid the difference between their pay as an election judge and their regular rate of pay for their normal workday.

The city reserves the right to restrict the number of employees absent from work for the purpose of serving as an election judge to no more than 20 percent of the total work force at any single worksite.

All employees eligible to vote at a Local or State primary or general election, or in a Presidential primary or general election, 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.

Employees may be absent from work without penalty or deduction from salary or wages for the time necessary to vote to include voting during the period allowed for voting in person before election day.

590. UNPAID LEAVE.

If an employee has utilized all accrued leave time, leave without pay for reasonable and short periods of time (1 day or less) may be granted to attend to essential personal affairs provided it is requested a reasonable time in advance and does not unduly interfere with the operation of the City.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

599. ABSENCE WITHOUT LEAVE.

All employees not on an authorized leave are expected to promptly report for work at the normal, regular, or scheduled time. An employee who cannot show up for work for any reason must give at least 30 minutes of advance notice to his/her department head along with an acceptable reason for such absence. Failure of an employee to comply with this regulation shall, without good cause for such noncompliance, result in immediate termination.

SECTION 600. SEPARATION.

610. EMPLOYMENT AT – WILL.

Any employee may be terminated, voluntarily or involuntarily, at any time with or without cause provided; however, subject only to applicable law (including the City Charter and City Code), labor contract, employment contract, or other valid written agreements.

615. SEPERATION FROM EMPLOYMENT.

Any employee who is absent for two consecutive days without properly notifying the City, or who fails to comply with any condition of a leave of absence, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, as consistent with applicable law.

Source: Resolution No. 60-21
Effective Date: 12-22-21

620. COMPENSATION DUE.

Upon separation, the pay due for an employee shall be calculated based on hours worked times the hourly pay rate. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is currently earning at that time. For salaried employees, the hourly rate shall be based on the annual salary divided by 2,080 hours and, in no event, the pay due be more than eight hours per normal business day and 40 hours per normal work week unless otherwise approved by the City Administrator. All severance pay may be processed as an out-of-cycle payroll in accordance with applicable rules and regulations as authorized by the City Administrator.

Source: Resolution No. 25-23
Effective Date: 06-13-2023

630. SEVERANCE PAY.

An employee retiring or leaving employment with the City shall covert all accrued and unused sick leave at the time of his/her retirement/resignation and at their current rate of pay to the Health Care Savings Plan (HCSP) administered by the Minnesota State Retirement System (MSRS). Per Minnesota Statutes 352.09, the employer will set up and administer the program as defined and determined by MSRS. MSRS shall provide investment services, record keeping, benefit payments, and other functions necessary for administration of the Plan. MSRS will make available a list of investment options and each employee may decide on how his/her contributions to the Plan are invested.

Source: Resolution No. 57-02/63-02

640. LEAVE PAY.

Non-exempt employees wishing to leave City service in good standing must provide a written resignation notice to their supervisor, at least fourteen (14) calendar days prior to the effective date of termination (except in cases of death). Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation. Employees who leave the employ of the City in good standing by retirement or resignation will receive pay for 100 percent of unused accrued leave (i.e. vacation, floating holiday).

Source: Resolution No. 21-26
Effective Date: 07-28-2026

650. BONUS PAY.

As an incentive for continued City employment and in recognition of the efficient service provided by City employees, the City shall make annual bonus pay payments as detailed below.

Source: Resolution No. 8-93
Effective Date: 2-22-93

Any regular employee terminating employment in good standing during the calendar year who would be qualified to receive bonus pay for the calendar year in following December shall receive bonus pay on a pro-rata basis in an amount equal to the number of complete calendar months the employee worked during the calendar year divided by twelve and the result then multiplied by the amount of bonus pay the employee would have received in December had the employee not terminated. To receive bonus pay, terminating employee must give prior notice of their termination as required for the payment of accrued and earned vacation.

Source: Personnel Policy
Effective Date: 11-12-91

660. INSURANCE CONTINUATION.

Certain State and Federal laws allow employees and their eligible family members to continue purchasing the City's group health, dental and life insurance after the employee leaves City employment or reduces their hours below benefit earning levels. This purchase is at the employee's own expense and is known as "insurance continuation."

“COBRA” stands for Consolidated Omnibus Budget Reconciliation Act of 1985. Generally, this federal law and Minnesota state law allow health, life and dental insurance continuation for up to 18 months. In some instances, the federal law allows an employee and eligible family members to continue health and dental insurance for 29 or 36 months.

Employees are notified of their rights to continue insurance when they are first hired and again when they separate from employment or reduce hours below benefit earning levels. These notices contain detailed information about COBRA and specify who is eligible to continue coverage and for how long. Certain circumstances may warrant sending additional COBRA notices.

670. GROUP HEALTH INSURANCE-RETIREES.

If an employee is retiring and is eligible for a retirement annuity from a Minnesota public retirement plan (such as PERA), or is receiving disability benefit or an annuity from a Minnesota public pension plan (such as PERA) other than a volunteer firefighter plan, or who has met age and service requirements necessary to receive an annuity from such plan, the employee may remain on the City’s group health insurance program that the employee participated in immediately before retirement indefinitely, at their own expense, provided the employee continues to reside within the health service area. When the former employee reaches 65, the City may transfer the former employee and covered dependents to a non-active employee pool. This “indefinite” continuation is made available under Minnesota Statute 471.61, which is also known as “Chapter 471”, as amended from time-to-time.

Retiring employees who wish to continue purchasing insurance coverage through the City will be asked to elect their continuation through their eligible benefit continuation period, generally through COBRA or through Chapter 471. Generally, COBRA election lasts 18 months (or in some instances 29 or 36 months) and Chapter 471 allows the retiree to continue purchasing insurance coverage indefinitely.

SECTION 700. SAFETY.

All employees are required to conduct their work in an efficient and safe manner.

710. SAFETY MANUAL.

For a full explanation of safety policies and procedures, refer to the *City of Luverne Safety and Loss Prevention Manual*. The Safety and Loss Prevention Manual, as amended from time to time, is hereby incorporated in this section by reference. A current copy of the manual is maintained in the City Clerk’s office

for your reference. In addition, employees are deemed to be professionals at their trades and are required to utilize common sense and safety practices that are common and accepted by professionals of such trades.

720. ACCIDENT REPORTING.

It is mandatory that an employee report any injury, accident, or near-miss to affected Supervisor immediately. Supervisors will complete the *Supervisor's Report of Accident / Near-Miss* and are responsible for reporting to the Finance Director who will be responsible for reporting the accident/ near-miss to the City Administrator.

Source: Resolution No. 49-05
Effective Date: 12-1-05

730. SAFETY EQUIPMENT.

The City provides numerous items of safety equipment or protection devices which must be use when needed and required. Carelessness, failure to use safety equipment, or any other acts which may endanger the employee or other individuals are very serious violations and may result in an immediate termination of the offending employee. Safety equipment purchased by the employer is for work use only.

Source: Resolution No. 54-99
Effective Date: 12-27-99

740. ANNUAL EVAULATION.

The safety program will be evaluated annually. The evaluation team will be the City Administrator, Safety Director, Division Heads, and may include other recommended personnel. The evaluation team will review the OSHA Safety Log, Accident Reports, Inspection Reports, and other relevant documents. Providing a safe place to work, the proper protective equipment, and a work environment conducive to safe practices is a primary and major concern of the evaluation team.

SECTION 800 RESERVED

SECTION 900. GENERAL.

910. UNLAWFUL ACTS.

Any employee conducting, participating, failing to report to an appropriate superior, or in any other manner aiding or abetting a dishonest, illegal, immoral, or discriminatory act against or affecting in any manner the City or any individual connected with the City, shall be immediately terminated and if appropriate, prosecuted under law for such act.

911. Conflicts of Interest, Kickbacks, etc. No employee or official shall have a direct financial interest, in any contract with the City in which the official or employee has authority or input on the establishment of the sale or contract terms; or be financially interested in any manner or mode in the sale to the City of land, materials, supplies, or services unless prior thereto the City Council grants a specific exception on a case-by-case basis and after a complete disclosure of the employee's total financial interest. All elected officers, appointed authorized board members, and key administrative employees must annually complete a conflict of interest disclosure.

920. OUTSIDE EMPLOYMENT.

No regular employee or full-time beginning employee shall accept outside employment whether it be part-time, temporary, or permanent without prior written authorization from the City Administrator. The City Administrator may deny the request for outside employment when said outside employment would conflict or interfere, or is likely to conflict or interfere, with the employee's municipal service. Regular and full-time beginning employees' employment with the City must be primary. Employees must be available for call back, overtime and other work hour changes, and make necessary advance arrangements with outside employers.

930. POLITICAL ACTIVITY.

No employee shall use City-paid employment time, his/her official position with the City, or City facilities to conduct any election, campaign, political party, outside organization, or private activities. In all other respects, political activity shall be governed by Minnesota law. For the purpose of Minnesota Statutes 43A.32, all employees shall be deemed to be in the "classified service."

Source: Resolution 23-00
Effective Date: 8-14-00

940. USE OF CITY PROPERTY.

City machinery, equipment, and property is procured and maintained for the sole and exclusive use of the City. No employee may use any city machinery, equipment, or property for personal purposes without reasonable payment promptly made to the City as in the case of rentals, leases, or sales to other city residents or customers.

It shall be the duty of any employee to report to his/her department head any such personal use, prior to such use, at which time a reasonable charge will be determined and approved by the City Administrator if none formally exists. No charges shall be made in any case where the City does not incur any direct or indirect cost or charge through depletion or depreciation of City supplies, machinery, equipment, or other property.

950. TRAVEL.

951. Travel Authorization. Authorization to travel is necessary for all City employees traveling beyond the Luverne area (Rock County) to attend meetings, conferences, and workshops relating to City business. Plans must be made allowing enough time in advance of the travel date to receive the necessary approval from a supervisor and make necessary travel arrangements. All travel requests and reimbursements must be submitted through the HRIS and approved as follows:

951(a) Submit the travel request through the HRIS, including the purpose of travel, destination, dates, expenses and other required information.

951(b) The employee's supervisor shall review and approve the travel request and reimbursements through the HRIS. The request is then routed to the City Administrator, if out of state.

952. Other Travel Outside City. Repealed.

953. Expense Reimbursement. Employees are eligible for reimbursement of the previously authorized expenses incurred for City business purposes. The following procedure must be followed to receive the reimbursement:

953(a) The expense process in HRIS must be submitted for any City business related expenses incurred by an employee.

953(b) An employee required to be away from home overnight for City business purposes will be reimbursed for the necessary lodging, meals, and transportation expenses incurred based on the approved expenses.

953(c) Reimbursement for any overnight lodging shall not exceed the actual hotel or motel room costs and must be documented by an itemized receipt.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

953(d) Reimbursement for meals shall be reasonable and customary when there is an overnight stay involved but in no event shall exceed the Standard Meal Allowance established by the IRS and the U.S. General Services Administration for the travel location. The cost of a meal includes tax and a reasonable gratuity (up to 20 percent). Individual meal costs must be shown on each expense form and documented by an itemized receipt. Employees attending conventions may exceed above maximum reimbursement for meals when such meals are part of the convention program and not a part of the registration fee. Any deviation must be paid for by the employee or approved by the City Administrator.

Source: Resolution No. 37-14
Effective Date: 07-08-14

953(e) No reimbursement shall be made for alcohol, tobacco, or other nonessential or personal expenses of an employee.

953(f) Additional reimbursement will be made to the employee for meeting registration fees, parking, and other necessary miscellaneous expenses incurred and must be documented by an actual receipt.

953(g) Personal transportation provided for City purposes with other than car or pickup will be compensated at the current market rate for such equipment.

Source: Personnel Policy
Effective Date: 11-12-91

953(h) Mileage for use of personal vehicles shall be at the IRS approved rate of mileage reimbursement. Insofar as practical, mileage shall be reimbursed on the basis of mileage from the address of the employee's starting location to the address of the final destination calculated by a reputable online mileage calculator plus any local mileage traveled by the employee necessary to conduct City business.

Source: Resolution No. 37-14
Effective Date: 07-08-14

953(i) Reimbursement will be considered for meal expenses of employees within the City when accompanied by a written explanation describing the expenditure and necessary City business purpose. A sworn affidavit may be substituted for lost or unavailable receipts and will be subject to verification.

Source: Personnel Policy

953(j) Monthly Mileage Allowance. Employees who are required to use their personal vehicle for city business are provided a monthly mileage allowance not to exceed \$100 per month unless a larger amount is specified by contract or approved by the City. If the employee does not submit a detailed list of dates, miles driven, and business purpose, the mileage allowance does not meet the IRS rules for an accountable plan. Therefore, the monthly mileage allowance is a nonaccountable plan, a taxable wage to the employee at the time of payment and subject to withholdings for Social Security, Medicare, and income taxes. The employer is required to match the Social Security and Medicare contributions.

Source: Resolution No. 38-07
Effective Date: 09-25-07

954. Advance Payment. The City Administrator is hereby instructed and directed to make advance payments for travel only when deemed necessary so as to not be a financial burden to an employee. All advances should be requested by the employee and authorized by the City Administrator. In making payments in advance, however, a maximum of one-half mileage reimbursement amount will be paid. Upon return, the employee must immediately reimburse the City for any overpayment. To eliminate the need for advance payments, the City has credit card(s) that may be obtained from the City Clerk and used for authorized expenses and subject to rules adopted by the City Administrator.

955. General Travel Regulations. The above limitations grant discretion to both the employee and the City. All expenses whether for lodging or meals shall be reasonable and customary for the location and type of travel conducted by the employee. It shall be the duty of all employees to conserve as much as possible in the selection of hotels and eating establishments. When City vehicles are available, the employees shall not use their personal vehicles but shall use City vehicles. When at all possible, carpooling with other employees or employees from nearby cities shall be required.

955(a) The City Administrator may grant variances or waive specific requirements contained in this policy if the nature of the travel, due to unusual circumstances or location or the purpose of such travel, would require such waiver to be fundamentally fair and in the best interests of the City.

955(b) In all respects the Mayor rather than the City Administrator shall authorize and approve travel and the expenses and reimbursements thereof for Council Members and the City Administrator, including the authority to grant variances and waivers for said individuals as provided for in 955, a.

956. Use of City Vehicles. City-owned vehicles are to be used only for city business. Any other use of vehicles must be purely incidental to City business or specifically approved by the City Administrator. Unless in times of extreme

emergency only City employees may drive City vehicles, and all drivers must comply to the following criteria:

- All drivers must be City employees.
- All drivers must be properly licensed.
- All drivers must record drivers license information in the HRIS.
- Persons other than City employees are allowed as passengers only when it is necessary for conducting City business or otherwise authorized by the City Administrator.
- The City Administrator or division head may approve taking City vehicles home during non-working hours when necessary for City business or employees subject to on call or call back.
- Travel outside the City limits with City vehicles must be approved by your department supervisor and “logged in and out” with City Hall staff so it is known where personnel and vehicles are at all times. This does not apply if an employee is in a direct route to and from a City facility.

956(a) When a City vehicle is involved in an accident, the following procedure will be followed:

- Check for injury and possible hazardous conditions.
- Call law enforcement and appropriate emergency help.
- Remain at the scene of the accident until released by authorities.
- Get a copy of “Minnesota Accident Report” from the law enforcement officer in charge.
- Do not admit liability or responsibility.
- Inform a supervisor or City Administrator of the accident and details at the earliest possible time.
- An accident report (See Exhibit I) must be filed with the City Clerk within eight normal working hours of the time of the accident.

956(b) Traffic violations, including parking violations, shall be the responsibility of the employee involved.

960. TELEPHONE PROCEDURES.

Whenever you use the telephone, you become “the City” by what you say and how you say it. When your voice is warm and friendly, when you are courteous and tactful, citizens will enjoy dealing with you and the City.

961. Answering The Telephone. As an employee of the City, please use the following instruction when receiving a call.

- Answer promptly with a smile.
- Use greeting. (Good Morning, Afternoon, or Evening)
- Identify the department and yourself.
- Ask “How may I help you?”.
- Explain when you leave the line, and return promptly. Return to the call by courteously thanking the party for holding, this gives the holding party time to adjust realization you are back from empty space.
- Don’t get in heated arguments. Try to explain reasons for city policy. Short terse answers usually cause aggravation. If need be, refer heated calls to your supervisor.
- If you cannot answer the caller’s question immediately, tell the caller when you will be back and make sure to follow thru.
- Transfer calls only when necessary.
- Give “tactful” explanations for your co-worker’s absence from the office. Be professional.
- Take accurate messages. Repeat names (and spellings if necessary) and return telephone numbers.
- Terminate calls courteously.

962. Making a Call. As an employee of the City, please use the following instructions when placing a call:

- Be sure of the number.
- Plan your call in advance.
- Identify yourself.

Source: Personnel Policy
Effective Date: 11-12-91

970. EMPLOYEE USE OF ALL CITY TECHNOLOGY.

The City of Luverne provides employees with technology to assist them with their job duties. The purpose of this policy is to establish guidelines for employee use of all City technology including but not limited to computer systems, voicemail systems, electronic mail (“e-mail”), the Internet and other information systems. This policy applies to all employees’ use of City technology including use by employees located on City property and off of City property. The goal of this policy is to avoid inappropriate use of City technology and to maintain appropriate security to protect City data and technology. Details regarding computer use are included in the Internal Control & Accounting Policies and Procedures Manual and employees are required to review and follow all policies contained therein. This policy is available to all employees on the City of Luverne intranet.

Supervisor's Responsibility. Managers and supervisors are responsible for ensuring the appropriate use of computers, e-mail and Internet access through training, supervising, coaching and taking disciplinary action where necessary.

Source: Resolution No. 50-17
Effective Date: 12-19-2017

980. PROHIBITING CARRYING FIREARMS AT WORK.

The City of Luverne hereby established a policy prohibiting all employees from carrying or possessing firearms while acting in the course and scope of employment for the City. The possession or carrying of a firearm by employees is prohibited while working on City property or while working in any location on behalf of the City. This includes but is not limited to:

- Driving on City business;
- Riding as a passenger in a car or any type of mass transit on City business;
- Working at City Hall, Public Works, Public Utilities or any other City-owned work site;
- Working off-site on behalf of the City;
- Performing emergency or on-call work after normal business hours and on weekends;
- Working at private residences and at businesses on behalf of the City;
- Attending training or conferences on behalf of the City;

An exception to this policy is that City employees may carry and possess firearms in City-owned parking areas if they have obtained the appropriate permit(s). If a City employee must drive his or her personal vehicle on City business, he or she must unload and fully enclose the firearm in a case, as commonly required for persons without a permit to carry.

When responding to on-call work from home after regular work hours, an employee is prohibited from bringing a firearm in their private vehicle unless the vehicle remains in a parking lot, or the firearm is unloaded and fully enclosed in a case. Violations of this policy are subject to disciplinary action in accordance with the City's disciplinary procedures.

Source: Resolution No. 14-03
Effective Date: 6-9-03

990. CITY-OWNED CELL PHONE USE.

The purpose of this section is to clarify city-owned cell phone use by the employee to ensure safety, effective use of the tax dollar, and to make the employee aware of IRS regulation through a written policy. Cell phones are an effective means of internal, vender and customer service communication, and

are a useful tool for our field and key personnel. The City provided phones are also an employee benefit that needs to be defined.

991. Costs. City cell phones come with a variety of features provided within the package designated by the City. Employees are allowed to use cell phones for incidental and occasional personal use as long as the total minutes do not exceed the package. Any minutes beyond the package will be billed to the individual assigned that cell phone. In return for the City providing an employee a cell phone, the employee will be required to be available 24 hours a day, 7 days a week for emergency contact. Use of additional features such as any roaming charges, text messaging, or any extra feature that may be used at an additional cost to the package purchased by the employer, will be billed to the assigned employee. Employees issued cell phones that have a monthly payment plan will pay all additional charges incurred over \$45.00.

992. Review and Reimbursement.

992(a) The City Administrator shall review all requests for cell phone use to determine if it is necessary and in the best interest of the city for the employee to be provided a cell phone so they are able to receive calls while outside of City buildings.

992(b) Each month the cell phone bill will be reviewed to see if additional charges have been incurred. In the event there are additional charges, the bill will be evaluated to determine if there has been any excessive personal use or if the charges are a result of business use. If the calling plan rate is exceeded because of personal calls made during business and/or non-business hours, the employee shall reimburse the City the dollar value of personal calls that exceed the calling plan rate.

992(c) All additional charges shall be compensated by the employee within one week of being notified of the cost. Bills not compensated for will be deducted from the employee's next payroll check.

992(d) When an employee terminates employment, the Supervisor is responsible for making sure the employee returns the phone.

Source: Resolution No. 38-07
Effective Date: 09-25-07

SECTION 1000. MISCELLANEOUS.

1010. CLARIFICATIONS AND AMENDMENTS.

1011. Amendments. The policies in this handbook may be amended, added to, or deleted from at any time by resolution of the City Council. The City Administrator may adopt emergency changes at any time provided the same are presented and ratified at the next regular meeting of the City Council.

1012. Clarification. The City Administrator may from time-to-time issue administrative rules or other directives to clarify, interpret, explain, or elaborate on the policies contained herein.

1013. Policy Questions. Any questions or comments about this policy should be addressed to a supervisor, the Operations/HR Manager for reference or, if needed, to the City Administrator.

1020. VOLUNTEER ORGANIZATIONS AND ACTIVITIES.

The City encourages its employees to involve themselves in the community and civic organizations of a volunteer nature and, further, recognizes that at times such activities may conflict with the employee's primary city employment. Generally, employees are expected to work in the performance of their duties for all hours which they are paid unless on authorized leave. Employees must use leave time or Volunteer Time Off if they choose to volunteer during normal work hours.

1021. To Volunteer, A Privilege. In no event will compensation be paid for conventions or other activities that are nonessential and not required for the direct delivery of emergency services. Time off with pay for all other reasons will not be granted; however, when properly requested, employees may use vacation time or other authorized leave with or without pay.

1022. Volunteer Time Off (VTO)

1022(a) Purpose

The City of Luverne encourages employees to give back to the community. To support this, the City provides paid Volunteer Time Off (VTO) for eligible employees.

1022(b) Eligibility

All regular full-time employees are eligible for VTO.

1022(c) Benefit

Employees may use up to eight (8) paid hours per calendar year to volunteer with a qualified nonprofit organization or community service activity. Employees may take intermittent leave in increments of 1 hour in one calendar day.

1022(d) Guidelines

1. VTO must be scheduled in advance and approved by the employee's immediate supervisor to ensure operational needs are met.
2. Volunteer activities should align with the City's values and be with recognized charitable or community organizations.
3. VTO hours cannot be carried over to the next calendar year and will not be paid out upon separation from employment.
4. Employees must request VTO in the designated timekeeping system under the appropriate code.

1022(e) Process

1. Employees shall submit a VTO request to their supervisor at least 7 business days in advance, or as soon as practical.
2. After volunteering, employees shall provide documentation or signed note from the qualified organization of the activity to their supervisor.

Source: Resolution No. 21-26
Effective Date: 07-28-2026

1030. SOCIAL EVENTS.

Employees of the City are encouraged but not required to attend authorized City employment social events. Employees are also encouraged to offer suggestions for and to assist in the planning of these events. Social events which have been enjoyed by all in the past years have been city picnics, Christmas parties, and coffee hours in honor of certain employees or on special holidays or events. Employees voluntarily go to and from to attend these events and are responsible for their own actions and not covered by such things as workers compensation.

1040. SOLICITATIONS, COLLECTIONS, DONATIONS.

Because of an ever increasing number of individuals and organizations soliciting contributions, the City has set the following policy for the protection of both the employee and the employer:

1041. Co-Worker Solicitations. Employees are not allowed nor may they interfere with other employees during working hours for the sole purpose of distributing any form of literature, whether it be political, charitable, religious, etc.

1042. Outside Solicitations. Outside agencies or organizations may not solicit or disrupt employees in any city working area unless permission for solicitation

has been granted by the City Administrator. Employees should notify their supervisor if work is being interrupted by solicitation, collections, or donations by unauthorized solicitors.

1043. Employee Related Solicitation. In the event of death or serious illness of an employee or the death of a member of an employee's immediate family, or in the event a special occasion arises such as retirement or employee leaves the City; collections for gifts, flowers, etc. may be conducted provided it does not interrupt normal duties. Employees should not feel obligated to make any contribution unless they so desire.

1050. SAVINGS SECTION.

This policy is subject to the laws of the United States and the State of Minnesota, and the City Charter and City Code.

In the event that any provisions of this policy shall be held to be contrary to law by a court of competent jurisdiction and from whose final judgment or decree, no appeal has been taken within the time provided, such provision shall be voided. All other remaining provisions of this policy shall be deemed severable and continue in full force and effect.

1060. CONFIDENTIALITY.

As an employee of the City, you will acquire information on the affairs of many citizens of the City, business firms, City employees, and other individuals. Discussion of these affairs and information (whether or not classified as public, non-public, private or confidential) with other individuals within or outside the work place for whom the information is not specifically intended or needed is prohibited. Any discussion of other than legally classified public information is a very serious offense, strictly forbidden, and can result in immediate termination and even personal legal actions against an offending employee.

Generally, all employees should encourage confidentiality. Gossip, rumors, and hearsay discourage high employee morale and good community relations, and therefore these activities are strongly discouraged.

**CITY OF LUVERNE
PERSONNEL POLICY ACKNOWLEDGMENT FORM**

I acknowledge that I have received a copy of the City of Luverne Personnel Policy. I understand that it is my responsibility to read, understand, and comply with the policies, procedures, and expectations contained in the policy. I understand that the Personnel Policy may be revised, amended, or updated from time to time, and that I am responsible for following the most current version in effect.

I understand that this acknowledgment does not create a contract of employment and does not alter the at-will nature of employment, if applicable.

I further acknowledge that if I have questions regarding the Personnel Policy, I may direct them to my supervisor or the Human Resources Department.

Employee Name:

Department:

Job Title:

Employee Signature:

Date: