

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

December 22, 2025

No. 25-111

**RESOLUTION MODIFYING THE CITY OF
FALCON HEIGHTS ADMINISTRATIVE MANUAL – SECTION IV –
PERSONNEL POLICY**

WHEREAS, the City of Falcon Heights desires to update its Administrative Manual to incorporate amendments to Section IV, Personnel Policy; and

WHEREAS, effective January 1, 2026, Minnesota Paid Leave (MNPL) will take effect and the City must formally adopt and implement the program in compliance with state law; and

WHEREAS, the City Council adopted a classification and compensation plan on December 10, 2025, and it is necessary to clarify that employee compensation shall be governed by that plan as approved by the City Council; and

WHEREAS, clarification is needed regarding the calculation of overtime and compensatory time, including how hours worked during holiday weeks are treated, consistent with Minnesota law and City practice; and

WHEREAS, the proposed amendments provide limited additional overtime eligibility for non-exempt employees responding to unexpected, supervisor-authorized events during holiday weeks, while excluding situations where work schedules can reasonably be adjusted

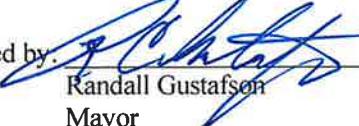
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota, that:

1. Section IV – Personnel Policy of the City of Falcon Heights Administrative Manual is hereby amended to:
 - a. Formally adopt the Minnesota Paid Leave (MNPL) program effective January 1, 2026, including premium cost-sharing between the City and employees;
 - b. Clarify that employee compensation shall be determined pursuant to the classification and compensation plan adopted by the City Council, including eligibility for step increases and cost-of-living adjustments as approved by the Council; and
 - c. Clarify overtime and compensatory time calculations, including how holiday hours are treated when determining overtime eligibility, and authorize enhanced

overtime treatment for unexpected, supervisor-approved events occurring during holiday weeks, as specified in the amended Personnel Policy.

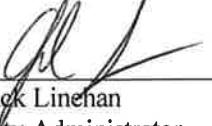
2. These amendments shall take effect as provided within the Personnel Policy, with Minnesota Paid Leave provisions effective January 1, 2026.

Moved by: Meyer

Approved by: 
Randall Gustafson
Mayor

GUSTAFSON
LEEHY
MEYER
WASSENBERG
MIELKE

4 In Favor
0 Against

Attested by: 
Jack Linehan
City Administrator