

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2002-136
RESOLUTION AMENDING PERSONNEL POLICY
TO AMEND VACATION ACCRUAL PROVISIONS

WHEREAS, the current personnel policy adopted by the Lake Elmo City Council on July 20, 1999, amended February 5 and 19, 2002, outlines insurance benefits available to full time employees;

WHEREAS, the current personnel policy contains provisions related to vacation accrual and usage;

WHEREAS, the City Administrator and Finance Director have identified vacation accrual provisions that require clarification, amendment, or elimination;

NOW, THEREFORE, the City Council wishes to amend the personnel policy as follows:

The current section entitled ORIENTATION PERIOD - Benefits During Orientation Period shall be replaced with:

Benefits During Orientation Period

During the first ninety (90) days of the initial orientation period, but not during a promotional orientation period, an employee will not be paid for any absence from work, with the exception of legal paid holidays, use of compensatory time, or as otherwise provided in the employee's hiring agreement. After ninety (90) days of service, an employee will be entitled to retroactive sick leave and vacation leave as of the date of hire. Vacation and sick leave accruals will not be reflected on the employee's pay stub until the first full pay period after completion of the first ninety (90) days of service or as reasonably soon thereafter. Any additional vacation or sick leave accruals provided for as part of the employee's hiring agreement, shall be reflected on the employee's first pay stub or as reasonably soon thereafter and may be used within the first ninety (90) days of service. Group health and welfare benefits generally begin the first day of the month following appointment; however, any waiting periods shall be according to the terms of the specific benefit plans. Clothing allowance, when provided for the position in the Pay Plan, is granted after satisfactory completion of the probationary period. Employees may purchase approved clothing themselves and be reimbursed after satisfactory completion of the probationary period. Thereafter, an annual allowance is made.

The current section entitled VACATION - Termination of Employment shall be stricken.

ADOPTED, by the Lake Elmo City Council on December 3, 2002.



Lee Hunt, Mayor

ATTEST:



Mary Kueffner, City Administrator