

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

AGENDA
April 25, 2007

- A. CALL TO ORDER: 7:00 PM

- B. ROLL CALL: GEHRZ ____ KUETTEL ____ HARRIS ____
 LINDSTROM ____ TALBOT ____
 MILLER ____ KREUSER ____

- C. PRESENTATIONS:
 - 1. Winter 2007 CERT Graduation Ceremony

- D. APPROVAL OF MINUTES: April 11, 2007 **TAB 1**

- E. PUBLIC HEARINGS:

- F. CONSENT AGENDA:
 - 1. General Disbursements through 4/18/07: \$426,472.58
 Payroll through 4/15/07: \$14,032.26 **TAB 2**
 - 2. 2007 Licenses **TAB 3**
 - 3. Step increase for Stacey Kreuser, Assistant City Administrator/
 Deputy Clerk **TAB 4**

- G. POLICY AGENDA:
 - 1. Personnel Policy Amendments **TAB 5**
 - 2. City Code Amendments - Addition of Neighborhood Commission and
 Environment Commission Roles **TAB 6**

- H. COMMUNITY FORUM:

- I. INFORMATION/ANNOUNCEMENTS:

- J. ADJOURNMENT:

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

Regular Meeting of the City Council April 11, 2007

Members present: Mayor Gehrz, Councilmembers Harris, Kuettel, Lindstrom, and Talbot, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser, Pat Conrad, and various City Commissioners.

Mayor Gehrz called the meeting to order at 7:00 p.m.

The minutes of the March 28, 2007 City Council meeting were approved as submitted.

Consent Agenda:

The following three items were moved for approval by Councilmember Kuettel. The motion passed unanimously.

1. General Disbursements through 4/4/07: \$81,617.21
Payroll through 3/31/07: \$14,615.03
2. 2007 Licenses
3. Award 2007 street sweeping contract

Policy Agenda:

1. Amendment #1 to Cooperative Construction Agreement with Capitol Region Watershed District (CRWD)

Administrator Miller began the item by explaining the City entered into an agreement with CRWD in June 2006 for projects relating to stormwater drainage. Falcon Heights, Roseville, St. Paul, along with Ramsey County and CRWD, would pay for two phases of projects. Phase I included infiltration ditches along Arlington and Nebraska Streets, seven rain gardens, and a pond near Hamline and Midway Parkway. Phase II included an expansion of a pond on Como golf course and an underground storage facility near Arlington and Hamline. Miller explained that due to higher than expected bids, roughly half of the project (the underground storage facility and related piping to the golf course pond) has been completed, while the remainder of the project will be completed this year. New bids for the unfinished portion of the project were recently opened by CRWD and the new cost allocation requires the city to increase our contribution. The new amount being requested by CRWD is \$128,936, which is \$29,371 over the original contract.

Councilmember Harris asked why the 10% of engineering is now based on the \$128,000 rather than the original contract amount of \$98,000. Administrator Miller replied that the engineering firm's costs have risen as well, and that engineering is typically 18-20% of the project cost, and Falcon Heights isn't paying what he'd consider a commensurate amount.

Councilmember Harris stated it still didn't seem right and thought it could be a way for the firm to recoup what wasn't in the original contract.

Council member Kuettel stated that generally the administrative costs are based on total project amount.

Council member Talbot asked where the excess funding would be found. Administrator Miller replied from the stormwater management fund, which was relatively healthy. No transfers would be made to make up the additional costs for the project.

Council member Lindstrom stated that from an outsider's perspective the project looked top-notch, including the rain guards at Hamline and the improvements at Como Lake. He added that anything the City could do to increase the water quality would be worth it.

Mayor Gehrz asked why the estimates were lower than the actual bids. Project Representative Pat Conrad stated the main reason was because of the boring necessary through the ski hill on the golf course. Contractors took on a larger liability and higher risk so the bids were higher due to that. He added there were several smaller changes throughout that varied the cost.

Mayor Gehrz said that the projects costs showed St. Paul's, Roseville's, Falcon Heights', and Ramsey County's portion of the increase, but asked what CRWD's proportion was. Conrad replied that 50% of improvements for water quality was CRWD and 100% of some of the additional engineering costs including design, construction observation ran over. He added that many changes were needed in engineering. Also, splitting the project into two phases increased cost.

Council member Talbot wanted to know if there were any more surprises coming down the road in regards to cost. Administrator Miller replied the CRWD would have to come back to council to get approval. Conrad added there'd be no way to see what could happen in the future, however if there was funding leftover it would be refunded to the entities.

Council member Kuettel moved to approve Amendment #1 to Cooperative Construction Agreement with Capitol Region Watershed District. The motion passed unanimously.

2. City Commission Updates

Human Rights:

The commission updates began with the Human Rights Commission and Chair Dan Detzner updating the council on the current members. He stated there were no bias/hate crimes in 2006, which the commission saw as a great success. To keep attuned however, they participated in a tabletop exercise, dealing with specific scenarios. Detzner added that the RACE exhibit at the Science Museum is a proactive effort of the commission, and tickets are being sold at City Hall. All are welcome to a roundtable discussion on Tuesday 17th at 6:30 for those who attend is planned.

Planning:

Chair Rich Rodich read the names of the current commissioners. He stated it was a busy year with the drive-thru ordinance, mobile storage ordinance, and recodification. There were two variances also granted; one for a porch, the other for a fence. Council member Kuettel thanked the outgoing commissioners and welcomed the new.

Neighborhood:

Commissioner Linda Fite listed the current commission members. 2006 was a busy year as they outlined the goals and mission. The commission also held two liaison events, a pandemic flu training, evacuation/shelter-in-place demo, the Treasures of Falcon Heights Tour, damage assessment class, Hurricane Katrina relief efforts slideshow, recruitment for CERTs/liasons at the SE corner, and aided in the CERT tabletop exercise coming up on Apr. 19.

Parks and Recreation:

Commissioner Paula Mielke stated the biggest project for the commission in 2006 was the parks/rec survey and comprehensive plan process to determine programming needs for the future and the future of the Falcon Heights parks. Mayor Gehrz mentioned the commission has openings for new members.

Environment:

Chair Jim Kielsmeier presented the council with the new purpose statement of the commission, listed the recent activities including the Community Garden initiative and the MN Energy Challenge.

Information/Announcements:

Council member Talbot thanked all the commissioners for their hard work over the past year, and said they contributed so much to the quality of life in Falcon Heights. He encouraged applications for the CTV15 scholarships and said the deadline was Apr. 13 at 4:30 p.m. Administrator Miller thanked those who donated to the Falcon Heights food drive.

Mayor Gehrz adjourned the regular meeting at 8:00 p.m.

The Council and Commissioners had a short break and reconvened to a workshop on the comprehensive planning process, where Administrator Miller shared the Comp Plan Steering Committee's survey results on resident sentiment for the future of Falcon Heights. Commissioners asked a few simple follow-up questions of staff.

The workshop ended at 8:40 p.m.

Respectfully submitted,

Stacey Kreuser
Assistant City Administrator/Deputy Clerk

ITEM: **Disbursements and Payroll**

SUBMITTED BY: **Roland O. Olson, Finance Director**

REVIEWED BY: **Justin Miller, City Administrator**

EXPLANATION:

General Disbursements through 4/18/07: \$426,472.58

Payroll through 4/15/07: \$14,032.26

ATTACHMENTS:

- General disbursements and payroll

ACTION REQUESTED:

- Approval

ITEM: 2007 Licenses

SUBMITTED BY: Stacey Kreuser, Assistant City Administrator/Deputy Clerk

EXPLANATION:

The following business has completed a renewal application for 2007 mechanical contractor's license:

- Kevin's Heating and Cooling
- Champion Water Services Inc.
- Center Point Energy MN
- White Bear Mechanical

The following business has completed a renewal application for 2007 tree trimming/removal license:

- All Season's Tree & Snowplowing
- A Top Notch Service, Inc.

ITEM: **Step Increase for Stacey Kreuser, Assistant City Administrator/
Deputy Clerk**

SUBMITTED BY: **Justin Miller, City Administrator**

EXPLANATION:

Deputy City Clerk/Assistant City Administrator Stacey Kreuser recently passed her 18-month employment anniversary with the City of Falcon Heights. Under the current compensation policy, employees are eligible for a step increase after 18 months of employment with the City.

During her tenure, Stacey has become an invaluable member of the City organization by modernizing many of our operations, serving as a friendly first contact for most of our City Hall customers, successfully running City, State and National elections, and most recently taking over supervisory duties of the office assistant position.

REQUESTED ACTION:

Due to her exemplary performance and newly assumed responsibilities, I recommend that the City Council approve a 7% step increase for Stacey Kresuer, Deputy City Clerk/Assistant City Administrator, effective March 15, 2007.

ITEM: Personnel Policy Amendments

SUBMITTED BY: Stacey Kreuser, Assistant City Administrator/Deputy Clerk

REVIEWED BY: Roger Knutson, City Attorney

EXPLANATION:

Staff completed a review of the current policy, recommended changes that would bring the new manual in line with our current practice within City Hall, and updated it in regards to law changes. Those policies specific to Falcon Heights have been retained (for example, the tuition reimbursement policy and holidays).

In February 2007 the Council examined and proofread the draft personnel policy prepared by staff. Following the workshop, staff consulted with the City Attorney's office regarding the council's questions and suggestions. The council had several questions regarding the policy which were referred to the City Attorney's office, of which the responses are below:

Definitions

Question: Where do paid on-call and fire relief fit in?

Response: I recommend that you remove the term "regular" from the definitions of full-time and part-time employees and the reference to a "regular" schedule under part-time employees. A firefighter would then fall under the part-time employee definition.

Discrimination Recourse

Issue: Deletion of Section 3 regarding method for filing charges.

Response: I recommend that this Section not be deleted. 29 C.F.R. § 1604.11(f) recommends that the employer inform employees of their right to raise and how to raise the issue of harassment under Title VII. This is consistent with 42 U.S.C. § 2000E-10 which requires posted notices for informing an employee of their rights and means to make a complaint under Title VII.

Prohibition Against Requesting or Accepting Gifts

Issue: Should the policy refer to persons with an "indirect" as well as direct financial interest in a decision that the City Council is authorized to make?

Response: The statute only refers to a "direct" financial interest. The City can go beyond the statute; however, it may be difficult for an employee to know who has an indirect financial interest in a decision that the City can make. Most cities limit this policy to "direct" financial interest.

Employee Insurance

Revise Paragraph 1. COBRA to read as follows:

1. COBRA. The Minnesota Continuation Law and the Federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") permit an employee to continue, at the employee's expense, coverage under the City's insurance plan(s) at the time of an unpaid leave, resignation, termination, or retirement if the employee does not have the same type of coverage under another employer group plan and is not entitled to Medicare.

Comment at Paragraph 2(b)(ii) asks whether “to age 65” should be added.

Response: I recommend not including this language as it is not specifically used in the code.

Family and Medical Leave

Comment: Council would like to add language allowing the City to designate FMLA leave.

Response: The City may not place an employee on FMLA leave where the employee does not choose to be on leave, but where the employee requests or requires leave, the employer may designate the leave as FMLA leave if the reason for the leave qualifies as FMLA leave. Add the following language: “Where employee leave qualifies for FMLA leave, the City may designate the leave as FMLA leave by providing notice to the employee of the designation within two business days of the time the employee gives notice of the need for the leave or as soon as the City has sufficient information to determine that the leave qualifies for FMLA leave.”

Voting Leave

Issue: Are the two types of elections the only type covered?

Response: Minn. Stat. § 204C.04, subd. 2 provides that employees may have time off to vote for the following elections: “a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States senator or United States representative, or an election to fill a vacancy in the office of state senator or state representative.” The City can expand its voting leave beyond that provided for by statute, if it so chooses.

There also has been a statement added in regards to converting unused sick and vacation time to an employee’s deferred compensation account upon resignation of employment. The same rules that apply for good standing/notice required with the payout apply to converting to deferred compensation.

ACTION REQUESTED:

- Approval of attached draft personnel policy.

**CITY OF FALCON
HEIGHTS**



PERSONNEL POLICY

Amended April 2007

INTRODUCTION

This handbook contains personnel policies and procedures approved by the Falcon Heights City Council regarding Falcon Heights employee relations. These policies and procedures are guidelines only and are not to be construed as contractual terms of employment. Any aspect of these policies and procedures may be changed at any time at the sole discretion of the City Council without prior notice.

Employees covered by an employment contract for any of the provisions in the handbook will be governed by the employment contract with regard to those provisions.

It is the responsibility of each employee to know all of the policies, procedures, and regulations contained in this manual. Violation of the personnel policies may be grounds for disciplinary action up to and including discharge.

Each employee, upon being issued a copy of the personnel policies, will sign a dated form indicating the policy has been received. The employee is required to read the personnel policies within 30 days.

Besides these personnel policies, employees are expected to read and be familiar with the special orders and other publications specific to the employee's job performance or job safety. Employees are expected to develop the same familiarity with these publications as with the personnel policies.

DEFINITIONS

The following words used in this handbook are defined to mean:

Full-Time Employee: an employee who works at least forty hours per week throughout the year.

Part-Time Employee: an employee who works under forty hours per week throughout the year.

Temporary, Seasonal or As-Needed Employee: an employee retained to fill a position, full or part-time, which is of a temporary or seasonal or as-needed nature.

Independent Contractors/Consultants: persons or firms contracted by the City who determine their own hours of operation and/or use of their own resources in the performance of their duties and are not employed by the City.

Overtime: time worked by non-exempt employees in excess of forty hours per week.

Good Standing: not under suspension or given notice of discharge by the City Council.

Termination: a complete separation of an employee from employment as a result of discharge, resignation, retirement or death.

Exempt Employee: employees not covered under the overtime and minimum wage provisions of the Fair Labor Standards Act.

Work Week: for purposes of calculating overtime compensation, the work week shall begin at 12:00 a.m. on Monday and conclude at 11:59 p.m. on Sunday.

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EMPLOYER AUTHORITY

POLICY

The City Council retains the full and unrestricted right to operate and manage all personnel, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the use of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; to perform any inherent managerial function and to amend this handbook at any time.

NON-DISCRIMINATION

POLICY

1. It is the policy and intent of the City of Falcon Heights (herein after “the City”) to provide equality of opportunity in employment to all persons.
2. This policy prohibits discrimination because of race, color, creed, religion, national origin, place of residence, political affiliation, sexual orientation, disability, marital status, status with regard to public assistance, membership or activity in a local commission, sex or age in all aspects of its personnel policies, programs, practices and operations.
3. This policy applies to all phases of employment including, but not limited to, recruitment, hiring, placement, promotion, demotion, or transfer; layoff, recall, or termination; rates of pay, or other forms of compensation and selection for training. This policy also applies to the use of all facilities and participation in all City-sponsored employment activities.
4. It is the responsibility of the City Administrator and every supervisor to cooperate in the implementation of this policy.
5. Failure of any employee to perform in a manner consistent with this policy will constitute grounds for reprimand, suspension, demotion, or dismissal from the City's employ.

DISCRIMINATION RECOURSE

POLICY

1. Equal employment opportunity is the right of a person to work and to advance on the basis of merit, ability, and individual potential.

2. Any employee who feels that he or she is a victim of discrimination or who believes he or she has witnessed discrimination should immediately report such actions in accordance with the following procedure:
 - a. Any employee who has witnessed or believes that he or she is a victim of discrimination should report the act immediately to the City Administrator or any member of the City Council.
 - b. The City will investigate every reported incident immediately. Any employee or supervisor who has been found to have discriminated against another employee may be subject to appropriate disciplinary action, up to and including immediate discharge.
 - c. The City will conduct all investigations in a discreet manner. The City recognizes that every investigation requires a determination based on all the facts in the matter.
 - d. The City will not tolerate retaliation against an employee who files a complaint alleging discrimination. The City will discipline any employee who retaliates against another employee who files a complaint alleging discrimination or who testifies, assists or participates in any manner in any investigation into a complaint alleging discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
3. A charge of discrimination may be filed with the Minnesota Department of Human Rights and the United States Equal Employment Opportunity Commission by a person or group of persons who believe they are victims of unlawful employment discrimination. Charges may also be filed on behalf of a person or group of persons by their representative. Charges may also be filed by the Commissioner of Human Rights or by the EEOC when there is reason to believe that a person is engaging in an unfair discriminatory practice. A charge must be filed with the EEOC within 180 days of the alleged unlawful employment practice and with the Minnesota Department of Human Rights within one year after the occurrence of the practice.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that 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 work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. 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, kidding, 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.
- 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.

Possession and Use of Dangerous Weapons

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Employee Response to Disrespectful Workplace Behavior

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

Step 1(a). Politely, 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 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 no later than ten business days after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, City Administrator or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor 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 within two business days 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. 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 that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

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. 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.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

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.

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 assume the responsibility for investigation and 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 Council Member 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.

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.

Any employee found to have made a knowingly false allegation under this policy or found to have given knowingly false information during an investigation of such a complaint will also be subject to disciplinary action.

SAFETY PROGRAM

POLICY

1. The City will endeavor through its safety program to maintain a safe and healthy work place. The City will provide safe working equipment. The City will inform employees of proper work habits and procedures which will maximize the potential of an accident-free work environment, and will monitor the existence of proper first aid and emergency equipment and procedures as well as employee knowledge and training in the use of such equipment and procedures. The City will insure the availability and speedy access of City employees to emergency medical services in the event of an accident or medical emergency.
2. The City safety program provides:
 - a. Safety inspections of the work place environment, machines and equipment, procedures and work habits, as well as access to first aid and emergency medical support.
 - b. Incident or complaint review of specific work locations, accidents or injuries, machines, or equipment, recommended work habits or procedures to be carried out in the event of a lost-time accident, a reported or suspected health hazard, an employee complaint, or a supervisor's request.
 - c. Safety and protection procedures that make known to employees the existence of potential health hazards, proper protective procedures, and safety and health rules and requirements, as well as emergency procedures.
 - d. Safety education programs which provide safety information and training to employees through demonstrations, training sessions, and verbal and written communications.
 - e. Program enforcement through managers and supervisors who are knowledgeable in safety procedures, who promulgate safe safety attitudes, and who publish and enforce compliance with employee safety and health rules and regulations within the sphere of their work authority.

3. The responsibilities for safety must be shared.
 - a. City Administrator. The City Administrator is provided with the authority to establish, promulgate and enforce City safety and health procedures, rules and regulations.
 - b. Employees. Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing their work duties. Each employee's safety and health commitment includes, but is not limited to, the following:
 - Using appropriate safety equipment.
 - Wearing required dress/uniform and footwear.
 - Warning co-workers of unsafe conditions or practices that could lead to or cause an accident.
 - Operate equipment only after receiving proper training.
 - Reporting defective or damaged equipment.
 - Reporting dangerous, unsafe or unhealthy conditions that exist in the City work place.
 - Reporting of all injuries and accidents.
 - Taking proper protective measures to minimize unsafe conditions that could present a hazard to the public resulting from City work.
 - Maintaining tools and equipment in a proper manner, to ensure that they are in the best possible condition during usage.

EMPLOYEE ASSISTANCE PROGRAM

POLICY

The City has a contract with Ramsey County, whereby the employee can receive diagnostic referral assistance in such areas as parent/child relationships, marital problems, behavior problems, drug and alcohol, emotional and mental disorders and personal adjustment difficulties. The service is provided at no cost to the employee through his/her benefits package. All contact between the employee and the private provider is confidential. The employer does not receive information concerning employees as a result of the service. For more information, contact the Ramsey County Human Resources Department.

APPOINTMENTS AND VETERANS' PREFERENCE

POLICY

1. All appointments to positions of City employment will be based on merit and qualifications of the applicants for the position to be filled. To evaluate the merit

and qualifications of the applicants, a criteria will be established for each such position. The criteria established must be capable of being reduced to a 100-point rating system. A 100-point system must be applied to all positions of City employment except for those positions specifically exempted from the Veterans' Preference Act, Minn. Stat. § 43A.11, by Minn. Stat. § 197.46.

2. In accordance with Minn. Stat. § 43A.11 and Minn. Stat. § 197.455, a credit of five points will be added to a veteran's rating at the election of the veteran so long as the City position being sought is not exempted from veterans' preference by Minn. Stat. § 197.46. The receipt of the credit is conditional on the veteran obtaining a passing rating under the criteria and 100-point system established for the position without the addition of the credit points.
3. In accordance with Minn. Stat. § 43A.11 and Minn. Stat. § 197.55, a credit of ten points will be added to a disabled veteran's rating at the election of the disabled veteran so long as the City position being sought is exempted from veterans' preference by Minn. Stat. § 197.46. The receipt of the credit is conditional on the veteran obtaining a passing rating under the criteria and 100-point system established for the position without the addition of the credit points.

PROBATIONARY PERIOD

POLICY

1. Purpose: The probationary period will be regarded as an integral part of the examination process and will be used for closely observing the employee's work, for securing the most effective adjustment of the employee to this position and for rejecting any employee whose performance does not meet the required standards. Employment remains "AT WILL" both during and following the probationary period.
2. Duration: All appointments will be probationary and subject to a probationary period of up to six (6) months service after appointment. The City can extend the probationary period beyond 12 months for such period of time as the City at its discretion deems fit and necessary. At any time during the probationary period, any employee may be transferred or dismissed at the City's discretion.
3. Applies to Promotions: All promotions will be subject to a probationary period of up to six (6) months. If the employee who has been promoted is found unsuited for the work of the position to which promoted, at the City's discretion the employee may be reinstated to the position and rate of pay of the position from which the employee was promoted.
4. Affects Leave Benefits: During the initial probationary period, but not during a promotional period, an employee will not be entitled to vacation leave during the

first six months of employment. Vacation leave accrues from the start of employment.

DRUG AND ALCOHOL TESTING

POLICY

1. The City recognizes drug and alcohol abuse by employees as threatening the welfare of the public and the wellbeing of the other employees. Therefore, the City has established drug and alcohol testing for positions covered by this policy as a means of protecting the public's welfare and employees wellbeing.
2. The intent of this policy is to prevent drug and alcohol abuse by employees and to offer the opportunity for rehabilitation of employees who have tested positively for drug and alcohol use while on duty.
3. The City shall inform a job applicant prior to testing. Information shall include the City's right to request a test, the processing of a test, the consequences of testing positively, and the rights of the employee.
4. Before requesting an employee or a job applicant to undergo drug or alcohol testing, the City shall provide the employee or job applicant with a form developed by the City on which to acknowledge the employee or job applicant has reviewed the policy. On an additional form, the employee or job applicant may indicate any over-the-counter or prescription medications that they are currently taking or have recently taken and any other information relative to the liability of or explanation for a positive test result. This form will be completed at the collection site and will not be reviewed by the employer.
5. Random testing is prohibited.
6. The City shall not require an employee or job applicant to undergo drug or alcohol testing except as authorized below:
 - a. The City may require a job applicant to undergo drug or alcohol testing provided a job offer has been made to the applicant and the same test is required of all job applicants conditionally offered employment for that position. If the job is withdrawn the City shall inform the applicant of the reasons for its actions.
 - b. The supervisor in charge may require an employee to undergo drug or alcohol testing provided a reasonable attempt has been made to receive approval from the City Administrator, that said requirement is stated in writing, and there is reasonable suspicion that the employee:

- i) is under the influence of drugs or alcohol;
 - ii) is found to personally possess illicit drugs or alcohol while on duty;
 - iii) sustained a personal injury or caused another employee to sustain a personal injury and the supervisor in charge has reasonable suspicion that drugs or alcohol were involved;
 - iv) has caused a work related accident or was helping to operate machinery, equipment, or vehicles involved in a work related accident and the supervisor in charge has reasonable suspicion that drugs or alcohol were involved.
- c. The City may require an employee to undergo drug or alcohol testing if the employee has been referred for chemical dependency treatment or evaluation which results in a determination that the employee is chemically dependent, in which case the employee may be required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.
- d. Reasonable suspicion shall be defined as that quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using drugs while on or off duty.
7. Test sample collection shall be conducted in a manner which provides a high degree of security for the sample and freedom from adulteration. Employees may not be witnessed while submitting a urine sample. Administrative procedures and biologic testing of the samples shall be conducted to prevent the submission of fraudulent tests. All screening tests shall make use of a split sample which shall be used for confirmatory retests. Upon request, an employee shall be entitled to the presence of a representative before testing is administered. The testing may not be delayed for an unreasonable amount of time to allow the employee this opportunity.
8. All samples shall be tested for CHEMICAL ADULTERATION, OPIATES, CANNABIS, PCP, COCAINE, AMPHETAMINES, BARBITURATES, BENZODIAZEPINES, AND ALCOHOL. The testing shall be done at a laboratory to be determined by the City and the following standards shall be used:

DRUG	SCREENING TEST	CONFIRMATION
Amphetamines	ng/ml Amphetamine	ng/mg GC-MS

Barbiturates	ng/ml Barbiturate	ng/ml GC-MS
Benzodiazepine	ng/ml Oxazepam	ng/ml GC-MS
Cannabis	ng/ml Delta-THC	ng/ml GC-MS
Cocaine	ng/ml Metabolite	ng/ml GC-MS
Opiates	ng/ml Morphine, Codeine	ng/ml GC-MS
PCP	ng/ml PCP	ng/ml GC-MS
Alcohol	gm/dl Alcohol	gm/dl GC-MS

9. Any sample which has been altered or is shown to be a substance other than urine or blood shall be reported as such. All samples which test positive on a screening test shall be confirmed by gas chromatography-mass spectrophotometry, and no records of unconfirmed positive tests shall be released by the laboratory.
10. Initial screening tests and confirmatory tests shall be at the sole cost of The City.
11. Testing and evaluation procedures shall be conducted in a manner to ensure that an employee's legal drug use does not affect the test results.
12. All results shall be evaluated by a suitably trained occupational physician or occupational nurse prior to being reported.
13. Test results shall be treated with the same confidentiality as other employee medical records. The test results shall not be reported outside The City.
14. Each employee whose confirmatory tests indicate positive for drug or alcohol use shall be medically evaluated by a substance abuse professional. If required by the substance abuse professional, the employee will then be counseled and treated for rehabilitation. At any time an employee may voluntarily enter the chemical dependency program. This program is designed to provide care and treatment to employees who are in need of rehabilitation. Details concerning treatment any employee receives at this program shall remain confidential between The City and the employee and shall not be released to the public. The City shall not be responsible for the cost of the treatment. The employees' health care provider shall provide a portion of the cost of the treatment.
15. No employee shall be relieved of his or her position based on one positive confirmatory test result although the employee may be re-evaluated for his or her assignment. When undergoing treatment and evaluation, employees shall receive the usual compensation and fringe benefits provided at their assigned position provided the employee is using available accumulated leave.
16. Each employee has the right to challenge the results of drug testing in the same manner that he or she may grieve any managerial action.

17. Upon successful completion of rehabilitation, the employee shall be returned to his or her regular duty assignment. Employee reassignment during treatment shall be based on each individual's circumstances. If follow-up care is prescribed after treatment, this may be a condition of employment. Once treatment and any follow-up is completed and provided no further incidents of positive confirmatory tests occur, at the end of two (2) years the records of treatment and positive drug test results shall be retired to a closed medical record, given to the employee. References of the incident shall be removed from the employee's personnel file.
18. Employees shall be subject to the disciplinary actions prescribed in the handbook if the employee:
 - a. Refuses to undergo drug or alcohol testing; employee may refuse to undergo drug or alcohol testing of a blood sample upon religious grounds if they consent to testing of a urine sample.
 - b. Fails to successfully complete a required rehabilitation program as prescribed by a substance abuse professional.
 - c. Tests positively after completing the initial rehabilitation program. The employee will be given the opportunity to complete a second rehabilitation program. If the employee refuses to complete a second rehabilitation program or if he or she tests positively after the completion of a second rehabilitation program, disciplinary action as prescribed in the Employee Handbook may be applied.
19. An employee may request a confirmatory retest of the original sample at the employee's own expense within five (5) days of receiving notice of a positive confirmatory test result. It shall be the responsibility of the employee to contact the City who will work with the employee to contact the laboratory which performed the original test and also make arrangements with the second federally certified laboratory to perform the confirmatory retest. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original result may be taken against the employee and the City will reimburse the employee for the actual cost of the confirmatory retest.
20. The employee, upon request and subject to approval of the testing laboratory will have the right to inspect and observe any aspect of the drug testing program.
21. This drug testing program is solely initiated at the behest of the City for the safety and well-being of the public and employees. The City shall be solely liable for any legal obligations for its actions of requiring testing or for actions taken as a result of testing.

22. This Policy is in no way intended to supersede or waive an employee's federal or state constitutional rights, or contractual rights.
23. This Policy is subject to the interpretation of the state law pertaining to drug and alcohol testing.

SERVICE TIME

POLICY

1. Service time is the employee's length of continuous service with the City commencing with the first day of hire. Employees will be on a probationary basis for at least six (6) months from the date of hire. Upon a successful completion of the probationary period, service time will be accumulated from the first day of hire.
2. From time to time, personal circumstances, illness or civic duty may require an employee's absence from work for periods of varying duration. Authorized leaves of absence for vacation, sick leave, funeral leave, medical leave, maternity absence, leave under the Family and Medical Leave Act, parenting leave, school conference and activities leave, sick child care leave, military leave, injury leave, and jury duty will not interrupt the accumulation of continuous service, provided the employee meets the conditions required by the City of such leaves.
3. Service time will not accumulate during a general leave of longer duration than one week.

TEMPORARY, CASUAL, AND PART-TIME EMPLOYMENT

POLICY

1. Persons whose employment is temporary will not be entitled to sick leave, vacation leave, holiday pay or insurance benefits, except for workers compensation insurance.
2. Temporary and part-time employees do not accumulate service time.
3. Employee positions must be established by the budget.
4. Employees who are hired for positions requiring less than full time may be granted certain employee benefits based on actual hours worked, as determined by the City and as may be required by law.

5. An employee on a temporary, casual, or part-time status will be entitled to such public employee benefits as may be provided under the Public Employment Labor Relations Act, Minnesota Statutes Chapter 179A.

EMPLOYMENT OF SPOUSES AND RELATIVES

POLICY

1. An applicant related to any elected or appointed official or employee will not be considered for employment in a work situation where the relative would also be employed if it would result in a conflict of interest. The words "related" or "relative" for the purpose of this policy will mean: mother, father, spouse, son, daughter, brother or sister.
2. Conflict of interest means:
 - a. Where one employee would supervise or have the authority to appoint, remove or discipline a relative.
 - b. Where one relative would be responsible for auditing the work of another relative.
 - c. Where circumstances exist which would place a relative in a situation of actual or foreseeable conflict between the City's interests and the relative's interest.
 - d. Where the employment of a relative of a policy level employee of an organization with whom the City deals would give the appearance of improper influence or favor.
 - e. Where confidentiality of the City would be jeopardized.
3. Promotions or transfers of a relative which would result in a conflict of interest will not be acted upon until the conflict is satisfactorily resolved.

OUTSIDE EMPLOYMENT

POLICY

1. Full-time employees may not engage in outside employment which might in any way hinder the objectives and performance of their duties or impair their efficiency on the job.

2. Outside employment must be requested in writing and approved in advance by the City Administrator.

PROMOTIONS/TRANSFERS/DEMOTIONS

POLICY

1. It is the City's policy to fill employment vacancies by promotion or transfer insofar as practical, and in case of equal qualifications to give consideration to length of service.
2. All promotions will be subject to a probationary period of six (6) months. If the employee who has been promoted is found unsuited for the work of the position to which promoted, at the City's discretion the employee may be reinstated to the position and rate of pay of the position from which the employee was promoted.
3. Employees will be entitled to vacation leave during a probationary promotion period if they have fulfilled the requirements for vacation time in their prior position.
4. If an employee is transferred, promoted or demoted, the rate of pay will be determined as follows:
 - a. In the case of a transfer or promotion, if the rate of pay for the former position is less than the minimum rate established for the new position, the rate will be advanced to the minimum of the position to which transferred or promoted.
 - b. In the case of a transfer or demotion, if the rate of pay in the former position is more than the maximum rate established for the new position, the rate of pay may be reduced to the maximum rate or to an intermediate rate of the position to which transferred or demoted. Such determination will be made by the City Administrator.
 - c. In case of a transfer for the good of the City and/or the employee and not in the nature of a promotion or demotion, the rate of pay will remain the same.
5. An applicant for City employment or a City employee seeking promotion must not directly or indirectly render any service or pay any money or other valuable consideration to any person for or in connection with the applicant's or employee's employment test or proposed appointment or promotion.

RESIGNATION

POLICY

1. Any employee wishing to leave City employment in good standing must file with the employee's supervisor, at least 14 days before leaving, a written resignation stating the effective date of the resignation. Failure to comply with this particular procedure may be cause for denying such employee future employment by the City and denying termination leave benefits.
2. Unauthorized absence from work for a period of three (3) working days may be considered by the City as a resignation, without benefits.
3. An employee who has resigned from a position may be considered for re-employment but will have no inherent right to any position.

LAYOFFS

POLICY

The City may layoff any employee whenever such action is necessary due to shortage of work or funds or when a position has been abolished.

DISCIPLINARY ACTION

POLICY

1. City employees are subject to disciplinary actions for failing to fulfill their duties and responsibilities, including failure to observe policies and work rules. It is the policy of the City to administer disciplinary penalties without discrimination. A supervisor will investigate any allegation for which disciplinary action might be based before any disciplinary action is taken. Employees serve at the will of the City and notwithstanding anything in this policy, may be dismissed with or without cause.
2. Possible disciplinary actions include the following:
 - a. An employee may be given an oral reprimand by the employee's immediate supervisor. Documentation of the oral reprimand will be placed in the employee's personnel file.
 - b. An employee may be given a written reprimand by the employee's immediate supervisor. A written reprimand will state that the employee is

being warned for misconduct. The written reprimand will contain a description of the misconduct, past action taken by the supervisor to correct the problem, a statement urging prompt correction or improvement by the employee, time tables and goals for improvement when appropriate, and an outline of future penalties that may be imposed should the misconduct continue. The employee will be given a copy of the reprimand after the employee signs the original acknowledging its receipt. The signature of the employee on the reprimand will not mean that the employee agrees with the reprimand. The reprimand will be placed in the employee's personnel file.

- c. An employee may be suspended up to ten (10) days with pay by the employee's immediate supervisor. The immediate supervisor will notify the City Administrator of the suspension with pay. The suspension with pay will continue only upon the approval of the City Council. Upon the City Council's approval of the suspension, the employee will be notified in writing of the reason for the suspension and its length. Upon the employee's return to work, the employee will be provided a written statement outlining further disciplinary actions that may be taken should the misconduct continue. Suspension with pay will include suspending an employee pending investigation of allegations of misconduct against the employee. All suspensions with pay will be reduced to writing and placed in the employee's personnel file. If the suspension with pay is for investigation of allegations of misconduct and the allegations prove to be false, at the discretion of the City Council the written suspension with pay will be removed from the employee's personnel file and back pay may be issued.
- d. An immediate supervisor may suspend an employee with pay pending a decision by the City Administrator to suspend the employee without pay. Prior to the suspension without pay or as soon thereafter as possible, the employee will be notified in writing of the reason for the suspension without pay and its length. Upon the employee's return to work, the employee will be provided a written statement outlining further disciplinary actions that may be taken against the employee should the misconduct continue.
- e. An employee may also be suspended without pay by the City Council. The suspension without pay will be reduced to writing and placed in the employee's personnel file. If the suspension without pay is for investigation of allegations of misconduct and the allegations prove to be false, the written suspension without pay will be removed from the employee's personnel file and the employee will be entitled to any compensation to which the employee is entitled had the suspension not taken place.

- f. An employee may be involuntarily demoted, required to transfer to a comparable employment position, or have the employee's salary decreased or the employee's salary increase withheld by the City Council. In no event will an employee's salary be decreased below the salary schedule approved for the employee's position by the City. Prior to such action or as soon thereafter as possible, the employee will be notified of the reason for the action. The action taken will be reduced to writing and placed in the employee's personnel file.
 - g. Any employee may be dismissed by the City Council.
 - h. Veterans' Preference Act Exception: Notwithstanding the possible disciplinary actions listed in this handbook, no City employee who is a veteran as defined by Minn. Stat. § 197.447 may be removed from City employment, except in accordance with and as provided by Minn. Stat. § 197.46.
3. In the case of suspension, or demotion, an employee will be granted a review by the City Council if the employee submits a written request for a review to the City Administrator within five (5) working days of notification of the action taken.

PERFORMANCE APPRAISALS

POLICY

Employees will receive formal performance appraisals generally annually from their designated supervisor. A copy of the performance appraisal will be placed in the employee's personnel file and provided to the employee. Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis.

POLITICAL ACTIVITY

POLICY

1. During working hours, no employee will engage in any form of political activity, nor can any political activity impair an employee's usefulness at work.
2. An employee may belong to a political party, be a member of an established political organization or club, and may attend political meetings and exercise the right to vote free from interference, and may seek election or appointment to public office.
3. If any employee is elected or appointed to the City Council, the employee must resign or obtain a leave of absence.

TRAVEL

POLICY

APPROVAL AND ADVANCES

1. All travel and seminar attendance by City employees require prior approval by the City Administrator or the City Administrator's designee. All travel and seminar attendance by the City Administrator must be in accordance with the City's adopted budget.
2. Approval for travel must be obtained prior to seminar registration or other final travel arrangements. Approval must be requested at least 72 hours prior to departure.

ALLOWABLE EXPENSES

4. Accommodations must be selected at reasonable cost, consistent with the facility available and convenient to location of the conference or business meeting attended. An employee may claim only the actual and necessary cost of single occupancy where a double or multiple-occupancy has occurred.
5. Allowable transportation costs will include reimbursement for: mileage accumulated on personal vehicle at prevailing mileage rate; actual round trip coach rate airfare; or actual receipted expenses for City-owned vehicles, as required and as approved.
6. Reimbursement for meals will be made at reasonable cost, as required and as approved. A per diem amount of up to \$40 per day will be reimbursed to employees for actual costs of meals. There is no reimbursement for alcoholic beverages. An explanation must be included for cost of meals exceeding per diem guideline. Other miscellaneous expenses may be authorized, as required and as approved.
7. Reimbursement for long distance telephone calls will be allowed as follows:
 - City business
 - One call to a family member per day of 10 minutes or less

EMPLOYEE EXPENSE REPORTS

8. Within five (5) working days upon return to work, an employee must submit an Employee Expense Report for approval by the employee's supervisor and the City Administrator or the City Administrator's designee. Receipts for expense items must accompany each expense report.

USE OF VEHICLES

POLICY

1. An employee using a City vehicle must have a valid driver's license in the appropriate class. Any violation of this provision shall subject the employee to disciplinary action up to and including termination.
2. Employees using City vehicles must be particularly mindful of all traffic regulations and courtesies of the road. Abuses and violations may subject the employee to disciplinary action, up to and including termination.
3. Unless approved by the City Administrator, the use of City vehicles for personal reasons is prohibited. Violation of this provision may subject the employee to disciplinary action.
4. The mileage rate for reimbursement shall be the rate approved by the City Council and the IRS. Claims shall be submitted on an Employee Expense Report provided by the Finance Director, and shall be itemized, showing the date, destination, purpose of the trip, and mileage, and be signed by the person making the claim. Mileage reimbursement shall be made upon the City Administrator's or immediate supervisor's approval of the claim. Employees using their personal vehicle and claiming mileage reimbursement on City business shall assume liability through the employee's own vehicle insurance carrier for personal injury, property damage, and comprehensive/collision damage to their vehicle. Any traffic violations incurred while on City business are the responsibility of the employee to satisfy. Use of the employee's private vehicle for City business must also meet requirements of the U.S. Internal Revenue Service as to the reporting of claims for mileage paid by the City.
6. An accident while on City business with either a City vehicle or a private vehicle shall be immediately reported verbally to the supervisor and to the City Administrator. This initial report shall be followed up with completion of the required insurance carrier form and pertinent incident reports as soon as possible.

USE OF TELEPHONE

POLICY

1. The telephone is recognized as a most important means of communication with citizens, the general public, and fellow workers, often the first impression a person has of City government. Employees will answer promptly and identify themselves. They will be courteous, tactful and use good judgment at all times.

2. Adequate coverage of telephones will be a main consideration in scheduling lunch periods, breaks, and time off.
3. The receiving and making of local telephone calls for personal reasons must be kept to a minimum. Abuse of this privilege may subject the employee to disciplinary action.
4. Employees must reimburse the City for long distance charges on personal calls.

EMAIL

POLICY

1. The City maintains an email system. This system is provided by Metro-Net to assist in conducting City business.
2. All messages composed, sent, or received on the email system are and remain the property of the City. They are not the private property of any employee.
3. The use of the email system is reserved for conducting City business.
4. The email system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.
5. The email system is not to be used to create, send, print or disseminate any offensive or disruptive messages. Among those which are considered offensive, are any messages which are pornographic or which contain sexual implications, racial slurs, gender-specific comments, discriminatory comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Additionally, offensive or sexually oriented emails are in violation of the City's Offensive Behavior policy.
6. The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary information or similar materials without prior authorization.
7. The email system shall not be used for engaging in any activity in violation of local, state, or federal law.
8. The City has and will exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the email system for any purpose. The contents of the email properly obtained for legitimate business purposes, may be disclosed within the City without the permission of the

employee. An employee should have no expectation of privacy in messages or files they create, send, read or listen to on City computers.

9. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. E-mail messages should be drafted in the same manner and with the same care as any communication in printed form on the City letterhead.
10. Notwithstanding the City's right to retrieve and read any email messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Network Administrator.
11. Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission.

INTERNET

POLICY

As an employee of the City of Falcon Heights you are provided with access to the vast information resources of the Internet. The facilities to provide that access represent a considerable commitment of the City resources for telecommunications, networking, software, storage, etc. This Internet usage policy is designed to help you understand our expectations for the use of those resources in the particular conditions of the Internet, and to help you use those resources wisely.

Unnecessary or unauthorized Internet usage causes network and server congestion. It slows other users, takes away from work time, consumes supplies and ties up printers and other shared resources. Unlawful Internet usage may also garner negative publicity for the City and expose the City to significant legal liabilities.

This policy applies to all users of City-owned-and-operated computer systems and networks. Any exceptions to this policy require the expressed written consent of the City.

Any employee who discovers a violation of this policy shall immediately notify the City Administrator.

Any employee who violates this policy or uses the Internet system for improper purposes shall be subject to discipline, up to and including discharge.

1. The use of the City's Internet is intended for City business, including research, communication and professional purposes within the business objectives of the City.
2. The City reserves the right to monitor and review all employee Internet usage. No employee should have any expectation of privacy as to his or her Internet usage.
3. The confidentiality of any electronic message using the City's Internet system should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.
4. Personal use of Internet service cannot interfere with business operations and should be limited to non-working hours.
5. Internet services, or any other network or computer resources, shall not be used for viewing, archiving, storage, distribution, editing or recording of threatening, obscene, harassing or derogatory material or transmittal of material that is confidential to the City.
6. Internet services, or any other network or computer resources, shall not be used for the viewing, archiving, storage, distribution, editing or recording of any kind of sexually explicit image, material or document.
7. Use of the Internet system to receive (download) software programs, utilities or software extensions is prohibited without prior authorization from the Network Administrator. This includes, but is not limited to, screen savers, games and utility programs. It does not include files such as Word documents, Excel documents, Adobe Portable Document Format (pdf) files and the like.
8. Any software or files downloaded via the Internet into the network become the property of the City. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
9. No employee may use City facilities knowingly to download or distribute pirated software or data. The use of file swapping software on City computers and City networks is prohibited.
10. No employee may use the City's Internet facilities to deliberately propagate any virus, worm or other illegal program code.
11. No employee may use the City's Internet facilities knowingly to disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of another user.

12. The City's Internet facilities and computer resources shall not be knowingly used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any City resources for illegal activity is grounds for immediate dismissal, and the City will cooperate with any legitimate law enforcement activity.
13. Users of the City's information systems are prohibited from using password protection to restrict access to files on the City's systems without authorization from the Network Administrator.
14. Each employee using the Internet facilities of the City shall identify himself or herself honestly, accurately and completely (including one's company affiliation and function where requested) when participating in chats or newsgroups or when setting up accounts on outside computer systems.
15. Anything an employee writes in email or on the Internet in the course of working for the City can be taken as representing the City's posture. For this reason, users of the City's Internet system are prohibited from using their City email address or otherwise identifying themselves as employees of the City when participating in non-work related online discussion forums, bulletin board, web sites or chat sessions.
16. Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal private or confidential data. Employees releasing protected information via a newsgroup or chat, whether or not the release is inadvertent, will be subject to discipline.
17. Use of the City's Internet facilities to commit infractions such as misuse of City assets or resources, offensive behavior, illegal activity, unauthorized public speaking and misappropriation or theft of intellectual property are prohibited.

NEWS RELEASE

POLICY

1. To the extent possible, any employee who is requested by the news media to provide information regarding City business will refer the request to the City Administrator or the City Administrator's designee.
2. Employees will not issue City news releases without prior approval of the City Administrator or the City Administrator's designee.

3. Except during regular working hours, any individual employee has the right to comment on any public matter in the employee's individual capacity as a private citizen.

PERSONNEL RECORDS OF EMPLOYEES

POLICY

Personal records are the official personnel records of the City and are, therefore, important to all employees. It is the responsibility of each employee to check annually to ensure that the data listed below is correct and reflects current information about the employee. It is the employee's responsibility to see that the following items are kept current at all times:

- a. Correct home address and telephone number;
- b. Changes in dependents (for withholding tax purposes);
- c. Person to contact in case of emergency;
- d. Beneficiary changes (group life insurance and pension); and
- e. Legal change in name.

PROHIBITION AGAINST REQUESTING OR ACCEPTING GIFTS

POLICY

1. City employees may not solicit or accept gifts from any person or company that has a direct financial interest in a decision that the City Council is authorized to make. Gifts may not be accepted from consultants, vendors, job applicants, local businesses, or others that have a financial interest in the decision the City Council may make.
2. The only exceptions to the ban on gifts are:
 - services of insignificant monetary value;
 - a plaque or similar memento recognizing individual services in a field of specialty or a charitable cause;
 - a trinket or memento with a value of \$5 or less;
 - informational material of unexceptional value;

- food or beverage given at a reception, meal, or meeting away from the employee's place of work by an organization before whom the employee appears to make a speech or answer questions as part of a program;
 - gifts given because of the employee's membership in a group, a majority of whose members are not local officials, and an equivalent gift is given to the other members of the group; or
 - gifts given by a person who is a member of the employee's family unless the gift is given on behalf of the City to someone who is not a member of the family.
3. All employees who are "appointed officials" must also comply with Minn. Stat. § 471.895.

HOURS OF WORK

In order to adequately provide City services and to provide the basis for employee compensation, the City must assure the availability of personnel and specify the number of hours and days the City Council expects employees to be at their jobs.

POLICY

1. Forty (40) hours of actual attendance on duty will constitute the regular work week.
2. Except as otherwise provided, the regular work day will begin at 8:00 a.m. and end at 4:30 p.m., with one-half (1/2) hour unpaid period therein constituting a lunch period. Two 15-minute breaks are also awarded per full workday. The regular work week will consist of five (5) consecutive eight (8) hour work days, Monday through Friday, or an equivalent number of hours pursuant to a work schedule arranged with the supervisor and approved by the City Administrator.
3. The City Administrator may establish the scheduled hours of work for employees. Such hours cannot be less than the minimum hours described in this policy, but may vary for shift requirements and other times deemed necessary to properly provide City services beyond regular business hours.
4. Flex-time schedules may be established only with the approval of the City Administrator. Each employee must adhere to a schedule which has been established by taking into consideration the work load and necessary services provided by the City.
5. All overtime must be approved by the appropriate supervisor.

WORK TIME REQUIREMENT AND REPORTING

POLICY

1. Employees are required to fill out weekly time reports.
2. If an employee is late for work, the employee will report to their supervisor the reason for the late arrival. If possible, the employee will contact the supervisor ahead of time and inform the supervisor that the employee will be late and the time the employee expects to arrive. The supervisor may deduct the lost time from the time report when there is insufficient reason for the late arrival or there is repeated lateness. Repeated late arrivals will result in written reprimand, suspension or termination.
3. Employees are expected to be at their work areas at the start of their work day, and promptly return to their work areas at the conclusion of their lunch break and coffee breaks.

PAY PERIOD

POLICY

1. Payday for all employees will be semi-monthly. Employees will receive pay on the 15th and on the last day of each month. In the event that either day falls on a weekend or holiday, paychecks will be distributed or deposited on the day preceding the weekend or holiday.
2. Time cards for the prior week must be completed and submitted to the Administrator or designee by noon on Monday for the preceding workweek.
3. All employees are encouraged to have their paycheck automatically deposited in their checking or savings account on payday. You do not have to change your present banking relationship to take advantage of this service.

OVERTIME PAYMENT

POLICY

1. Authorized overtime work performed by non-exempt employees will be compensated at one and one-half (1-1/2) times the regular rate of pay.

2. Supervisors are responsible to schedule work so as to minimize overtime payment. When authorized by the appropriate supervisor or designee, overtime payment will be made.
3. Full-time and part-time non-exempt employees will receive one and one-half (1-1/2) times their normal hourly rate for all overtime in excess of 40 hours in any regular work week.
4. Temporary full-time and part-time non-exempt employees will receive one and one-half (1-1/2) times their regular hourly rate for all approved overtime in excess of 40 hours in any regular work week.
5. Full-time non-exempt employees called out for special duty on a regularly scheduled holiday will be compensated at one and one-half (1-1/2) times their regular hourly rate of pay in addition to their holiday pay.
6. Incidental time will be excluded from overtime consideration. Incidental overtime will mean overtime worked at the beginning or end of any non-exempt employee's shift in an amount not to exceed 15 minutes at either end of the work day.
7. For payroll purposes, overtime will be rounded off to the nearest one-quarter (1/4) of an hour.
8. At the discretion of the supervisor, a non-exempt employee may receive compensatory time off in lieu of overtime at a rate not less than one and one-half (1-1/2) hour for each hour of employment for which overtime compensation is required.

COMPENSATORY TIME

POLICY

1. Exempt employees, as designated by the City under the Fair Labor Standards Act, are not eligible for overtime compensation.
2. Employees holding positions not designated by the City as exempt will be considered non-exempt employees who are subject to the provisions of the Fair Labor Standards Act. Such non-exempt employees will be eligible for overtime compensation in accordance with the Act, subject to the following conditions:
 - a. Overtime to be accumulated as compensatory time must be approved in advance by the supervisor.

- b. Compensatory time off must be claimed on a form provided by the City, and the request must be made to the employee's supervisor.

EMPLOYMENT BENEFITS

POLICY

Employee benefits mentioned in this section apply only to those employees hired for full-time positions and specifically exclude, contract, casual, part-time, temporary, or volunteer employees, except when such groups are expressly included by the provisions of this policy. Employees who are hired for positions requiring less than full time may be granted certain employee benefits enumerated in this policy as determined by the City Council and as may be required by law, provided that the granting of such benefits will be based on a ratio of the employee's actual working hours as compared to full-time position of 2080 hours per year unless otherwise required by law.

TUITION REIMBURSEMENT PROGRAM

POLICY

1. Eligibility:
 - a. Upon successful completion of the probationary period, a full-time employee will be eligible to apply for reimbursement for job-related educational course work.
 - b. Participation in this program is voluntary. All course work will be completed outside normal working hours.
2. In order to be eligible for tuition reimbursement, all requests for course work or a degree program must receive approval from the City Administrator or designee prior to taking the course and are subject to budget appropriations.
3. Reimbursement:
 - a. All regular employees shall be eligible for reimbursement for tuition, required books as listed on the course syllabus and institutional fees associated with post-high school level courses or programs which are work-related or part of a formal degree or certification program at institutions which are certified by the State Education Association.
 - b. The City will reimburse 100% of the expenses associated with course work which is work related and 75% of the expenses associated with the course work which is not work related but is required for the completion of a degree.
 - c. The maximum reimbursement is \$2000 per calendar year for full-time

employees, with that amount pro-rated for part-time employees based upon the number of hours designated for the position compared to full-time hours.

- d. The course must be successfully completed to be reimbursed, and the employee must re-pay this benefit if they leave the City's employ within one year of course completion.
 - i. One of the following constitutes successful completion of the course:
 - 1) Letter grade of "B" or better.
 - 2) Pass in a pass/no pass system
 - 3) Certificate from the instructor indicating satisfactory completion of the course if grades are not issued.

EMPLOYEE INSURANCE

POLICY

Insurance benefits will be available to full-time employees and their immediate families. The City will contribute toward these health premiums in an amount determined by the City Council. Basic long-term disability and life insurance in an amount determined by the City Council will be at no cost to the full-time employee.

- 1. COBRA. The Minnesota Continuation Law and the Federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") permit an employee to continue, at the employee's expense, coverage under the City's insurance plan(s) at the time of an unpaid leave, resignation, termination, or retirement if the employee does not have the same type of coverage under another employer group plan and is not entitled to Medicare.
- 2. Continuation Period. The length of continuation depends on the Qualifying Event that applies to the employee's loss of coverage:
 - a. 18 months, if the employee is presently a City employee and the employee's coverage would stop because the employee's employment is terminated or the employee's work hours are reduced below the qualifying level for coverage (this period may be extended to 36 months if another qualifying event, listed below, occurs during the original 18-month period--an employee must notify the City Administrator or designee within 60 days of a second qualifying event); or
 - b. 36 months, if an individual is not an employee but is:
 - i. A separated or divorced spouse or child of a City employee;
 - ii. A surviving spouse or child of a deceased City employee;

- iii. A child of a City employee, and is no longer an eligible dependent as defined in City insurance plan; or
 - iv. A dependent that loses dependent coverage when the City employee becomes enrolled in Medicare benefits.
3. Termination of Continuation Coverage.
- a. An employee's right to continuation coverage will cease immediately if the employee fails to pay the required premium due.
 - b. Plan eligibility ceases if:
 - i. An employee becomes covered under another group plan as a result of employment, re-employment, marriage, or remarriage; or
 - ii. An employee, an employee's spouse, or an employee's dependent children become enrolled in Medicare, in which case coverage ceases for each individual so covered; or
 - iii. All City insurance plans under this policy are terminated.

CHANGES IN COVERAGE

POLICY

1. The employee is responsible for notifying the City of any changes that the employee wishes to make in the employee's insurance coverage or retirement plan, such as:
 - a. Change of address or phone;
 - b. Change of name;
 - c. Change of beneficiary; and
 - d. Change in type of coverage.
2. It is very important that the City be notified immediately as these changes occur. Contact the Finance Director for the necessary forms to make these changes.

WORKERS' COMPENSATION

POLICY

1. In accordance with the laws of the State of Minnesota, the City provides coverage for medical expenses in the event of work related injury or disease, plus partial salary continuation in the event of disability, and additional benefits if the injury or disease causes partial or regular disability or death.
2. Employees are automatically covered under the workers' compensation plan as soon as employment begins. To be eligible for workers' compensation, the injury or disease must arise out of, and occur during, the course of employment.
3. The City pays the entire cost of this protection. Benefits paid depend entirely on the benefit schedule set up by the State of Minnesota and applicable at the time the work related injury or disease is incurred.
4. It is the injured employee's responsibility to immediately report any work related injury or disease to the employee's supervisor as soon as possible after the injury occurs or the disease is diagnosed.
5. The immediate supervisor is responsible to see that the First Report of Injury is filed with the City within 48 hours following the injury. This report is prepared by the supervisor during an interview (if possible) with the injured employee.
6. If an employee has a work-related injury or disease and is under a doctor's care, that employee cannot change doctors for treatment of this work-related injury or disease without first contacting the City's workers' compensation company and obtaining approval to make this change.

REQUEST FOR LEAVE

POLICY

1. An employee is required to fill out a Request for Leave form for any time absent from regularly scheduled work time. Request for Leave forms are required for:
 - a. Bereavement Leave
 - b. General Leave
 - c. Injury on Duty Leave
 - d. Jury Duty

- e. Medical Leave
 - f. Military Leave
 - g. Sick Leave with Pay
 - h. Vacation Leave
 - i. Comp. Time
 - j. Parenting Leave
 - k. School Conference and Activities Leave
 - l. Family and Medical Leave Act Leave
2. The employee must also complete the weekly time sheets in a manner that will reflect any time off, using the categories as indicated above.

BEREAVEMENT LEAVE

POLICY

1. Employees shall be allowed up to three (3) working days, with pay, as bereavement leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance. Immediate family is defined as the employee's parents, spouse, children, siblings, or grandchild or grandparents, or the spouse's parents, or a ward of the employee's household.
2. Employees shall be allowed up to one (1) working day, with pay, for the death of the spouse's grandparent or sibling, or the employee's son-in-law or daughter-in-law.
3. This leave will not be deducted from accrued sick or vacation leave.
4. Deviations from this policy may be approved by the City Administrator.

GENERAL LEAVE

POLICY

1. Employees may apply for an unpaid leave of absence for personal or emergency reasons. The granting of such leave will be at the sole discretion of the City Administrator and will not be granted for a period exceeding one hundred eighty (180) days in duration.

2. For efficiency in the conduct of City business, it is essential that the granting of such requests for leave be kept to a minimum. The City Administrator will consider:
 - a. Work load, taking into consideration the good of the services provided by the City;
 - b. Reason for leave; and
 - c. Length of service with the City.
3. Such leave may be granted by the employer for extended illness of the employee's family, civic activities or other reasons deemed appropriate by the employer.
4. Request for leave must be made in writing on a Request for Leave form with full explanation and, if possible, submitted to the appropriate supervisor fourteen (14) days in advance of the leave date.
5. An employee on unpaid leave under this policy will be entitled to retain the employee's accrued leave and other benefits. The accrued leave and other benefits will be determined by the City as of the date the leave commences and may be used upon the employee's return. The employee will accrue no leave or other benefits for the period of time the employee is on leave.
6. An employee on an unpaid leave of absence may continue to participate in City insurance programs if such participation is permitted under the City's insurance policies. Such participation would be conditioned on the employee paying the entire premium for any insurance coverage the employee wishes to retain. Payment of the premium will be required effective as of the date the leave commences.
7. Service time will not accumulate during a general leave of absence of longer duration than one week.
8. Unauthorized absence from work by an employee for a period of three (3) working days will be considered by the City as a resignation without benefits.

HOLIDAYS

POLICY

1. The following days are observed as paid holidays:
New Year's Day, January 1
Martin Luther King Jr. Day, the third Monday in January

President's Day, the third Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, first Monday in September
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
The day following Thanksgiving Day
Christmas Eve, December 24
Christmas Day, December 25
Floating Holiday, to be used at employee's discretion (must be used before the end of each year).

Whenever one of the above holidays falls on a Saturday, the preceding Friday will be observed as a holiday. Whenever one of the above holidays falls on a Sunday, the following Monday will be observed as a holiday.

If December 25 falls on a Saturday, the December 24 and 25 holidays will be observed on Thursday, December 23 and Friday, December 24. If the December 24 holiday falls on a Sunday, the December 24 and 25 holidays will be observed on Monday, December 25 and Tuesday, December 26.

2. Non-exempt employees who are required to be on duty on any holiday, or who agree to be on duty on any holiday, will be compensated at one and one-half (1-1/2) times their regular rate of pay. This pay shall be in addition to their holiday pay. For hours worked in excess of their work schedule day they shall be paid at double their hourly rate of pay.

INJURY ON DUTY LEAVE

POLICY

1. When any employee of the City suffers an injury on the job, a report of such accident must be made immediately by the employee's supervisor. This report must be made on the standard form supplied by the City's worker's compensation carrier, plus the supplementary form supplied by the Employee Safety and Health Committee. These forms must be completed and returned to Administration within 48 hours following the injury.
2. Injury leave will be granted to all employees who are injured or contract an occupational disease while in the actual performance of their assigned job, and are eligible because of the injury or illness for worker's compensation insurance coverage.
3. Injury on duty leave will be earned at the rate of one eight (8) hour day per month of full-time employment up to a maximum of 180 eight (8) hour days.

4. During such injury leave the City will pay such employee either as direct payment from injury on duty leave accrued, worker's compensation insurance benefits, or both. The total amount paid will not exceed the full pay which the employee would have received for such period. Employees receiving workers' compensation payments may be granted injury on duty leave pay for the amount of the difference between the employee's workers' compensation payment and the employee's salary, to the extent that injury on duty leave is accrued. To clarify the record keeping of injury on duty leave used during the injury on duty leave, the injured employee will immediately contact Administration upon receipt of a workers' compensation check.
5. A day is defined as the combination of workers' compensation insurance and injury on duty pay sufficient to pay the employee gross pay equal to the pay the employee would receive for a scheduled work day.
6. For each day of injury time used one work day will be deducted from the employee's accumulated injury on duty leave.
7. An employee on injury time leave must keep the employee's supervisor informed of the employee's status on an established regular basis.
8. If injury leave extends beyond the employee's accrued injury time leave, the employee may use sick leave and vacation leave after the injury or duty leave is exhausted.
9. Employees using earned injury on duty leave will be considered to be working for the purpose of accumulating vacation or sick leave.
10. A full-time employee on injury leave will retain and continue to earn length of service time for the duration of the leave.
11. The City may request periodically a certificate from the employee's physician indicating sufficient disability to preclude the employee from performance of the employee's duties.
12. Before returning to work from injury leave, an employee must submit a letter from the employee's physician certifying the employee is fit and capable of performing the job the employee held before injury occurred.

COURT DUTY

POLICY

1. Regular employees subpoenaed as witnesses or called for jury duty shall be granted leave of absence for the time necessary to complete those duties.

2. All fees received as a juror, except mileage fees for the use of the employee's private vehicle, food or lodging, shall be paid to the City.
3. The employee will receive all pay and other benefits that would have accrued had the employee been performing services for the employer during the period of absence for jury duty, less all per diem allowances and any other compensation received for such duty.
4. Employees excused or released from jury duty during their regular working hours must report to their supervisor immediately thereafter.

MILITARY LEAVE

POLICY

1. Active Duty Leave

- a. State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.
- b. The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the 15 day paid leave of absence. Employees on extended unpaid military leave will receive 15 days paid leave of absence in each calendar year, not to exceed five (5) years.
- c. Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her 15 days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.
- d. Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

- e. Eligibility for continuation of insurance coverage for employees on military leave beyond 15 days will follow the same procedures as for any employee on an unpaid leave of absence.

2. Military Ceremonies

- a. Unless the leave would unduly disrupt the operation of the City, the City shall grant a leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency. The leave time shall be limited to the actual time necessary for the employee to attend a send-off or homecoming ceremony for the mobilized service member, not to exceed one day's duration in any calendar year.
- b. For purposes of this section, an "immediate family member" means the employee's grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé, or fiancée.
- c. To request leave for a military ceremony, an employee must submit a Request for Leave form and the actual time required for attendance at the ceremony. Whenever possible, an employee is required to give as much notice as possible of the pending need for a leave of absence.

3. Death or Injury of Family Member in Military

- a. The City shall grant up to ten (10) working days of leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service.
- b. For purposes of this section, as "immediate family member" means the employee's parent, child, grandparents, siblings, or spouse.
- c. An employee must give as much notice to the City as practicable of the employee's intent to exercise leave under this section.

SICK LEAVE WITH PAY

POLICY

- 1. Full-time employees shall earn eight (8) hours of sick leave for each month of employment. Part-time employees shall earn a proportion of that sick leave calculated as a proportion of the full-time sick leave based on the relationship between the number of hours designated for the part-time position and a full-time position's hours.

2. Sick leave may only be used for sickness, disability, and for dental or medical appointments.
3. In order to be eligible for sick leave with pay an employee must:
 - a. Keep the supervisor informed of the condition if the absence is of more than three (3) days duration.
 - b. Submit a medical certificate for any absence of any duration if required by the supervisor and/or the City Administrator.

The employee must complete a Request for Leave form before the employee will be granted sick leave pay.

4. Employees who meet the other requirements of this section who are receiving worker's compensation payments may be granted sick leave pay for the amount of the difference between employee's worker's compensation payment and employee's salary to the extent that employee's sick leave is accrued, after the employee has used all of employee's accrued injury on duty leave.
5. Employees using earned sick leave shall be considered to be working for the purpose of accumulating vacation and sick leave.
6. An employee who has been unable to work for a period of time because of illness or accident may be required before being permitted to return to work to provide medical evidence that employee is again able to perform all essential functions of the position in a competent manner without hazard to employee or others.
7. Claiming sick leave when physically fit may be cause for disciplinary action, including transfer, suspension, demotion, or dismissal.
8. An employee whose illness extends beyond the sick leave credit available may apply for a medical leave of absence.
9. An employee may use sick leave for absences due to illness of the employee's immediate family for such reasonable periods as the employee's attendance with the immediate family member may be necessary, on the same terms the employee is able to use City sick leave benefits for the employee's own illness.

For the purpose of such sick child care leave, a "child" means an individual under 18 years of age or an individual under age 20 who is still attending secondary school.

10. Upon separation from the City or retirement of an employee who is in good standing, a cash payment of 50% of the employee's total accrued sick leave up

to a maximum of 960 total accrued sick leave hours at the employee's hourly compensation rate will be made. Employees with 10 years or more of service, the total accrued sick leave would be capped at 1,260 hours.

DONATED MEDICAL LEAVE

POLICY

1. With the expressed written approval of the City Administrator, City employees having accrued sick or vacation leave will be allowed to donate a portion of such accrued sick or vacation leave to fellow employees experiencing a major life-threatening disease or condition suffered by the employee, their spouse, or minor children. A major life-threatening disease or condition shall include, but not necessarily be limited to heart attack, stroke, organ transplant, or life threatening illness or condition as defined by a physician's diagnosis. The City Administrator has final discretion over all decisions regarding donated medical leave.
2. A donation of sick or vacation leave from one employee to another shall be subject to the following terms and conditions:
 - a. An employee is only eligible to receive donated medical leave for time loss from work due to a major life threatening disease or condition as described above, equal to the number of hours of time, compensated by sick leave, vacation leave, or compensatory time, which the employee would lose from his or her job due to the major life threatening disease or condition.
 - b. An employee will be eligible to receive donated medical leave only after the employee's accrued sick leave, compensatory time, and vacation have been used by the employee.
 - c. No employee will be allowed to receive more than 20 days of donated medical leave for any single major life threatening disease or condition without the additional express approval of the City Administrator.
 - d. An employee may donate no more than 40 hours per calendar year to a single fellow employee. This shall not be construed to prohibit donating 40 hours each per year to additional fellow employees.
 - e. A written request to donate medical leave must be made to the City Administrator.
 - f. The City Administrator shall have the right to deny use of donated medical leave or limit its use as shall be determined necessary and in the best interest of the City.

FAMILY AND MEDICAL LEAVE

POLICY

1. Family and Medical leave ("FMLA leave") provides up to 12 weeks of unpaid leave to eligible employees for certain family and medical reasons. Employees are eligible if they have been employed for a minimum of 12 months, and have worked at least 1,040 hours over those 12 months.
2. An employee may take a maximum of 12 work weeks of FMLA leave in a rolling 12 month period.
3. FMLA leave may be granted for any of the following reasons:
 - a. To care for the employee's child after birth, or placement for adoption or foster care;
 - b. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - c. For a serious health condition that makes the employee unable to perform the employee's job.
4. The employee must give the City at least 30 days advance notice. In unexpected or unforeseeable situations, the employee should give as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/Medical Leave" written notice.

For leaves taken because of the employee's or a covered family member's serious health condition, the City may require that a "Physician or Practitioner Certification" form be completed. In addition, the City may require periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.

Where employee leave qualifies for FMLA leave, the City may designate the leave as FMLA leave by providing notice to the employee of the designation within two business days of the time the employee gives notice of the need for the leave or as soon as the City has sufficient information to determine that the leave qualifies for FMLA leave.

5. A serious health condition is an illness or injury that involves:
 - a. An overnight stay in a hospital, hospice, or residential medical care facility;

- b. Any period of incapacity that involves continuing treatment or supervision by a health care provider and that requires absence from work, school, or other regular daily activities for more than three (3) days;
 - c. Continuing treatment or supervision by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) days;
 - d. Any period of incapacity due to pregnancy, or for prenatal care, or prior to an adoption to help complete the adoption process;
 - e. Any period of absence to receive multiple treatments by a health care provider; or
 - f. Substance abuse may qualify as a serious health condition if one of the above clauses is satisfied. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. Absence caused by substance use is not covered by this policy.
6. Employees may choose to use accrued vacation, compensatory time, or sick leave while on FMLA leave as long as the provisions within those written policies apply.
7. Employees are required to use employee's FMLA leave when employee must miss work due to an injury obtained while on duty unless employee is using sick leave or vacation leave. The FMLA leave and the injury on duty leave shall run concurrently.
- The employee shall report the injury as provided in the Injury on Duty Leave and provide adequate information to establish the basis for the leave. The City shall provide employee written notification within five (5) working days specifying that any absence will be counted against the employee's remaining FMLA time and that the FMLA leave shall run concurrently with the injury on duty leave.
8. The employee will not accrue benefits such as sick leave or vacation while on unpaid FMLA leave.
9. Leave may be taken intermittently or on a reduced schedule when it is medically necessary. If an employee requests intermittent leave or leave on a reduced schedule that is foreseeable due to medical treatment, the employee may be temporarily transferred to another position if the position has equivalent pay and benefits and better accommodates the recurring periods of leave. Any such transfer is subject to a collective bargaining agreement.

10. Eligibility for leave after birth, placement for adoption or foster care, expires 12 months after the birth, placement or adoption. If the child must remain in the hospital longer than the mother, the leave may in the alternative begin at any time up to six (6) weeks after the child leaves the hospital.
11. The employee may choose to continue existing health care benefits and life insurance while on FMLA leave. The City will continue to pay the same portion of the cost of the coverage as it did prior to the leave.

Employee contributions will be required either through payroll deduction or by direct payment to the City. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. If an employee's contribution is more than 30 days late, the City may terminate the employee's insurance coverage.

12. Upon return from FMLA leave, employees will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms. If, during FMLA leave, the City experiences a layoff and an employee would have lost a position had the employee not been on leave, pursuant to the good faith operation of a bona fide layoff and recall system, including a system under a collective bargaining agreement, the employee is not entitled to reinstatement in the former or comparable position. In such circumstances, the employee retains all rights under the layoff and recall system, including a system under a collective bargaining agreement, as if the employee had not taken the FMLA leave.

ORGAN DONATION LEAVE

The City will grant to employees paid leave in order to donate an organ or partial organ. For purposes of this section, an employee is defined as working an average of twenty hours per week. The leave may not exceed 40 hours for each donation, unless the City agrees to it. The City requires verification by a physician of the purpose and length of the requested leave.

To request organ donation leave, an employee must submit a Request for Leave form. Whenever possible, an employee is required to give as much notice as possible of the pending need for a leave of absence.

An employee should inform his/her supervisor as soon as possible of the date the employee anticipates to begin leave. Upon return from leave, the employee is entitled to employment in his/her former position, or a position with comparable duties, number of hours and pay. Employees who fail to return to work upon completion of the leave period granted by the City will be considered terminated from employment.

SCHOOL CONFERENCE AND ACTIVITIES LEAVE

POLICY

1. An employee will be granted up to a total of 16 hours during any school year to attend school conferences or school-related activities related to the employee's child, subject to the following requirements:
 - a. The employee must work an average of 20 or more hours per week.
 - b. The conference or school-related activities cannot be scheduled during non-work hours.
2. For the purpose of such leave, a "child" means an individual under 18 years of age or an individual under age 20 who is still attending secondary school. When such leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of such leave to the City and make a reasonable effort to schedule the leave so as to not disrupt unduly the operations of the City. Such leave may be either unpaid or an employee may substitute any accrued paid vacation leave or other appropriate paid leave for any part of such leave.

VACATION LEAVE

POLICY

1. The vacation schedule for full-time employees is as follows:

From the beginning of employment through the fourth year of continuous employment	10 days of vacation per year
After the employee's fifth anniversary through the ninth year of continuous employment	15 days of vacation per year
After the employee's tenth anniversary of continuous employment	16 days of vacation per year
After the employee's eleventh anniversary of continuous employment	17 days of vacation per year
After the employee's twelfth anniversary of continuous employment	18 days of vacation per year
After the employee's thirteenth anniversary of continuous employment	19 days of vacation per year
After the employee's fourteenth anniversary of continuous employment	20 days of vacation per year

2. Vacation accrues by pay period and may be used only when accrued.
3. Request for vacation leave must be initiated on Request for Leave submitted to the supervisor and/or the City Administrator, as appropriate. Exceptions to this policy are granted on a very limited basis, taking into consideration the good of the service provided by the City.
4. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority will be given the choice of vacation period if the employee's request is made 30 days prior to the vacation time desired. When requests are made less than 30 days prior to the vacation time desired, vacation will be granted on a first-come, first-served basis.
5. Employees may accumulate up to a maximum of twice their annual vacation leave.
6. Employees must use at least one week of vacation leave per calendar year unless another vacation plan is approved by the City Administrator before the end of the calendar year.
7. Employees using earned vacation leave will be considered to be working for the purpose of accumulating vacation or sick leave.
8. Employees leaving the City employment in good standing, after giving proper notice of such termination of employment, will be compensated for vacation leave accrued up to the maximum amount permitted and unused to the date of separation. An employee who leaves employment will be given prorated vacation pay for that part of the year worked. If the employee desires, he/she may designate any/all of accrued vacation and sick leave to a qualified deferred compensation plan.

VOTING LEAVE

POLICY

1. Every employee who is entitled to vote at any statewide election or any election to fill a vacancy in the office of Representative in Congress is entitled to be absent from work for the purpose of voting during Election Day without penalty or deduction from the employee's salary or wage on account of such absence. Time off equivalent to two (2) hours will be given all employees during such elections for the purpose of voting.

2. Arrangements must be made with the employee's supervisor at least 24 hours prior to this requested leave. Completion of a Request for Leave form in this instance is not necessary. The City Administrator has final discretion over all decisions regarding voting leave.

CONTINUATION OF GROUP HOSPITAL, MEDICAL, AND DENTAL INSURANCE

POLICY

1. This policy applies to all City employees who retire on or after January 1, 1993, who participated in the City's group hospital, medical, and dental insurance program and who met the requirements necessary to receive a disability benefit or an annuity from a Minnesota public pension plan other than a volunteer fire fighter plan.
2. Minnesota law, Minn. Stat. Chapter 43A, provides that upon retirement, an eligible City employee and his or her covered dependents can participate in the group health/dental insurance program at the same premium rate as active employees until age 65.
3. Retirees who have continuously participated in the group insurance program since leaving employment and retirees who are currently continuing coverage through COBRA can participate at the same premium rate as active employees until age 65.
4. Coverages and levels of benefits provided to retirees under age 65 and their dependents must be identical to that provided for active employees and their dependents.
5. Retirees age 65 and over may stay in the group *indefinitely*, but premium rates do not have to be pooled with the active employee rates and retiree coverage does not have to be identical to active coverage.
6. The retiree must pay the entire premium.
7. Dependent coverage can only be continued after retirement if the employee carried dependent coverage prior to retirement. Employees are not required to continue dependent coverage after retirement.

APPENDIX

ACKNOWLEDGMENT OF PERSONNEL POLICY

I acknowledge that I have received and reviewed the personnel policy entitled "Falcon Heights Personnel Policy" dated _____. I acknowledge that it is my responsibility to read and understand this policy, and I agree to comply with it.

Date: _____

Employee signature: _____

CITY OF FALCON HEIGHTS
Leave Action Form

Name:

Date Submitted:

Action:

- Vacation
- Sick Leave
- Compensatory Time
- Leave w/o pay
- Other (note reason)

Date(s) of leave:

Total hours on leave:

Reason for leave:

Employee signature: _____ Date

Supervisor's signature: _____ Date

City Administrator's approval: _____ Date

Accountant recorded: (initials) _____ Date

Final copy to: Employee (original)
Accountant (copy)

DONATION OF MEDICAL LEAVE AUTHORIZATION

I, _____ hereby request and authorize the City
of Falcon Heights to transfer _____ hours of my accumulated sick
leave to _____.

Signature

Date

APPROVAL:

Signature

Date

REQUEST FOR FAMILY/MEDICAL LEAVE

Employee Name _____ Date of Request _____

Department _____ Position Title _____

Hire Date _____

I request a Family/Medical Leave for the following reason (check one):

- _____ A. The birth of a child in order to care for such child or the placement of a child for adoption or foster care.
- _____ B. In order to care for an immediate family member if such family member has a serious health condition. Circle one: CHILD - SPOUSE - PARENT. (Must submit "Physician or Practitioner Certification" within 15 days).
- _____ C. Employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

METHOD OF LEAVE REQUESTED

- _____ A. Consecutive Leave
- _____ B. Intermittent or Reduced Leave Schedule (specify schedule below):

Date Leave is to Begin _____ Expected Duration of Leave _____

If the duration of my family/medical leave (total of paid and unpaid time) does not exceed 12 weeks, I will be returned to my same or equivalent position. I understand that if my family/medical leave should exceed 12 weeks I will be returned to my same or similar position, only if available, in accordance with applicable laws. If my same or similar position is not available, I understand that I may be terminated.

Employee Signature Date

Supervisor Signature of Approval/Date

CERTIFICATION OF RECEIPT OF

FALCON HEIGHTS POLICY ON DRUG AND ALCOHOL TESTING

I hereby acknowledge receipt of the City of Falcon Heights' Personnel Policy concerning Drug and Alcohol Testing. I have read the Policy and have been able to ask my supervisor questions about any part of the Policy I do not understand.

DATE: _____

Signature

Printed Name: _____



(Family and Medical Leave Act of 1993)

OMB No. : 1215-0181
Expires : 08-31-07

Date:

To: _____
(Employee's Name)

From: _____
(Name of Appropriate Employer Representative)

Subject: REQUEST FOR FAMILY/MEDICAL LEAVE

On _____, you notified us of your need to take family/medical leave due to:
(Date)

- The birth of a child, or the placement of a child with you for adoption or foster care; or
- A serious health condition that makes you unable to perform the essential functions for your job; or
- A serious health condition affecting your spouse, child, parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____ and that you expect
(Date)
leave to continue until on or about _____.
(Date)

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that: (check appropriate boxes; explain where indicated)

1. You are eligible not eligible for leave under the FMLA.
2. The requested leave will will not be counted against your annual FMLA leave entitlement.
3. You will will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____ (insert date) (must be at least 15 days after you are notified of this requirement), or we may delay the commencement of your leave until the certification is submitted.
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We will will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, the following conditions will apply: (Explain)

5. (a) If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you, and it is agreed that you will make premium payments as follows: *(Set forth dates, e.g., the 10th of each month, or pay periods, etc. that specifically cover the agreement with the employee.)*

(b) You have a minimum 30-day *(or, indicate longer period, if applicable)* grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, *provided* we notify you in writing at least 15 days before the date that your health coverage will lapse, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work. We will will not pay your share of health insurance premiums while you are on leave.

(c) We will will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do pay your premiums for other benefits, when you return from leave you will will not be expected to reimburse us for the payments made on your behalf.

6. You will will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until certification is provided.

7. (a) You are are not a "key employee" as described in § 825.217 of the FMLA regulations. If you are a "key employee:" restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us as discussed in § 825.218.

(b) We have have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. *(Explain (a) and/or (b) below. See §825.219 of the FMLA regulations.)*

8. While on leave, you will will not be required to furnish us with periodic reports every _____ *(indicate interval of periodic reports, as appropriate for the particular leave situation)* of your status and intent to return to work *(see § 825.309 of the FMLA regulations)*. If the circumstances of your leave change and you are able to return to work earlier than the date indicated on the reverse side of this form, you will will not be required to notify us at least two work days prior to the date you intend to report to work.

9. You will will not be required to furnish recertification relating to a serious health condition. *(Explain below, if necessary, including the interval between certifications as prescribed in §825.308 of the FMLA regulations.)*

This optional use form may be used to satisfy mandatory employer requirements to provide employees taking FMLA leave with Written notice detailing specific expectations and obligations of the employee and explaining any consequences of a failure to meet these obligations. (29 CFR 825.301(b).)

Note: Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Public Burden Statement

We estimate that it will take an average of 5 minutes to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THE OFFICE SHOWN ABOVE.

ITEM: **City Code Amendments - Addition of Neighborhood
Commission and Environment Commission Roles**

SUBMITTED BY: **Justin Miller, City Administrator**

REVEIEWED BY: **Environment/Neighborhood Commissions**

EXPLANATION:

During the recodification process, staff and council noticed that the Neighborhood and Environment Commissions were not mentioned in the appropriate City Code sections. Staff and legal counsel have provided the attached code amendment that would remedy this omission. With this amendment, all five of our City commissions will be referenced in the City Code with their respective roles and responsibilities.

Additionally, the Environment Commission recently revised their purpose statement and are submitting it to the City Council for their approval. The new purpose statement focuses on the following areas:

- Energy Use and Air Quality
- Recreation and Aesthetic Appreciation
- Green Infrastructure
- Water
- Solid Waste
- Education

REQUESTED ACTION:

Staff recommends that the City Council approve the attached City Code amendments as well as the revised Environment Commission purpose statement.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 07-05

**AN ORDINANCE AMENDING THE
FALCON HEIGHTS CITY CODE
CONCERNING CITY COMMISSIONS**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Chapter 2, Section 114 of the Falcon Heights City Code is amended to read as follows:

City commissions.

The city council has established the following commissions:

- (1) Planning commission.
- (2) Human rights commission.
- (3) Park and recreation commission.
- (4) Neighborhood commission.
- (5) Environment commission.

SECTION 2. Chapter 2, Section 119 of the Falcon Heights City Code is amended to read as follows:

Neighborhood commission.

The Neighborhood Commission shall serve in an advisory capacity to the city council on all policy matters relating to building the emergency preparedness and crime prevention capacity of people who live or work in Falcon Heights including neighborhood watch programs, Community Emergency Response Teams (CERT), Neighborhood Liaison programs, and other public education programs. The Neighborhood Commission serves as the Falcon Heights Citizen Corps Council.

SECTION 3. Chapter 2, Section 120 of the Falcon Heights City Code is amended to read as follows:

Environment commission.

The Environment Commission shall serve in an advisory capacity to the city council on all policy matters relating to energy use, air quality, recreation and

aesthetic appreciation, green infrastructure, water, solid waste, and environmental education.

SECTION 4. These amendments and additions shall be effective immediately upon is passage and publication.

ADOPTED this 25 day of April, 2007, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Susan L. Gehrz, Mayor

ATTEST:

Justin Miller, City Administrator/Clerk

Falcon Heights Environment Commission:
Purpose Statement
Draft # 2 March 13, 2007

The purpose of the Environment Commission is to assess current conditions, educate citizens and recommend action for improvement to City Council related to the environmental quality of the City of Falcon Heights. Areas for assessment, education and recommended action include attention to:

Energy Use and Air Quality

The Commission suggests individual and city-wide actions to reduce use of carbon fuels that contribute to ozone depletion and global climate change. According to EPA the most common and abundant air pollutants are carbon monoxide, sulfur dioxide, nitrogen oxide, ozone, lead, and particulate matter. Well over 50% of these pollutants come from motor vehicles. Decreasing the use of both private and commercial vehicles, using public transportation and encouraging more energy –efficient vehicles are encouraged.

Recreation and Aesthetic Appreciation

The Environment Commission encourages development of accessible public spaces that promote recreation and aesthetic appreciation such as parks, trails, community gardens, seasonal plantings, and side walks. Walking, biking and other forms of non motorized travel are supported.

Green Infrastructure

The Commission supports improving the green space of the city, including efforts to remove invasive non native plants. Attention is given to the arbor culture of the city by supporting sound forest management and planting of indigenous trees most suitable to Falcon Heights.

Water

Citizens are encouraged to improve water quality through rain gardens and green roofs, reducing use of chemical fertilizers and pesticides, and conserving water in the home and garden. Proper pick up and composting of leaf and yard matter is strongly encouraged.

Solid Waste

The Commission monitors waste collection and recycling procedures and contracts for the purpose of reducing costs and insuring environmentally responsible methods of collection.

Education

Public education includes use of newsletters and flyers to encourage responsible environmental practices by all citizens. School-age commissioners are welcomed on the Environment Commission and outreach to local schools is ongoing.