

**Personnel Committee
Personnel Meeting
Government Services Center
11:00 AM on Monday, November 17, 2025**

- 1. Call to order**
- 2. Additions and Deletions**
- 3. Paid Family and Medical Leave (PFML)**
- 4. Personnel Policy**
- 5. Employee Reviews**
- 6. Adjournment**

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3. Paid Family and Medical Leave (PFML)

Files Attached

- MN ShelterPoint Equivalent Plan Employer Workplace Poster 10.25.pdf

MINNESOTA PAID LEAVE

Effective January 1, 2026

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

Equivalent Plan

Your employer provides Paid Leave through an approved equivalent plan instead of through the state of Minnesota. This plan provides time off, payments, and job protections that are equal to or greater than those offered under Minnesota Paid Leave.

Name of insurer: ShelterPoint Life Insurance Company

Equivalent plan covers: ☐ Family Leave ☐ Medical Leave ☒ Both

Website: <https://info.shelterpoint.com/paid-family-medical-leave/mn> Phone: 1-800-365-4999

What can I use Paid Leave for?

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- **Bonding Leave** – to care for and bond with a new child welcomed through birth, adoption, or foster placement
- **Caring Leave** – to care for a family member with a serious health condition
- **Military Family Leave** – to support a family member called to active duty
- **Safety Leave** – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last at least seven days and be certified by a healthcare provider or other professional.

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may opt in. You may qualify for payments if you’ve been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

How long can I take leave?

An Equivalent plan must offer leave time that is equal to or greater than what is offered under the state plan. Under the state plan, you may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total.

How much will I get paid?

An equivalent plan must offer payments that are equal to or greater than what is offered under the state plan. Under the state plan, you will be paid up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state’s average weekly wage. This amount changes each year and is \$1,423 for the start of Paid Leave in 2026.

Who pays for this coverage?

Minnesota Paid Leave is funded by premiums paid by employees and employers. Your employer may not charge you more than 0.44% of your wages to fund your portion of the Equivalent Plan premium.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance premiums while you are on leave.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website.

If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

LEARN MORE: paidleave.mn.gov



This information can be provided in alternative formats to people with disabilities or people needing language assistance by calling the Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).



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4. Personnel Policy

Files Attached

- 2025 Proposed Advanced Resignation Notice Program.pdf

Advance Resignation Notice Program.

Purpose

The City's Advance Resignation Notice Program ("Program") is designed to improve the efficiency and stability of the City's workforce by encouraging employees to give the City advance notice of their intent to resign. The purpose of this Program is to begin replacing an employee who is leaving the City as soon as possible after notice is received, reducing the time the position remains unfilled.

Eligibility

This Program is available to active, regular full-time employees who have been employed in a regular full-time position for a minimum of five years. Paid-on-call, part-time, and seasonal employees are not eligible for this program.

The City reserves the right not to replace any employee who resigns and/or modifies the position and duties prior to hiring a new employee. This decision will not affect a current employee's eligibility for the Advance Notice Payment under this Program.

Notice and Use of Leave

In order to be eligible for the Advance Notice Payment referenced herein, an employee must give at least **90** calendar days' notice in writing to the Clerk/Treasurer before his/her last day of work. The last day of work is defined for this Program as the previous day an employee will be actively working for the City. The City reserves the right to approve or deny requests for use of accrued leave during the 90 to 180-day period. It is the intent that the employee requesting participation in this Program and receipt of the Advance Notice Payment shall remain actively working and limit the use of leave during the 90 to 180-day period following notice of their anticipated resignation.

Expectations

To be eligible for the one-time payment noted below, the departing employee will be expected to train the replacement or new hire to the extent possible by transferring knowledge and preparing documentation of the position as necessary.

Program Application

The Advance Resignation Notice Program Application ("Advance Notice Application") must be signed by the employee and the City Clerk/Treasurer to be effective. The City reserves the right to refuse any Advance Notice Application from any employee that does not comply with the requirements of this Program.

Advance Notice Payment

The City will provide the employee with the following one-time payment for advance notice of their resignation:

Ninety (90) days:	40 hours pay
One Hundred Twenty (120) days:	80 hours pay
One Hundred Eighty (180) days:	160 hours pay

For purposes of this Program, the term day(s) shall mean calendar day(s). Payment will be made after the employment termination date. If the employee breaches their obligations under this Program by terminating employment with the City in advance of the agreed-upon resignation date or is otherwise terminated for cause by the City before the designated resignation date, the employee forfeits eligibility for the Advance Notice Payment referenced herein. Payment is subject to taxation and required deductions.

Rescission Period

An employee has **ten (10)** calendar days from the date the employee submits their Advance Notice Application to the City Clerk/Treasurer to rescind their application and/or resignation. After the City has accepted the resignation and after the expiration of the employee's 10-day rescission period, the resignation shall be deemed irrevocable, and the employee may no longer rescind it without the City's agreement to either permit rescission or defer the resignation.