



*Our Mission is to Provide Quality Public Services
in a Fiscally Responsible Manner While Preserving
the City's Open Space Character*

Human Resources Committee Meeting

Monday, November 14, 2016

4:00-6:00 P.M.

**City Council Chambers
3800 Laverne Avenue North**

AGENDA

- A. Approve Minutes**
- B. Employee Recognition Policy**
- C. Employee Benefit Employer/Employee Cost Share**
- D. Job Classification Study Update**
- E. Temporary Administration Employee**
- F. Employee Handbook**
- G. Adjourn**

**CITY OF LAKE ELMO
HUMAN RESOURCES COMMITTEE MINUTES
AUGUST 8, 2016 4:00 PM**

PRESENT: Councilmember Fliflet, Councilmember Lundgren, Teresa Berry, Administrator Handt and City Clerk Johnson

A. APPROVAL OF MINUTES

Minutes of the February 29, 2016 and May 9, 2016 meetings were approved by unanimous consensus.

B. EMPLOYEE RECOGNITION POLICY

Administrator Handt noted that the recent retirement of a 30 year employee raised a question regarding the existence of an employee recognition policy. Handt reported that the Attorney General does allow cities to give awards for service but only if the city has a written policy.

Several policies were reviewed that are in use at other cities. Committee consensus was reached to draft a policy for service awards every five years and a retirement award. Administrator Handt indicated she would prepare a draft policy for the next meeting.

C. SALARY SURVEY

Administrator Handt reported that due to employee inquiries and recent hires, the City should consider issuing an RFP for a salary survey and reported that the data could also be used for the required reporting to the state in January. Some current positions were reviewed. Committee recommended bringing the request for an RFP to the City Council in September for obtaining funding this year.

D. EMPLOYEE HANDBOOK

Review of the Employee Handbook was continued and the City's emergency policy was discussed as it relates to severe weather.

E. ADJOURN

Meeting adjourned at 5:30 pm.

Respectfully submitted,

Julie Johnson
City Clerk



STAFF REPORT

DATE: November 14, 2016

ITEM #:

MOTION

TO: HR Committee

FROM: Kristina Handt, City Administrator

AGENDA ITEM: Employee Recognition Program

BACKGROUND:

At the last meeting the committee began to review draft policies from other cities regarding employee recognition programs. Direction was given on what criteria to include in a policy for Lake Elmo. A draft is included in your packet for consideration.

ISSUE BEFORE COUNCIL:

What should be included in the Employee Recognition policy?

PROPOSAL DETAILS/ANALYSIS:

The draft is consistent with some of the other policies the community reviewed. It included recognition for every 5 years of service, retirement recognition and other programs such as the Fire Relief Association, memorials/hospitalizations, Environmental Stewardship Award and an annual event.

Since the last meeting, the Environmental Committee developed the criteria for the Environmental Stewardship Awards:

- focus on recognition and do not include any prizes or monetary awards
- Award periodically during the year verses an annual award program
- Award to businesses, individuals, organizations, and groups
- Should be recognized in the weekly Fresh and quarterly Source city news publications and sent to local newspapers which will allow efforts to be highlight and more opportunities for educating residents
- Do not have a formal application process
- No limitations on number of recipients and number of awards-we aren't giving to the top two but rather giving recognition for all significant achievements

Also, I received a copy of the Service Recognition SOG from the fire department. For the most part it is consistent with the previous draft reviewed by the committee. The exception being the specific gifts for 20 and 30 years of service. The committee may retain these items or suggest they allow these to be a function of the Relief Association.

RECOMMENDATION:

Recommend approval of the draft Employee Recognition Policy.

**City of Lake Elmo, Minnesota
Employee Recognition Policies
Draft November 2016**

1. PURPOSE AND INTENT

- a) Beginning August 1, 2007, Minnesota Cities have authority under state law to conduct employee recognition programs under Minn. Stat. Sec. 15.46, 43A.17, 412.111. This policy is intended to set forth the objectives of the City of Lake Elmo's employee recognition program and to provide for the expenditure of public funds as necessary to achieve these objectives in a manner consistent with the law.
- b) The objectives of the program are:
 - 1) to increase morale and employee motivation;
 - 2) to encourage loyalty and long-term retention of employees; and
 - 3) to celebrate the accomplishments and service of retiring employees, to demonstrate the appreciation of the City Council, employees and citizens of the City of Lake Elmo for the public service provided by all Lake Elmo employees.
- c) Employees eligible for recognition under this policy are regular full and part-time city employees, including all members of the Lake Elmo Fire Department. Seasonal employees are not eligible.

2. SERVICE ANNIVERSARY AWARDS

- a) Employees shall be presented with a certificate recognizing their years of service at the completion of five (5) years of service and upon every five years of additional service thereafter. The certificate shall be signed by the Mayor and the City Administrator and/or department head and any other supervisors designated by the department.
- b) The City Administrator is directed to purchase suitable gift cards for this purpose at a price of no more than \$50.00.
- c) The award shall be presented by the Mayor at a City Council meeting on a date as close as practical to the service anniversary date.

3. RETIREMENT RECOGNITION

- a) Employees who are retiring from service shall receive a gift commemorating their retirement. A suitable item with a value of \$200 will be selected by the City Administrator.
- b) The City will hold a retirement reception honoring the retiree. The City will contribute not more than \$100.00 to the costs of refreshments for the reception, which will be held either in conjunction with the presentation of the award at a City Council meeting, or at another date and time to be determined upon consultation with the employee.
- c) Should an employee choose not to participate in a retirement reception, no compensation shall be paid to the employee in lieu of the city contribution to the reception.

- d) Retirement, for the purpose of this policy, shall be defined as meeting the qualifications for retirement under the rules of the Minnesota Public Employee Retirement Association (PERA) or of the Lake Elmo Firefighter Relief Association.

4. OTHER RECOGNITION PROGRAMS

- a) The City of Lake Elmo recognizes that the Lake Elmo Firefighter Relief Association may provide other awards and recognition to firefighters for their years of service or upon their retirement. The recognition program may include awards or events that do not meet the criteria for proper expenditure for public funds. No public funds shall be used for such programs, but the City supports their establishment and funding by the Relief Association to the extent consistent with the bylaws of the association and laws governing the use of such funds.
- b) The City may provide memorials, flowers, or other hospitalization gifts in an amount not to exceed \$50 upon the hospitalization or death of any City employee, council member or member of a City committee, commission or board.
- c) The City of Lake Elmo, with coordination of the Environmental Committee, will recognize residents, community groups and/or businesses with Environmental Stewardship Awards. Recognition will include a certificate presented at a City Council meeting.
- d) An annual event may be held to recognize the public service of City staff Council members, and members of City committees, commissions and boards. The event may be held during the summer or fall season and must be preapproved by the City Council. Expenditure of City funds for the annual event will be determined by the City Council at the time of event approval and must be expended as necessary to achieve the objectives of the City's Employee Recognition Policies. Immediate family or significant others of City staff, Council members, or members of City committees, commissions or boards may attend the annual recognition event at their own cost. Expenditure of public funds to purchase alcohol for the annual recognition event shall not be permitted.



LAKE ELMO FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES



TITLE:	SERVICE RECOGNITION	
ORIGINATOR/DATE	CHIEF SIGNATURE	
Officers	12/19/11	

Members of the Lake Elmo Fire Department shall be recognized for benchmarks in their years of service at the department's annual appreciation dinner and announced at a City Council Meeting.

Members will receive "Years of Service" pins beginning at the five year mark and for every five years there after; i.e., 5, 10, 15, 20, etc.

Members that reach 20 years of service will receive a fire department ring.

Members that reach 30 years of service shall be presented with a brass axe.

Any member retiring with 10 or more years of service with the Lake Elmo Fire Department shall be recognized for their years of service and presented with a plaque at the annual dinner following their retirement.

**CITY OF LAKE ELMO
EMPLOYEE BENEFITS
AS OF 1/1/2017**

	<u>Annual Employer Cost</u>	<u>Annual Employee Cost</u>
State pension program (PERA)	7.50%	6.50%
Health Insurance (BCBS) 30 days		
Single	\$8,068 (87%)	\$1,205 (13%)
Family	\$13,662 (76.5%)	\$4,197 (23.5%)
Dental (Delta Dental) 60 days		
Single	\$504.19	\$0
Employee + 1	\$972.82	\$0
Family	\$1,327.87	\$0
Life (\$25,000)	\$110	\$0
AD&D (\$25,000)	\$15	\$0
ST Disability (based on income) 60% of salary up to \$1,400/wk	\$.28/\$10	\$0
LT Disability (based on income) 60% of salary up to \$15,000/mos	\$.27/\$100	\$0
FSA-Pre-tax medical \$2,500 and dependent care up to \$5,000		
ICMA (optional retirement)		
MNDCP (optional retirement)		
Ncpers (optional life) (Coverage level based on age) Eligible spouse and dependants (age 14-21) covered free of charge if employee participates	\$0	\$192