

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
April 4, 2022  
at 5:00 PM

To watch this meeting live click or copy the link: <https://tinyurl.com/SPU-YouTube-Live>

1. **Call to Order** at 5:00pm in the SPU Service Center, 255 Sarazin Street
  - 1a) Roll Call
2. **Communications**
  - 2a) Election of SPU Commission Officers – President, Vice President, Secretary, MMPA Representative (GD)
3. **Consent Agenda**
  - C=> 3a) Approval of March 21, 2022 Minutes (GD)
  - C=> 3b) Approval of April 4, 2022 Agenda (KM)
  - C=> 3c) April 4, 2022 Warrant List (KW)
  - C=> 3d) Nitrate Results (LS)
  - C=> 3e) MMPA March Meeting Update (GD)
4. **Liaison Report** (JB)
5. **Public Comment Period.** The public comment period provides an opportunity for the public to address the Commission on items that are not on the agenda. Comments should **not** exceed five minutes. The SPU President may adjust that time limit based upon the number of persons seeking to comment. This comment period may not be used to make personal attacks, to air personality grievances, or for political endorsements or campaigns. The public comments are intended for informational purposes only; Commissioners will not enter into a dialogue with commenters, and questions from Commissioners will be for clarification only.
6. **General Manager Report**
  - 6a) General Manager Report – Verbal (GD)
7. **Reports: Water Items**
  - 7a) Water System Operations Report – Verbal (LS)
8. **Reports: Electric Items**
  - 8a) Electric System Operations Report – Verbal (BC)

9.     **Reports: Human Resources**
  - 9a)   SPU Personnel Policies (GD & CM)
  
10.    **Reports: General**
  - 10a)   Marketing/Key Accounts Report – Verbal (SW)
  
11.    **Items for Future Agendas**
  
12.    **Tentative Dates for Upcoming Meetings\*\***
  - April 18, 2022
  - May 2, 2022
  - May 16, 2022
  - June 6, 2022
  - June 20, 2022
  
13.    **Adjournment**

MINUTES OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
March 21, 2022  
Regular Meeting

1. Call to Order. President Mocol called the March 21, 2022 meeting of the Shakopee Public Utilities Commission to order at 5:00 PM. President Mocol, Vice President Fox, Commissioner Brennan, Commissioner Krieg, and Commissioner Letourneau were present.
2. Approval of Consent Agenda. Commissioner Krieg asked to pull items (3h) and (3i) from the Consent Agenda. Vice President Fox moved approval of all other items on the Consent Agenda: (3a) March 7, 2022 Minutes; (3b) March 21, 2022 Agenda; (3c) March 4, 2022 Warrant List, Account Credit Request/Deposit Refunds; (3d) March 21, 2022 Warrant List; (3e) Monthly Dashboard as of February 2022; (3f) Monthly December 2021 and Preliminary January 2022 Financials; (3g) Tank 8 In Service – Advisory; (3j) City Project No 21-001 Maras Street, 12<sup>th</sup> Avenue, Hansen Avenue; (3k) DR Horton Exchange Agreement and Completion of Closing Under Exchange Agreement. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.
3. Items (3h) and (3i). Commissioner Krieg asked about the number of participating customers and financial impacts. Mr. Drent provided an overview of the number of participants and financial information. Commissioner Krieg moved to approve (3h) Res#2021-08 Resolution Approving Shakopee Public Utilities Commission's Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried. Motion by Vice President Fox to approve (3i) Res#2021-08 Resolution Approving Shakopee Public Utilities Commission's Cogeneration and Small Power Tariff, seconded by Commissioner Letourneau. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.
4. Liaison Report. Commissioner Brennan reported that the City Council approved the final plat for Valley Crest 2<sup>nd</sup> Addition, as well as the Maras/Hansen Ave utility reconstruction plans.
5. Public Comment Period. No public comments were offered.
6. General Manager Report. Greg Drent, General Manager, reminded Commissioners that the joint meeting with the City Council is Tuesday, March 29<sup>th</sup>, 2022, 6:00 PM at City Hall. He noted that the substation transformer delivery is expected sooner, perhaps at the end of September or October. Mr. Drent reported that SPU finished the 2021 audit, and the results will be presented to the Commission. He also reported that he met with representatives of the City of Prior Lake and MVEC as to the service territory transfer. Mr. Drent noted that the next Commission meeting will include an election of officers.

7. Water Report. Lon Schemel, Water Superintendent, noted that his staff is preparing for valve exercising to begin the flushing process. He also reported that Water Tank #8 is online and running properly.

8. Backflow Prevention and Cross-Connection Policy. Mr. Schemel introduced Tony Myers, SPU Water Supervisor, who presented on the issue of backflow and cross-connections, including potential pollution and contamination concerns, and the requirements of the Minnesota Department of Health. Mr. Myers discussed the proposed Backflow Prevention and Cross-Connection Control Policy. Commissioners discussed the testing requirements, and the consensus was to provide a list of vendors who perform this testing. Commissioner Brennan moved to approve the Backflow Prevention and Cross-Connection Control Policy, with annual testing requirements starting in 2023. Vice President Fox seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.

9. Electric Report. Brad Carlson, Electrical Superintendent, reported that no outages occurred since the last Commission meeting. He also reported that the customer disconnects performed last week went well. Mr. Carlson noted that the Department continues tree trimming and clean up from winter projects. He reported that DOT aerial lift inspections were completed for the electric and water fleet. He noted that the electric team is competing in the APPA Lineworkers Rodeo in Austin, Texas. Mr. Carlson announced that SPU has hired Elle Seaver as an apprentice lineworker, SPU's first female lineworker. She will start April 4<sup>th</sup>.

10. West Shakopee Substation 15kV Switchgear and Control Building Bid Award. Joseph Adams, Director of Planning and Engineering, introduced Kevin Favero, Senior Project Manager, Leidos Engineering LLC. Mr. Favero explained that three bidders responded. He noted that some responses did not include required specifications or had a delayed delivery after the required spring 2023 timing and were deemed nonresponsive. Mr. Favero described his research and analysis of the responsive bids and recommended awarding the contract to States Manufacturing, which provided the lowest responsive bid, in the amount of \$1,533,000. Vice President Fox moved to approve awarding the contract to States Manufacturing in the amount of \$1,533,000. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.

11. Customer Service/Marketing Update. Sharon Walsh, Director of Key Accounts/Marketing/Special Projects, noted that the AMI bid package is under final review. She described an upcoming key account meeting with Image Prints. Ms. Walsh noted that a ribbon cutting ceremony is scheduled for Tuesday, April 12<sup>th</sup> at 9:00 AM for SPU's drive-up. Mr. Drent noted that the drive-up opened today as a soft opening, with the formal opening planned for April 12<sup>th</sup>. Ms. Walsh explained plans to promote the Lineworkers Rodeo, gather content for SPU's Year in Review newsletter, and provide information on backflow prevention on SPU's website.



12. IT Project Update. Mr. James Keltgen, IT Supervisor, described his background and presented on current and planned projects, including NISC, Microsoft 365, Scott County fiber optic ring, and cybersecurity.

13. Adjourn. Motion by Vice President Fox, seconded by Commissioner Krieg, to adjourn. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.

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Greg Drent, Commission Secretary

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## SHAKOPEE PUBLIC UTILITIES COMMISSION

## WARRANT LISTING

April 4, 2022

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

ALLSTREAM	\$2,478.94
ALTEC INDUSTRIES, INC	\$610.70
AMARIL UNIFORM CO.	\$6,041.44
ARROW ACE HARDWARE	\$56.21
BENNETT, LARRY & CONNIE	\$50.00
BERGERSON-CASWELL INC	\$18,417.50
BERNDTSON, ROBERT	\$207.68
BORDER STATES ELECTRIC SUPPLY INC	\$7,268.91
BREZINA, ANTHONY	\$427.18
CDW LLC	\$20,426.56
CENTERPOINT ENERGY	\$4,253.98
CHOICE ELECTRIC INC	\$3,928.27
CHRISTENSEN, BRUCE	\$500.00
CITY OF PRIOR LAKE	\$12,628.50
CITY OF SHAKOPEE	\$249,000.00
CITY OF SHAKOPEE	\$1,031.08
CLLIFTONLARSONALLEN LLP	\$11,550.00
CORE & MAIN LP	\$6,757.32
DELTA DENTAL PLAN OF MN	\$5,214.21
DGR ENGINEERING	\$134.50
DITCH WITCH OF MINNESOTA INC	\$53,000.00
DRENT, GREG	\$37.28
EDM INTERNATIONAL, INC.	\$6,150.00
EDSTROM, ROBIN	\$350.00
ENTRUST	\$5,089.00
FERGUSON US HOLDINGS, INC.	\$252.00
FURTHER	\$318.80
GRAINGER	\$256.91
GS MOVING UP LLC	\$1,000.00
HAWKINS INC	\$3,915.36
USA BLUE BOOK	\$3,398.53
HEALTHPARTNERS	\$77,902.09
HEYDA, WILLIAM JR	\$500.00
INNOVATIVE OFFICE SOLUTIONS LLC	\$2,151.85
IRBY - STUART C IRBY CO	\$1,641.50
IRBY TOOL & SAFETY	\$1,524.57
JT SERVICES	\$26,682.69
KEPHART, JIM & JOY	\$50.00
KITTOCK, MICHAEL	\$50.00
LOGERQUIST, ANDREW	\$364.10
MANA BREWING	\$16,578.00
MIDWEST SAFETY COUNSELORS, INC.	\$221.69
MILSOFT UTILITY SOLUTIONS, INC.	\$35,000.00
MINN VALLEY TESTING LABS INC	\$536.00
MINNESOTA LIFE	\$1,417.60
MINNESOTA RURAL WATER ASSOCIATION	\$550.00
MN DEPT OF HEALTH	\$23.00
NAGEL COMPANIES LLC	\$3,948.00
NAGEL, SYDNEY	\$122.65
NCPERS GROUP LIFE INSURANCE	\$176.00
NEVILLE, GERRY	\$124.61

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

April 4, 2022

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities

Commission:

OLSON, MATTHEW	\$500.00
Principal Financial Group	\$3,894.15
PERRY, NICHOLAS	\$350.00
PLUNKETT'S PEST CONTROL, INC.	\$89.34
RESCO	\$10,185.53
ROBERT B HILL CO.	\$415.38
ROUSE, BRYAN	\$175.00
SAMBATEK	\$9,580.50
SCHINTZ, JACK	\$9.58
SCOTT COUNTY	\$46.00
SHORT ELLIOTT HENDRICKSON INC	\$25,267.87
STAR ENERGY SERVICES	\$1,466.67
STOERING, ERIN	\$50.00
Theis, Matthew	\$50.00
TRENCHERS PLUS INC	\$210.33
TRIPLETT, GREG	\$155.03
TWIN CITY GARAGE DOOR CO.	\$3,219.00
ULINE, INC.	\$559.80
VTI SECURTIY	\$5,118.18
WESCO DISTRIBUTION INC	\$5,496.04
WIECZOREK, MARCUS	\$500.00
WOLFF, STEPHEN	\$75.00
WRAP CITY GRAPHICS, INC.	\$1,000.00
XCEL ENERGY	\$3,215.43

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\$665,944.04

  
Presented for approval by: Director of Finance & Administration

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Approved by General Manager

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Approved by Commission President

## SHAKOPEE PUBLIC UTILITIES COMMISSION

## WARRANT LISTING

April 4, 2022

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

ALLSTREAM	\$2,478.94	Shak Sub, Pike Lake, S.Sub, and SPU
ALTEC INDUSTRIES, INC	\$610.70	Mini Battery
AMARIL UNIFORM CO.	\$6,041.44	FR Clothing for Elec. Dept. and Water dept. clothing
ARROW ACE HARDWARE	\$56.21	Zep Empty sprayer
BENNETT, LARRY & CONNIE	\$50.00	2022 Res. Energy Star Appliance Rebate
BERGERSON-CASWELL INC	\$18,417.50	WO#2577 - 10 Flanged Gaskets, Flanges, flowmatic, Well #12 & #7
BERNDTSON, ROBERT	\$207.68	211 Miles Reimb.
BORDER STATES ELECTRIC SUPPLY INC	\$7,268.91	PIPE 1 1/4 INNERDUCT COUPLING Inventory items
BREZINA, ANTHONY	\$427.18	Mileage reimb. for schooling
CDW LLC	\$20,426.56	computer hardware Capital Improvement
CENTERPOINT ENERGY	\$4,253.98	April gas usage for 10th Ave. & SPU bldg
CHOICE ELECTRIC INC	\$3,928.27	Door sensor's to shut off heaters, thermostat wiring and 10th Ave. Water tower pull cable from pumphouse to water tower.
CHRISTENSEN, BRUCE	\$500.00	2022 Res. Cooling & Heating
CITY OF PRIOR LAKE	\$12,628.50	1st Qtr. Franchise Fee
CITY OF SHAKOPEE	\$249,000.00	April Pilot Transfer Fee
CITY OF SHAKOPEE	\$1,031.08	Storm drainage/SPU Properties
CLLIFTONLARSONALLEN LLP	\$11,550.00	2021 Audit
CORE & MAIN LP	\$6,757.32	WO#2576 - Strain gaskets, meters
DELTA DENTAL PLAN OF MN	\$5,214.21	March Dental Premiums
DGR ENGINEERING	\$134.50	WO#2392 - Services thru 2/28/22, Dean Lake #2 Circuit Switcher
DITCH WITCH OF MINNESOTA INC	\$53,000.00	WO#2585 - Vacuum Excavator
DRENT, GREG	\$37.28	Reimb. for OPEN sign in the drive up area
EDM INTERNATIONAL, INC.	\$6,150.00	Junior Field Unit
EDSTROM, ROBIN	\$350.00	2022 Res. Cooling & Heating
ENTRUST	\$5,089.00	2022 Exterior LED Lighting
FERGUSON US HOLDINGS, INC.	\$252.00	Perma Patch Asphalt cold patch
FURTHER	\$318.80	Flex dependent claim reimb.
GRAINGER	\$256.91	Stepladder, Fiberglass, 6 ft.
GS MOVING UP LLC	\$1,000.00	2022 Solar Net Metering Rebate
HAWKINS INC	\$3,915.36	2/100 gallon fluoride & Chlorine cylinders
USA BLUE BOOK	\$3,398.53	WO#2576 - Hydrant Meter w/ Backflow
HEALTHPARTNERS	\$77,902.09	March Medical Premiums
HEYDA, WILLIAM JR	\$500.00	2022 Res. Cooling & Heating
INNOVATIVE OFFICE SOLUTIONS LLC	\$2,151.85	Office supplies
IRBY - STUART C IRBY CO	\$1,641.50	CLAMP STRAIN DEADENED CONNECTOR
IRBY TOOL & SAFETY	\$1,524.57	GLOVE TESTING, HAND LINE HOOKS, CLEVIS BALL
JT SERVICES	\$26,682.69	FOUNDATION ANCHOR ST. LIGHTS - INVENTORY ITEMS
KEPHART, JIM & JOY	\$50.00	2022 Res. Energy Star Lighting
KITTOCK, MICHAEL	\$50.00	2022 Res. Energy Star Appliance Rebate
LOGERQUIST, ANDREW	\$364.10	2022 Star Clothes Washer rebate
MANA BREWING	\$16,578.00	WC Charge Refund
MIDWEST SAFETY COUNSELORS, INC.	\$221.69	First Aid Burn Cream
MILSOFT UTILITY SOLUTIONS, INC.	\$35,000.00	WO#2605 - IxP Services Add-on DIS/FMS/WMS Data Pull Conversion Services
MINN VALLEY TESTING LABS INC	\$536.00	Coliform, Manganese, Nitrate & Nitrite
MINNESOTA LIFE	\$1,417.60	March life ins. premiums
MINNESOTA RURAL WATER ASSOCIATION	\$550.00	SPU Associate Membership
MN DEPT OF HEALTH	\$23.00	Class D Water Cert. for T.B.
NAGEL COMPANIES LLC	\$3,948.00	WO#2475 - Waters Edge boring
NAGEL, SYDNEY	\$122.65	Midwest ESRI Utility Conf. reimb.
NCPERS GROUP LIFE INSURANCE	\$176.00	PERA Life Ins. for April
NEVILLE, GERRY	\$124.61	168 Miles reimb.
OLSON, MATTHEW	\$500.00	2022 Res. Cooling & Heating
Principal Financial Group	\$3,894.15	April L.T.D. premiums
PERRY, NICHOLAS	\$350.00	2022 Res. Cooling & Heating

## SHAKOPEE PUBLIC UTILITIES COMMISSION

## WARRANT LISTING

April 4, 2022

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby  
authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities

Commission:

PLUNKETT'S PEST CONTROL, INC.  
RESCO

\$89.34 17th Ave. E. Pest Control  
\$10,185.53 WO#2341 - \$5181.85 - ASSEMBLY GREEN  
TRIPLE CROWN, \$5003.68 - INVENTORY ITEMS -  
ANCHOR, METERING CABLE, HEAT SHRINK,  
TRAN CURRENT, CUTOUT

ROBERT B HILL CO.  
ROUSE, BRYAN  
SAMBATEK

\$415.38 Ice melt 50lb bags  
\$175.00 2022 Res. Energy Star Appliance Rebate  
\$9,580.50 WO#2041 - \$2764.50-Windermere Booster  
Statn/Pump thru 3/12, WO#2259 - \$3621.00 -  
ELEVATED WATER TANK 8, WO#2525 -  
\$3195.00 SPU PRODUCTION WELL #23

SCHINTZ, JACK  
SCOTT COUNTY  
SHORT ELLIOTT HENDRICKSON INC

\$9.58 Reimb. for Climbing belt  
\$46.00 WC Charge Agreement for Mana Brewing  
\$25,267.87 Service thru 11/21 WO#2474 - \$27.50  
Windermere South 4th Addition, WO#2476 -  
\$3697.00 - Whispering Waters, WO#2516 -  
\$12006.37 - Valley Crest (Schneider Property),  
WO#2517 - \$3306.00 Core Crossing  
(Southbridge), WO#2537 - \$2617.00 -  
Windermere 5th Addition - Phase 1, WO#2312 -  
\$2469.00 - Shakopee Flats, WO#2569 - \$1145.00  
Triple Crown 2nd Addition

STAR ENERGY SERVICES  
STOERING, ERIN  
Theis, Matthew  
TRENCHERS PLUS INC  
TRIPLETT, GREG  
TWIN CITY GARAGE DOOR CO.  
ULINE, INC.  
VTI SECURTIY  
WESCO DISTRIBUTION INC

\$1,466.67 NOVA POWER PORTAL  
\$50.00 2022 Res. Energy Star Appliance Rebate  
\$50.00 2022 Res. Energy Star Appliance Rebate  
\$210.33 Carbide bit  
\$155.03 140 Miles reimb.  
\$3,219.00 install new gear box garage door in shop  
\$559.80 Magnetic Steel Board  
\$5,118.18 WO#2470 - Equipment for upgrade addition  
\$5,496.04 material returned, fuse cup, elbow, guy fanner  
deadend, connector inventory items  
\$500.00 2022 Res. Cooling & Heating  
\$75.00 2022 Res. Star Appliances  
\$1,000.00 Wrap Ford Mustang Mack E  
\$3,215.43 Amberglen gas usage 2/25-3/24 & Valley Park  
electric use

WIECZOREK, MARCUS  
WOLFF, STEPHEN  
WRAP CITY GRAPHICS, INC.  
XCEL ENERGY

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\$665,944.04

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Presented for approval by: Director of Finance & Administration

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Approved by General Manager

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Approved by Commission President



PO Box 470 • 255 Sarazin Street  
Shakopee, Minnesota 55379  
Main 952.445-1988 • Fax 952.445-7767  
[www.shakopeeutilities.com](http://www.shakopeeutilities.com)

TO: Greg Drent, General Manager

A handwritten signature in blue ink, appearing to read "GD", is placed over the name "Greg Drent".

FROM: Lon R. Schemel, Water Superintendent

A handwritten signature in blue ink, appearing to read "L. Schemel", is placed over the name "Lon R. Schemel".

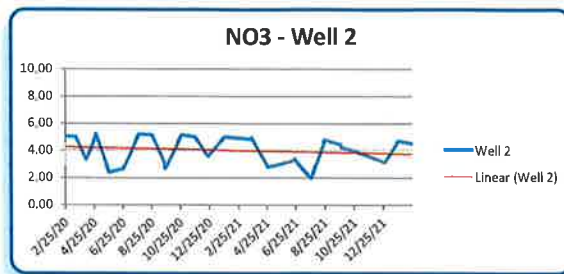
SUBJECT: Nitrate Results -- Advisory

DATE: March 23, 2022

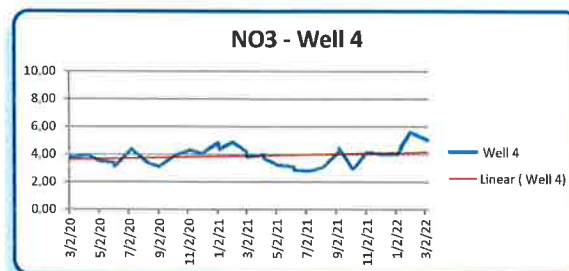
Attached are the latest nitrate test results for our wells. The analyses provided are for the prior 2 years of data collected with trends.



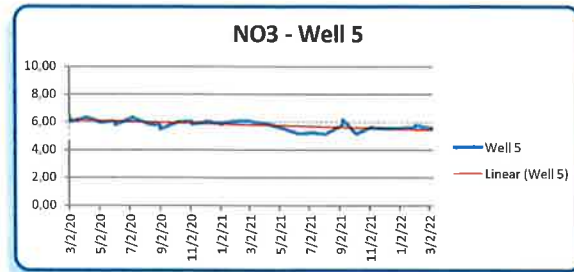
Location	Sample Collected	Results Received	Results	Lab	Run Time
2	2/25/20	3/19/20	4.98	MVTL	168 hrs prior
2	3/17/20	3/24/20	4.99	MVTL	168 hrs prior
2	4/7/20	4/12/20	3.30	MDH	
2	4/28/20	4/30/20	5.18	MVTL	168 hrs prior
2	4/27/20	6/5/20	4.90	MDH	
2	5/26/20	5/29/20	2.36	MVTL	168 hrs prior
2	6/25/20	6/30/20	2.62	MVTL	168 hrs prior
2	7/28/20	7/30/20	5.17	MVTL	168 hrs prior
2	8/25/20	11/25/20	5.10	MVTL	
2	9/21/20	11/25/20	3.00	MDH	
2	9/22/20	9/24/20	2.85	MVTL	168 hrs prior
2	10/27/20	11/25/20	5.10	MVTL	168 hrs prior
2	11/24/20	12/9/20	4.97	MVTL	168 hrs prior
2	12/22/20	12/28/20	3.52	MVTL	168 hrs prior
2	12/22/20	1/29/21	3.60	MDH	
2	1/26/21	1/29/21	4.98	MVTL	168 hrs prior
2	2/23/21	3/23/21	4.91	MVTL	168 hrs prior
2	3/23/21	3/25/21	4.92	MVTL	168 hrs prior
2	3/22/21	5/24/21	4.80	MDH	
2	4/27/21	5/12/21	2.76	MVTL	168 hrs prior
2	6/22/21	6/29/21	3.25	MVTL	168 hrs prior
2	6/22/21	7/12/21	3.40	MDH	168 hrs prior
2	6/22/21	8/2/21	3.30	MDH	
2	7/27/21	8/12/21	1.92	MVTL	168 hrs prior
2	8/24/21	9/7/21	4.73	MVTL	168 hrs prior
2	9/27/21	11/8/21	4.40	MDH	
2	9/28/21	10/4/21	4.19	MVTL	168 hrs prior
2	10/26/21	11/5/21	3.93	MVTL	168 hrs prior
2	12/27/21	1/31/22	3.10	MDH	
2	12/28/21	1/10/22	3.13	MVTL	168 hrs prior
2	1/25/22	2/7/22	4.86	MVTL	168 hrs prior
2	2/22/22	3/4/22	4.47	MVTL	168 hrs prior



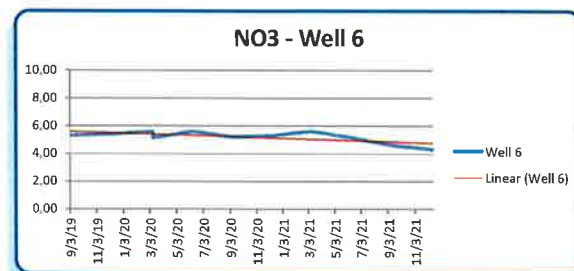
4	3/3/20	3/19/20	3.76	MVTL	168 hrs prior
4	3/2/20	3/11/20	3.90	MDH	
4	4/7/20	4/10/20	3.94	MVTL	168 hrs prior
4	5/5/20	5/9/20	3.51	MVTL	168 hrs prior
4	6/2/20	6/5/20	3.12	MVTL	168 hrs prior
4	6/1/20	6/11/20	3.40	MDH	
4	7/7/20	7/9/20	4.35	MVTL	168 hrs prior
4	8/11/20	8/13/20	3.36	MVTL	168 hrs prior
4	9/1/20	11/25/20	3.16	MVTL	
4	9/1/20	11/25/20	3.10	MDH	
4	10/6/20	10/8/20	3.93	MVTL	168 hrs prior
4	11/3/20	11/25/20	4.26	MVTL	168 hrs prior
4	11/3/20	11/25/20	4.30	MDH	
4	12/1/20	12/9/20	4.06	MVTL	168 hrs prior
4	12/1/20	1/29/21	4.10	MDH	
4	1/4/21	3/25/21	4.80	MDH	
4	1/5/21	1/8/21	4.35	MVTL	168 hrs prior
4	2/2/21	2/8/21	4.85	MVTL	168 hrs prior
4	3/1/21	5/12/21	4.20	MDH	
4	3/2/21	3/23/21	3.83	MVTL	168 hrs prior
4	4/5/21	5/12/21	4.00	MDH	
4	4/6/21	5/12/21	3.73	MVTL	168 hrs prior
4	5/4/21	5/12/21	3.26	MVTL	168 hrs prior
4	6/7/21	1/31/22	3.10	MDH	
4	6/8/21	6/16/21	2.87	MVTL	168 hrs prior
4	7/6/21	7/12/21	2.78	MVTL	168 hrs prior
4	8/3/21	8/11/21	3.04	MVTL	168 hrs prior
4	9/7/21	9/29/21	4.21	MVTL	168 hrs prior
4	9/7/21	9/30/21	4.40	MDH	
4	10/5/21	10/14/21	2.94	MVTL	168 hrs prior
4	11/2/21	11/8/21	4.15	MVTL	168 hrs prior
4	12/7/21	12/15/21	3.99	MVTL	168 hrs prior
4	1/4/22	1/12/22	4.02	MVTL	168 hrs prior
4	2/1/22	2/28/22	5.56	MVTL	168 hrs prior
4	3/8/22	3/14/22	4.99	MVTL	168 hrs prior



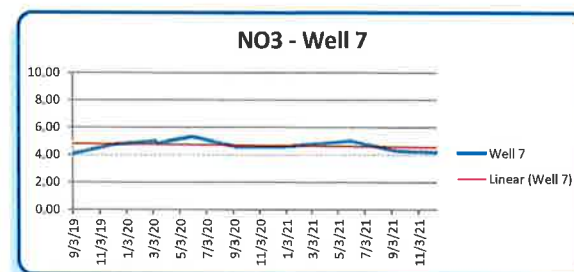
Location	Sample Collected	Results Received	Results	Lab	Run Time
5	3/3/20	3/19/20	6.05	MVTL	168 hrs prior
5	3/2/20	3/11/20	6.50	MDH	
5	4/7/20	4/10/20	6.34	MVTL	168 hrs prior
5	5/5/20	5/9/20	5.98	MVTL	168 hrs prior
5	6/2/20	6/5/20	5.82	MVTL	168 hrs prior
5	6/1/20	6/11/20	6.10	MDH	
5	7/7/20	7/9/20	6.32	MVTL	168 hrs prior
5	8/11/20	8/13/20	5.87	MVTL	168 hrs prior
5	9/1/20	11/25/20	5.81	MVTL	
5	9/1/20	11/25/20	5.50	MDH	
5	10/6/20	10/8/20	6.03	MVTL	168 hrs prior
5	11/3/20	11/25/20	6.07	MVTL	168 hrs prior
5	11/3/20	11/25/20	5.90	MDH	
5	12/1/20	2/9/20	6.02	MVTL	168 hrs prior
5	12/1/20	1/29/21	6.10	MDH	
5	1/4/21	3/25/21	5.90	MDH	
5	1/5/21	1/8/21	5.96	MVTL	168 hrs prior
5	2/2/21	2/8/21	6.09	MVTL	168 hrs prior
5	3/1/21	5/12/21	6.10	MDH	
5	3/2/21	3/23/21	6.07	MVTL	168 hrs prior
5	4/6/21	5/12/21	5.88	MVTL	168 hrs prior
5	5/4/21	5/12/21	5.62	MVTL	168 hrs prior
5	6/7/21	1/31/22	5.20	MDH	
5	6/8/21	6/16/21	5.18	MVTL	168 hrs prior
5	7/6/21	7/12/21	5.25	MVTL	168 hrs prior
5	8/3/21	8/11/21	5.16	MVTL	168 hrs prior
5	9/7/21	9/29/21	5.83	MVTL	168 hrs prior
5	9/7/21	9/30/21	6.20	MDH	
5	10/5/21	10/14/21	5.17	MVTL	168 hrs prior
5	11/2/21	11/8/21	5.62	MVTL	168 hrs prior
5	12/7/21	12/15/21	5.56	MVTL	168 hrs prior
5	1/4/22	1/12/22	5.58	MVTL	168 hrs prior
5	2/1/22	2/28/22	5.67	MVTL	168 hrs prior
5	2/1/22	3/14/22	5.80	MDH	
5	3/6/22	3/14/22	5.58	MVTL	168 hrs prior



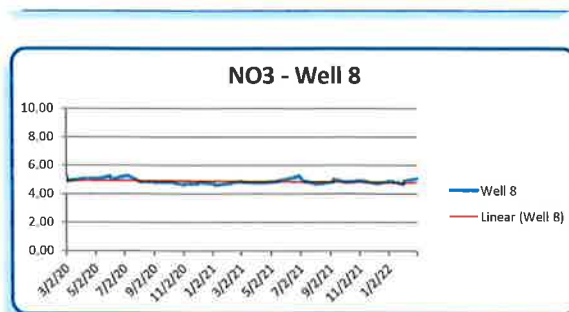
6	9/3/19	11/12/19	5.30	MDH	
6	12/10/19	1/23/20	5.40	MDH	
6	3/9/20	3/15/20	5.60	MDH	
6	3/8/21	5/12/21	5.60	MDH	
6	3/10/20	3/19/20	5.13	MVTL	168 hrs prior
6	6/8/20	6/20/20	5.60	MDH	
6	9/8/2020	1/29/21	5.20	MDH	
6	12/7/2020	1/29/21	5.30	MDH	
6	6/1/2021	8/2/21	5.20	MDH	
6	9/13/2021	9/29/21	4.60	MDH	
6	12/13/2021	1/31/22	4.30	MDH	



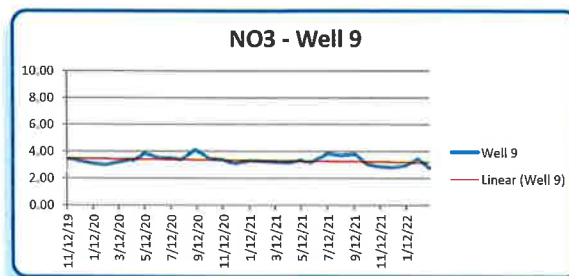
7	9/3/19	11/12/19	4.10	MDH	
7	12/10/19	1/23/20	4.80	MDH	
7	3/8/21	5/12/21	4.80	MDH	
7	3/9/20	3/15/20	5.00	MDH	
7	3/10/20	3/19/20	4.84	MVTL	168 hrs prior
7	6/1/20	6/11/20	5.30	MDH	
7	9/8/20	1/29/21	4.60	MDH	
7	12/22/20	1/29/21	4.60	MDH	
7	6/1/21	8/2/21	5.00	MDH	
7	9/13/21	9/29/21	4.30	MDH	
7	12/13/21	1/31/22	4.20	MDH	



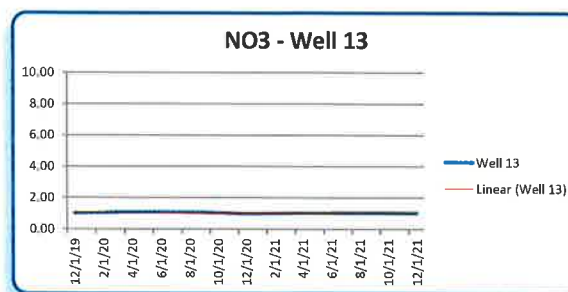
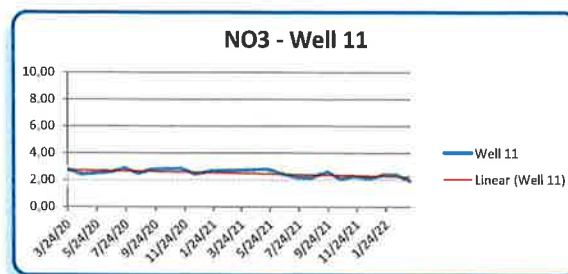
Location	Sample Collected	Results Received	Results	Lab	Run Time
8	3/3/20	3/19/20	4.89	MVTL	168 hrs prior
8	3/2/20	3/11/20	5.20	MDH	
8	4/7/20	4/10/20	5.06	MVTL	168 hrs prior
8	5/5/20	5/9/20	5.05	MVTL	168 hrs prior
8	6/2/20	6/5/20	5.02	MVTL	168 hrs prior
8	6/1/20	6/11/20	5.20	MDH	
8	7/7/20	7/9/20	5.25	MVTL	168 hrs prior
8	8/4/20	8/8/20	4.85	MVTL	168 hrs prior
8	9/1/20	11/25/20	4.87	MVTL	
8	9/1/20	11/25/20	4.80	MDH	
8	10/6/20	10/8/20	4.80	MVTL	168 hrs prior
8	11/3/20	11/25/20	4.62	MVTL	168 hrs prior
8	11/3/20	11/25/20	4.70	MDH	
8	12/1/20	12/9/20	4.70	MVTL	168 hrs prior
8	12/1/20	1/29/21	4.80	MDH	
8	1/4/21	3/25/21	4.70	MDH	
8	1/5/21	1/8/21	4.60	MVTL	168 hrs prior
8	2/2/21	2/8/21	4.72	MVTL	168 hrs prior
8	3/1/21	5/12/21	4.90	MDH	
8	3/2/21	3/23/21	4.82	MVTL	168 hrs prior
8	4/6/21	5/12/21	4.77	MVTL	168 hrs prior
8	5/4/21	5/12/21	4.82	MVTL	168 hrs prior
8	6/29/21	8/2/21	5.20	MDH	
8	7/6/21	7/12/21	4.90	MVTL	168 hrs prior
8	8/3/21	8/11/21	4.68	MVTL	168 hrs prior
8	9/7/21	9/29/21	4.83	MVTL	168 hrs prior
8	9/7/21	9/30/21	5.00	MDH	
8	10/5/21	10/14/21	4.80	MVTL	168 hrs prior
8	11/2/21	11/8/21	4.92	MVTL	168 hrs prior
8	12/7/21	12/15/21	4.70	MVTL	168 hrs prior
8	1/4/22	1/12/22	4.87	MVTL	168 hrs prior
8	2/1/22	2/28/22	4.67	MVTL	168 hrs prior
8	2/1/22	3/14/22	4.90	MDH	
8	3/1/22	3/8/22	5.05	MVTL	168 hrs prior



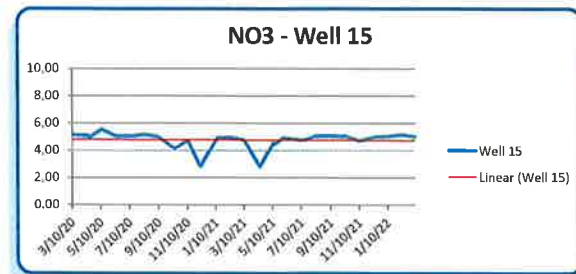
9	11/12/19	12/9/19	3.48	MVTL	168 hrs prior
9	1/14/20	2/3/20	3.07	MVTL	168 hrs prior
9	2/11/20	2/21/20	2.99	MVTL	168 hrs prior
9	3/10/20	3/19/20	3.20	MVTL	168 hrs prior
9	4/14/20	4/17/20	3.41	MVTL	168 hrs prior
9	4/14/20	4/29/20	3.30	MDH	
9	5/12/20	5/15/20	3.61	MVTL	168 hrs prior
9	6/16/20	6/19/20	3.51	MVTL	168 hrs prior
9	7/14/20	7/16/20	3.48	MVTL	168 hrs prior
9	8/4/20	8/6/20	3.38	MVTL	168 hrs prior
9	9/8/20	11/25/20	4.07	MVTL	168 hrs prior
9	10/13/20	11/25/20	3.44	MVTL	168 hrs prior
9	11/10/20	11/25/20	3.39	MVTL	168 hrs prior
9	12/8/20	12/28/20	3.09	MVTL	168 hrs prior
9	1/12/21	1/14/21	3.32	MVTL	168 hrs prior
9	4/13/21	4/26/21	3.16	MVTL	168 hrs prior
9	5/11/21	5/18/21	3.35	MVTL	168 hrs prior
9	5/11/21	5/24/21	3.30	MDH	
9	6/1/21	6/7/21	3.19	MVTL	168 hrs prior
9	7/13/21	8/2/21	3.80	MVTL	168 hrs prior
9	8/10/21	8/27/21	3.66	MVTL	168 hrs prior
9	9/14/21	9/29/21	3.75	MVTL	168 hrs prior
9	10/12/21	10/20/21	3.03	MVTL	168 hrs prior
9	11/9/21	11/16/21	2.84	MVTL	168 hrs prior
9	12/14/21	12/27/21	2.79	MVTL	168 hrs prior
9	1/11/22	1/31/22	2.94	MVTL	168 hrs prior
9	2/8/22	2/23/22	3.43	MVTL	168 hrs prior
9	3/8/22	3/14/22	2.74	MVTL	168 hrs prior



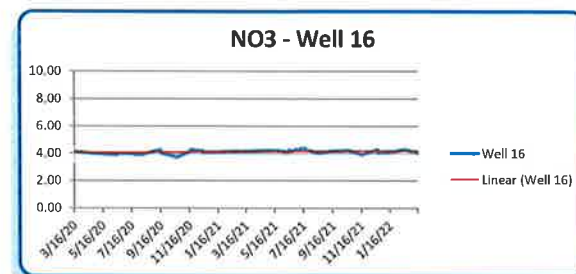
Location	Sample Collected	Results Received	Results	Lab	Run Time
10	4/17/12	4/20/12	< 1.00	TCWC	158 hrs prior
10	1/21/14	1/29/14	< 1.00	TCWC	144 hrs prior
10	3/25/14	4/1/14	3.61	MVTL	96 hrs prior
10	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
10	4/23/14	6/16/14	< 0.05	MDH	*
10	6/16/15	6/26/15	< 0.05	MVTL	144 hrs prior
10	4/11/17	4/17/17	< 0.05	MVTL	168 hrs prior
10	1/8/19	1/14/19	< 0.05	MVTL	168 hrs prior
10	7/9/19	7/24/19	< 0.05	MVTL	168 hrs prior
10	10/12/21	10/20/21	< 0.05	MVTL	168 hrs prior
11	3/24/20	3/29/20	2.76	MVTL	168 hrs prior
11	4/21/20	4/24/20	2.41	MVTL	168 hrs prior
11	4/21/20	6/5/20	2.40	MDH	
11	6/23/20	6/26/20	2.58	MVTL	168 hrs prior
11	7/21/20	7/23/20	2.86	MVTL	168 hrs prior
11	8/18/20	8/20/20	2.47	MVTL	168 hrs prior
11	9/15/20	9/24/20	2.78	MVTL	168 hrs prior
11	10/20/20	11/25/20	2.81	MVTL	168 hrs prior
11	11/17/20	11/25/20	2.82	MVTL	168 hrs prior
11	12/15/20	12/18/20	2.41	MVTL	168 hrs prior
11	1/19/21	1/25/21	2.64	MVTL	168 hrs prior
11	4/20/21	4/26/21	2.75	MVTL	168 hrs prior
11	5/17/21	5/28/21	2.80	MDH	
11	5/18/21	5/28/21	2.78	MVTL	168 hrs prior
11	6/15/21	6/29/21	2.48	MVTL	168 hrs prior
11	7/20/21	8/2/21	2.18	MVTL	168 hrs prior
11	8/17/21	8/27/21	2.14	MVTL	168 hrs prior
11	9/21/21	9/29/21	2.58	MVTL	168 hrs prior
11	10/19/21	11/8/21	2.06	MVTL	168 hrs prior
11	11/16/21	12/2/21	2.27	MVTL	168 hrs prior
11	12/21/21	12/30/21	2.10	MVTL	168 hrs prior
11	1/18/22	1/31/22	2.37	MVTL	168 hrs prior
11	2/15/22	2/28/22	2.36	MVTL	168 hrs prior
11	3/15/22	3/17/22	1.92	MVTL	168 hrs prior
12	9/9/19	10/3/19	0.65	MVTL	168 hrs prior
12	12/10/19	12/19/19	0.74	MVTL	168 hrs prior
12	3/10/20	3/19/20	0.73	MVTL	168 hrs prior
12	6/9/20	6/12/20	0.62	MVTL	168 hrs prior
12	9/8/20	11/25/20	0.63	MVTL	168 hrs prior
12	12/8/20	12/28/20	0.69	MVTL	168 hrs prior
12	3/9/21	3/23/21	0.60	MVTL	168 hrs prior
12	6/1/21	6/7/21	0.57	MVTL	168 hrs prior
12	9/14/21	9/29/21	0.59	MVTL	168 hrs prior
12	12/14/21	12/27/21	0.50	MVTL	
13	12/3/19	12/13/19	1.00	MVTL	168 hrs prior
13	3/3/20	3/19/20	1.08	MVTL	168 hrs prior
13	6/2/20	6/5/20	1.11	MVTL	168 hrs prior
13	9/1/20	11/25/20	1.08	MVTL	168 hrs prior
13	12/1/20	12/9/20	0.98	MVTL	168 hrs prior
13	3/2/21	3/23/21	1.02	MVTL	168 hrs prior
13	12/7/21	12/15/21	1.03	MVTL	168 hrs prior
14	4/23/14	6/16/14	< 0.05	MDH	*
14	4/11/17	4/17/17	< 0.05	MVTL	20 hrs prior
14	9/5/17	9/26/17	< 0.05	MVTL	24 hrs prior
14	12/5/17	12/22/17	< 0.05	MVTL	168 hrs prior
14	3/6/18	3/26/18	< 0.05	MVTL	168 hrs prior
14	6/5/18	6/14/18	< 0.05	MVTL	24 hrs prior



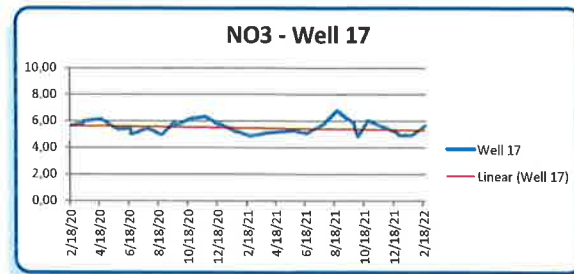
Location	Sample Collected	Results Received	Results	Lab	Run Time
15	3/10/20	3/19/20	5.13	MVTL	168 hrs prior
15	4/14/20	4/17/20	5.05	MVTL	168 hrs prior
15	4/14/20	4/28/20	4.90	MDH	
15	5/12/20	5/15/20	5.54	MVTL	168 hrs prior
15	6/9/20	6/12/20	5.05	MVTL	168 hrs prior
15	7/14/20	7/16/20	5.04	MVTL	168 hrs prior
15	8/11/20	8/13/20	5.15	MVTL	168 hrs prior
15	9/8/20	11/25/20	5.00	MVTL	168 hrs prior
15	10/13/20	11/25/20	4.14	MVTL	168 hrs prior
15	11/10/20	11/25/20	4.72	MVTL	168 hrs prior
15	12/8/20	12/28/20	2.82	MVTL	168 hrs prior
15	1/12/21	1/14/21	4.92	MVTL	168 hrs prior
15	2/9/21	4/2/21	4.96	MVTL	
15	3/9/21	3/23/21	4.81	MVTL	168 hrs prior
15	4/13/21	4/26/21	2.79	MVTL	168 hrs prior
15	5/11/21	5/18/21	4.56	MVTL	168 hrs prior
15	5/11/21	5/24/21	4.40	MDH	
15	6/1/21	6/7/21	4.95	MVTL	168 hrs prior
15	7/13/21	8/2/21	4.76	MVTL	168 hrs prior
15	8/10/21	8/27/21	5.05	MVTL	168 hrs prior
15	9/21/21	9/29/21	5.04	MVTL	168 hrs prior
15	10/12/21	10/20/21	5.02	MVTL	168 hrs prior
15	11/9/21	11/16/21	4.72	MVTL	168 hrs prior
15	12/14/21	12/27/21	5.00	MVTL	168 hrs prior
15	1/11/22	1/31/22	5.02	MVTL	168 hrs prior
15	2/8/22	2/23/22	5.13	MVTL	168 hrs prior
15	3/8/22	3/14/22	5.00	MVTL	168 hrs prior



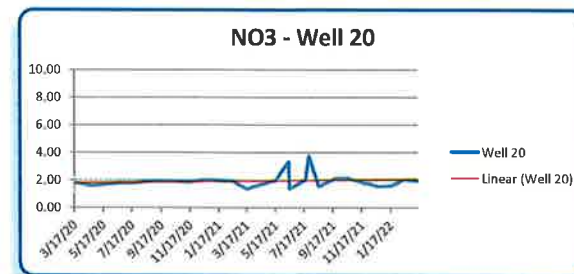
16	3/17/20	3/24/20	4.14	MVTL	168 hrs prior
16	3/16/20	3/26/20	4.10	MDH	
16	4/21/20	4/24/20	4.03	MVTL	168 hrs prior
16	6/16/20	6/19/20	4.01	MVTL	168 hrs prior
16	6/15/20	7/29/20	3.90	MDH	
16	7/7/20	7/9/20	4.00	MVTL	168 hrs prior
16	8/4/20	8/6/20	3.91	MVTL	168 hrs prior
16	9/14/20	11/25/20	4.30	MDH	
16	9/15/20	9/24/20	4.05	MVTL	168 hrs prior
16	10/20/20	11/25/20	3.73	MVTL	168 hrs prior
16	11/17/20	11/25/20	4.21	MVTL	168 hrs prior
16	11/17/20	3/25/21	4.30	MDH	
16	12/14/20	1/29/21	4.20	MDH	
16	12/15/20	12/18/20	4.09	MVTL	168 hrs prior
16	6/17/21	8/2/21	4.20	MDH	
16	5/18/21	5/28/21	4.26	MVTL	168 hrs prior
16	6/14/21	8/2/21	4.10	MDH	
16	6/15/21	6/29/21	4.29	MVTL	168 hrs prior
16	7/19/21	8/12/21	4.40	MDH	
16	7/20/21	8/2/21	4.29	MVTL	168 hrs prior
16	8/17/21	8/27/21	4.02	MVTL	168 hrs prior
16	9/20/21	11/8/21	4.20	MDH	
16	9/21/21	9/29/21	4.18	MVTL	168 hrs prior
16	10/19/21	11/8/21	4.23	MVTL	168 hrs prior
16	11/16/21	12/2/21	3.93	MVTL	168 hrs prior
16	12/20/21	1/31/22	4.30	MDH	
16	12/21/21	12/30/21	4.04	MVTL	168 hrs prior
16	1/18/22	1/31/22	4.12	MVTL	168 hrs prior
16	2/15/22	2/28/22	4.32	MVTL	168 hrs prior
16	3/15/22	3/17/22	4.07	MVTL	168 hrs prior



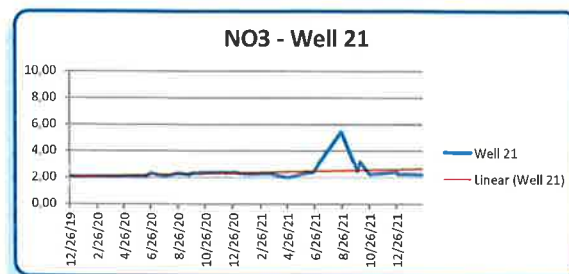
Location	Sample Collected	Results Received	Results	Lab	Run Time
17	2/18/20	3/19/20	5.64	MVTL	168 hrs prior
17	3/17/20	3/24/20	5.95	MVTL	168 hrs prior
17	3/16/20	3/26/20	5.80	MDH	
17	4/21/20	4/24/20	6.09	MVTL	168 hrs prior
17	5/26/20	5/29/20	5.37	MVTL	168 hrs prior
17	6/23/20	6/26/20	4.98	MVTL	168 hrs prior
17	6/22/20	7/29/20	5.40	MDH	
17	7/28/20	7/30/20	5.43	MVTL	168 hrs prior
17	8/25/20	11/25/20	4.94	MVTL	
17	9/21/20	11/25/20	5.90	MDH	
17	9/22/20	9/24/20	5.63	MVTL	168 hrs prior
17	10/27/20	11/25/20	6.17	MVTL	168 hrs prior
17	11/24/20	12/9/20	6.30	MVTL	168 hrs prior
17	12/22/20	12/28/20	5.67	MVTL	168 hrs prior
17	12/22/20	1/29/21	5.80	MDH	
17	1/25/21	3/25/21	5.20	MDH	
17	1/26/21	1/29/21	5.22	MVTL	168 hrs prior
17	2/23/21	3/23/21	4.86	MVTL	168 hrs prior
17	3/22/21	5/24/21	5.00	MDH	
17	3/23/21	3/25/21	5.07	MVTL	168 hrs prior
17	5/25/21	6/1/21	5.27	MVTL	168 hrs prior
17	6/14/21	8/2/21	5.10	MDH	
17	6/22/21	6/29/21	5.08	MVTL	168 hrs prior
17	7/27/21	8/12/21	5.75	MVTL	168 hrs prior
17	8/24/21	9/7/21	6.73	MVTL	168 hrs prior
17	9/27/21	11/8/21	5.80	MDH	
17	9/28/21	10/4/21	5.60	MVTL	168 hrs prior
17	10/5/21	10/14/21	4.79	MVTL	168 hrs prior
17	10/26/21	11/5/21	5.98	MVTL	168 hrs prior
17	12/27/21	1/31/22	5.10	MDH	
17	12/28/21	1/10/22	4.90	MVTL	168 hrs prior
17	1/25/22	2/7/22	4.91	MVTL	168 hrs prior
17	2/22/22	3/4/22	5.62	MVTL	168 hrs prior



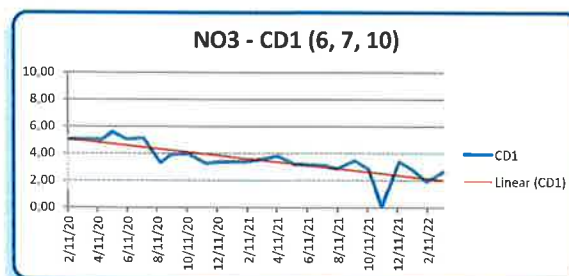
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20	4/20/20	6/5/20	1.60	MDH	
20	6/23/20	6/26/20	1.81	MVTL	168 hrs prior
20	7/21/20	7/23/20	1.79	MVTL	168 hrs prior
20	8/18/20	8/20/20	1.92	MVTL	168 hrs prior
20	9/15/20	9/24/20	1.94	MVTL	168 hrs prior
20	10/20/20	11/25/20	1.93	MVTL	168 hrs prior
20	11/10/20	11/25/20	1.85	MVTL	168 hrs prior
20	12/15/20	12/18/20	2.01	MVTL	168 hrs prior
20	1/19/21	1/25/21	1.98	MVTL	168 hrs prior
20	2/16/21	2/19/21	1.93	MVTL	168 hrs prior
20	3/16/21	3/23/21	1.36	MVTL	168 hrs prior
20	4/20/21	4/26/21	1.74	MVTL	168 hrs prior
20	5/17/21	5/28/21	2.00	MDH	
20	5/18/21	5/28/21	2.05	MVTL	168 hrs prior
20	6/14/21	8/2/21	3.30	MDH	
20	6/15/21	6/29/21	1.36	MVTL	168 hrs prior
20	7/20/21	8/2/21	2.03	MVTL	168 hrs prior
20	7/27/21	8/12/21	3.71	MVTL	168 hrs prior
20	8/17/21	8/27/21	1.53	MVTL	168 hrs prior
20	9/21/21	9/29/21	2.13	MVTL	168 hrs prior
20	10/19/21	11/8/21	2.13	MVTL	168 hrs prior
20	11/16/21	12/2/21	1.85	MVTL	168 hrs prior
20	12/21/21	12/30/21	1.54	MVTL	168 hrs prior
20	1/18/22	1/31/22	1.60	MVTL	168 hrs prior
20	2/15/22	2/28/22	2.06	MVTL	168 hrs prior
20	3/15/22	3/17/22	1.93	MVTL	168 hrs prior



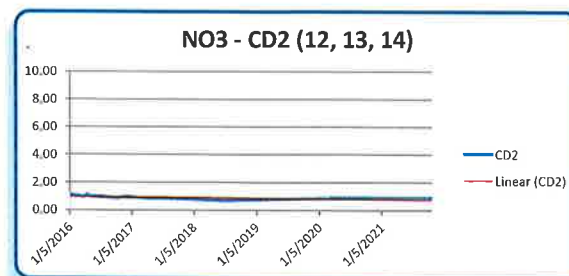
Location	Sample Collected	Results Received	Results	Lab	Run Time
21	12/26/19	1/23/20	2.04	MVTL	168 hrs prior
21	6/16/20	6/19/20	2.08	MVTL	168 hrs prior
21	6/16/20	7/29/20	2.10	MDH	
21	6/24/20	7/9/20	2.30	MDH	
21	7/28/20	7/30/20	2.10	MVTL	168 hrs prior
21	8/25/20	11/25/20	2.30	MVTL	168 hrs prior
21	9/21/20	11/25/20	2.20	MDH	
21	9/22/20	9/24/20	2.30	MVTL	168 hrs prior
21	10/27/20	11/25/20	2.38	MVTL	168 hrs prior
21	11/24/20	12/9/20	2.37	MVTL	168 hrs prior
21	12/22/20	12/28/20	2.35	MVTL	168 hrs prior
21	12/22/20	1/29/21	2.40	MDH	
21	1/26/21	1/29/21	2.24	MVTL	168 hrs prior
21	2/23/21	3/23/21	2.28	MVTL	168 hrs prior
21	3/23/21	3/25/21	2.24	MVTL	168 hrs prior
21	3/22/21	5/24/21	2.30	MDH	
21	4/27/21	5/12/21	1.97	MVTL	168 hrs prior
21	5/25/21	6/1/21	2.22	MVTL	168 hrs prior
21	5/24/21	6/15/21	2.20	MDH	
21	6/22/21	6/29/21	2.39	MVTL	168 hrs prior
21	8/24/21	9/7/21	5.39	MVTL	168 hrs prior
21	9/27/21	11/8/21	2.60	MDH	
21	9/28/21	10/4/21	2.45	MVTL	168 hrs prior
21	10/5/21	10/14/21	3.12	MVTL	168 hrs prior
21	10/26/21	11/5/21	2.22	MVTL	168 hrs prior
21	12/27/21	1/31/22	2.40	MDH	
21	12/28/21	1/10/22	2.22	MVTL	168 hrs prior
21	1/25/22	2/7/22	2.22	MVTL	168 hrs prior
21	2/22/22	3/4/22	2.20	MVTL	168 hrs prior



Combined Discharge - Wells 6-7-10					
CD 1	2/11/20	2/21/20	5.05	MVTL	168 hrs prior
CD 1	4/14/20	4/17/20	5.03	MVTL	168 hrs prior
CD 1	4/14/20	4/29/20	4.90	MDH	
CD 1	5/12/20	5/15/20	5.52	MVTL	168 hrs prior
CD 1	6/9/20	6/12/20	5.04	MVTL	168 hrs prior
CD 1	7/14/20	7/16/20	5.12	MVTL	168 hrs prior
CD 1	8/18/20	8/20/20	3.29	MVTL	168 hrs prior
CD 1	9/8/20	11/25/20	3.90	MVTL	168 hrs prior
CD 1	10/13/20	11/25/20	3.99	MVTL	168 hrs prior
CD 1	11/17/20	11/25/20	3.26	MVTL	168 hrs prior
CD 1	12/22/20	12/28/20	3.38	MVTL	168 hrs prior
CD 1	2/9/21	4/2/21	3.39	MVTL	168 hrs prior
CD 1	4/13/21	4/26/21	3.80	MVTL	168 hrs prior
CD 1	5/17/21	5/28/21	3.20	MDH	
CD 1	6/1/21	6/7/21	3.20	MVTL	168 hrs prior
CD 1	7/13/21	8/2/21	3.11	MVTL	168 hrs prior
CD 1	8/10/21	8/27/21	2.87	MVTL	168 hrs prior
CD 1	9/14/21	9/29/21	3.46	MVTL	168 hrs prior
CD 1	10/12/21	10/20/21	2.86	MVTL	168 hrs prior
CD 1	11/9/21	11/16/21	0.05	MVTL	168 hrs prior
CD 1	12/14/21	12/27/21	3.39	MVTL	168 hrs prior
CD 1	1/11/22	1/31/22	2.79	MVTL	168 hrs prior
CD 1	2/8/22	2/23/22	1.92	MVTL	168 hrs prior
CD 1	3/15/22	3/17/22	2.63	MVTL	168 hrs prior



Combined Discharge - Wells 12-13-14					
CD 2	1/5/2016	1/13/2016	1.08	MVTL	192 hrs prior
CD 2	2/23/2016	2/29/2016	1.03	MVTL	208 hrs prior
CD 2	3/22/2016	3/28/2016	0.96	MVTL	288 hrs prior
CD 2	4/12/2016	4/19/2016	1.07	MVTL	120 hrs prior
CD 2	5/10/2016	5/16/2016	0.98	MVTL	165 hrs prior
CD 2	5/10/2016	6/2/2016	0.97	MDH	
CD 2	7/12/2016	7/18/2016	0.93	MVTL	170 hrs prior
CD 2	10/11/2016	10/17/2016	0.87	MVTL	168 hrs prior
CD 2	11/8/2016	11/17/2016	0.91	MVTL	168 hrs prior
CD 2	1/10/2017	1/20/2017	0.92	MVTL	216 hrs prior
CD 2	4/11/2017	4/17/2017	0.85	MVTL	144 hrs prior
CD 2	6/8/2017	6/28/2017	0.86	MDH	144 hrs prior
CD 2	6/22/2018	7/18/2018	0.67	MDH	528 hrs prior
CD 2	4/16/2019	5/1/2019	0.78	MDH	165 hrs prior
CD 2	4/27/2020	6/5/2020	0.86	MDH	165 hrs prior
CD 2	10/25/2021	11/15/2021	0.87	MDH	168 hrs prior







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To: SPU Commissioners

From: Greg Drent, General Manager *GD*

Date: March 31, 2022

Subject: MMPA March Meeting Update

The public summary of the March 2022 MMPA Board of Directors meeting is below.

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on March 22, 2022, at Chaska City Hall in Chaska, Minnesota and via videoconference.

The Board reviewed the Agency's financial and operating performance for February 2022.

The Board discussed COVID-19 and its effects on supply chains and labor markets.

The Board approved a three-year extension of the Agency's \$20,000,000 credit facility with U.S. Bank. This facility provides financial flexibility for the Agency and supports MMPA's strong bond rating with Fitch (A+) and Moody's (A1).

The Board approved a resolution requesting that MMPA member cities extend their Power Sales Agreements with the Agency through December 31, 2060. MMPA's debt is secured by its Power Sales Agreements with members. MMPA expects to make capital investments financed with 30-year debt during the next eight years. This extension would allow MMPA to issue 30-year debt through 2030.

There was an increase of 7 customers participating in MMPA's residential Clean Energy Choice program from January to February. Customer penetration of the program for residential customers remains at 3.8%.

Thanks



DATE: March 31, 2022

TO: SPU Commissioners

FROM: Greg Drent, General Manager *GD*Subject: SPU Personnel Policies

---

**Background:**

The SPU handbook was last updated and presented to the commission in 2012. Cindy Menke was assigned as the project lead for updating the personnel policy. Cindy is the HR Specialist. She will be presenting the proposed Personnel Policy at the commission meeting. The SPU Personnel Policy is separate from the City of Shakopee, but we wanted to be consistent with most of the content that was included in their handbook. We met with the City of Shakopee, Human Resources Director Alyssa Frey, to discuss topics and review the City of Shakopee's handbook. SPU also forwarded a draft to Flaherty & Hood, P.A., to review the document to ensure compliance with state statutes. The personnel policy is a valuable communication resource for both the utility and its employees. This update contains various language changes applicable to our current working environment.

The League of MN Cities (LMC) is one of our biggest resources for laws and policies affecting MN city governments. It provides cities with template policies on several different subjects. A few additions on policies and benefits in the proposed personnel policy are summarized below.

- LMC provided cities with a "Dress for your Day" policy. This policy will allow non-uniformed employees to dress in an appearance according to their scheduled workday, which can vary greatly depending on the position. It also lists examples of items that are never acceptable.
- LMC also recommends a "Respectful Workplace" policy. This eliminates the need for our Workplace Violence and Sexual Harassment sections, as the Respectful Workplace encompasses both those areas and more.
- Bereavement leave that gives SPU employees three days of paid leave for planning, attending and traveling to an immediate family member's funeral service. Currently, SPU employees have to use their sick time for applicable situations.
- Health Care Savings Plan (HCSP) for SPU employees. The HCSP is an employer-sponsored program administered by the Minnesota State Retirement System that allows employees to save money for reimbursement of post-employment medical and dental expenses and/or health insurance premiums. The proposed benefit would add a SPU contribution to employees' accounts of \$22.50 a paycheck.
- Free annual Community Center memberships to full-time and permanent part time employees (Employees Only). Employees will be required to pay the tax on this benefit. This benefit will be included in the employee benefit guide delivered to employees on an annual basis during benefit enrollment.



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- Sick leave severance payout upon leaving SPU. Employees who are employed with SPU for more than 5 year and separate from employment on good standings will receive severance payout based on a maximum of 720 hours of accumulated sick leave calculated based on the employee's current annual salary. The severance will be deposited in the employee's HCSP account.

**2022 Budget Impact on proposed benefits (Effective date of proposed changes 5/1)**

- Health Care Savings Plan (HCSP)- \$19,800
- Community Center Membership – Assumption is upwards of \$3,000
- Sick Leave Payout – Assumption is \$48,379.29

Provisions for these proposed benefits will be included in the 2023 budget.

**Requested Action:**

Adopt resolution # 2022-10 Personnel Policies and rescind all previous resolutions and general updates of the policy previously adopted. Effective date for the changes will be May 1<sup>st</sup> 2022.

**ATTACHMENTS:**

Updated Personal Policies  
Updated SPU Handbook - Redlined  
PowerPoint Presentation

RESOLUTION #2022-10

RESOLUTION TO ADOPT NEW PERSONNEL POLICIES  
FOR EMPLOYEES OF THE SHAKOPEE PUBLIC UTILITIES COMMISSION

WHEREAS, in line with good business practice the Shakopee Public Utilities Commission has determined to establish an up-to-date Personnel Policy, and

WHEREAS, by the establishment of this personnel policy all former Resolutions adopting personnel policies and general updates of the policy shall hereby be rescinded.

NOW THEREFORE, BE IT RESOLVED, that the Shakopee Public Utilities Commission does adopt the following personnel policy as incorporated herein by reference.

Passed in regular session of the Shakopee Public Utilities Commission this 4th day of April 2022.

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Commission President: Kathi Mocol

ATTEST:

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Commission Secretary: Greg Drent



## **Personnel Policies**

**Effective: 5/1/2022**



**PERSONNEL POLICIES  
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## ***Welcome to Shakopee Public Utilities!***

Shakopee Public Utilities is pleased to welcome you to our organization. Our achievements and future success are dependent on the dedicated efforts and innovations of our employees. With the help of our excellent and committed employees, we will continue to grow and be successful.

These personnel policies are developed to give a general description of our policies and programs. Employees should familiarize themselves with the contents of it as soon as possible as it will answer many questions about their employment. If employees need more information, they should see the General Manager or Human Resources.

We hope you will take pride in being a member of Shakopee Public Utilities' team. Again, welcome!

Sincerely,

Greg Drent  
General Manager



## **History of Shakopee Public Utilities**

Shakopee Public Utilities is a municipal utility that provides retail electric and water services. Municipal utility service in Shakopee dates back to the year 1900. Shakopee Public Utilities is governed by a Commission, which was established in its modern form in 1951 by the City of Shakopee. The Commission conducts the Utilities' affairs and operations under the supervision of the General Manager. The General Manager reports to the Commission on a wide range of issues, including project status, contracts, financial matters, staffing, and the general condition of the Utility.

The electric and water utilities are self-supporting entities and separate enterprise funds of the City of Shakopee. The utilities provide electric and water service to properties within the City of Shakopee and some areas outside the municipality. Water service is provided within the corporate limits of the City of Shakopee. The electric utility service territory is a matter of state law, which became effective in 1975 and is supported by official maps. The area generally served within the City of Shakopee, Jackson Township and portions of Louisville Township, and that part of the City of Prior Lake lying north of County Road 42 between Pike Lake Trail and County Road 18/Crest Avenue and abutting the City of Shakopee

## **PURPOSE OF THESE PERSONNEL POLICIES**

These personnel policies have been prepared by Shakopee Public Utilities to provide employees with general information about some of the policies and programs that affect their employment. This handbook is in no way binding. The Utility reserves the right to part from the policies outlined herein. It is not intended to be a legal statement of benefits, nor a comprehensive explanation of our personnel policies and practices. Its sole function is to give employees a general understanding of how Shakopee Public Utilities views the employment relationship and approaches personnel issues.

The Shakopee Public Utilities Commission sets personnel policies and delegates the responsibility to management to apply and administer the policies within the limits identified in the packet. These policies apply to all employees of the Utilities. Except where specifically noted, these policies do not apply to Commissioners, consultants and contractors, or volunteers.

The policies and programs outlined in these personnel policies are those presently in effect. It is likely that the policies and the employment-related benefits and programs of Shakopee Public Utilities will change from time to time. Although we will periodically update these personnel policies to keep employees informed of changes, we may implement changes immediately, without advance notice. The General Manager is authorized to make the final determination in interpreting or applying policies contained in these personnel policies.

It is not possible to anticipate every question that might arise in the course of employment. While these personnel policies provide information about topics most often of interest to employees, they may, on occasion, have a question or concern that is not addressed in these personnel policies. If that occurs, they should direct their questions to Human Resources. Nothing in these personnel policies, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor do these personnel policies change the "at will" employment relationship between Shakopee Public Utilities and any of its employees. Employees have the right to terminate the employment relationship with Shakopee Public Utilities at any time, with or without notice, for any reason. Shakopee Public Utilities has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law.

**THE UTILITY MAY CHANGE OR ELIMINATE POLICIES, OR PORTIONS THEREOF, CONTAINED IN THIS HANDBOOK AT ITS DISCRETION AT ANY TIME, AND WITHOUT NOTICE, except employment-at-will.**

## **EQUAL EMPLOYMENT OPPORTUNITY**

Shakopee Public Utilities is an equal opportunity employer. Accordingly, any recruitment, selection, promotion, transfer, discipline, compensation, training and other personnel actions involving persons in all job titles shall occur without regard to race, color, creed, religion, national origin, sex, marital status, veteran/military status, disability, age, sexual orientation, status in regard to public assistance, membership or activity in a local human rights commission, genetic information, pregnancy, childbirth, or related medical conditions, reserve or National Guard status, citizenship, or any other basis protected by law.

No individual will be denied nor receive special employment opportunities based on membership status in any protected category. Every employee of Shakopee Public Utilities is expected to support this equal opportunity and non-discrimination commitment by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

Any individual who believes he or she has experienced or observed behavior contrary to this policy is expected to report that information to their Department Head or the General Manager. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated Shakopee Public Utilities' equal employment opportunity policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

### **Data Practices Advisory/Access to Personnel Files**

All data collected, received, or maintained by the Utility, including data collected, received, or maintained by Utility employees are governed by the Minnesota Government Data Practices Act ("MGDPA"). All employees must exercise extreme care to maintain data in accordance with the provisions of that law. Employees shall never release any private, nonpublic, or confidential data to any non-Utility employee (including, but not limited to, employees' families, friends, and spouse) or to any Utility employee not officially concerned with the information.

If an employee is uncertain whether data is public or nonpublic, private or whether the data can be released, accessed or discussed, the employee must consult with their supervisor or the General Manager and the applicable policies and provisions of the MGDPA.

An employee found to have violated the Data Practices Act or the provisions of this section may be subject to disciplinary action, up to and including immediate termination.

Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performances, etc. Employees have a right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained and disseminated according to the Minnesota Government Data Practices Act.

Upon written request, Shakopee Public Utilities shall provide the employee with an opportunity to review the employee's personnel record, as provided by Minn. Stat. Sec. 181.960 et seq.

**Unauthorized viewing, removal, alterations, or destruction of all or any part of an employee's personnel file is prohibited.**

## DEFINITIONS

### **Establishment**

Full-time employees of the Utility will be compensated according to schedules adopted by the Utility. Unless approved by the Utility, employees will not receive any amount from the Utility in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement, travel expenses or vehicle stipends may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the Utility at the time of hire, or on an annual basis.

### **Employee Classifications**

Shakopee Public Utilities uses several different employment categories to define the employment relationship. The category of a position may affect the employment benefits and policies that apply to an individual employee. Shakopee Public Utilities will make an effort to inform employees of ways in which employment categories affects such aspects of the employment relationship. However, in general, regular full-time and regular part-time employees are eligible for all Shakopee Public Utilities benefits, subject to waiting periods of the various benefits programs. Employees in any other employment category receive only those benefits required by law. All employees, regardless of category, are employed at-will. The employment categories are listed as follows:

- A regular full-time employee is one who is authorized and scheduled to work a minimum of 40 hours per workweek on a regular and consistent basis, without any defined termination date and is eligible for benefits.
- A regular part-time employee is one who is authorized and scheduled to work less than 40 hours per week on a regular and consistent basis, without any defined termination date, is qualified for Public Employees Retirement Association of Minnesota (PERA) wage or salary deductions and is eligible for most benefits on a pro rata basis.
- A seasonal employee is one who is hired and scheduled to work up to a full 40 hour week or more and is subject to layoff as the workload/seasons change. The work schedule for a seasonal employee is established by Shakopee Public Utilities. Seasonal employees are not eligible for benefits.
- A temporary employee is one who is hired and scheduled to work any number of hours per week and may work on a special project or for a certain length of time. The work schedule for a temporary employee is

established by Shakopee Public Utilities. Temporary employees are not eligible for benefits.

The employment relationship is further defined by eligibility for overtime, in accordance with the Federal Fair Labor Standards Act:

- Exempt/Salaried employees are paid on a salaried basis and receive a pre-determined compensation regardless of the number of hours worked per week. Exempt employees are not paid overtime.
- Non-exempt/Hourly employees may be regular full-time, regular part-time, part-time, temporary, or seasonal. Non-exempt employees are paid for all hours worked and are normally required to account for hours and fractional hours worked. Non-exempt employees are eligible for overtime pay and under federal and/or state law must be compensated for overtime hours worked. (See Overtime section)

Employees who have questions about the employment category for their position should contact Human Resources.

### **Position Descriptions.**

SPU will maintain position descriptions for each regular position. The position description will include such information as deemed advisable by the General Manager in accordance with Human Resources best practices.

The General Manager may approve revisions to existing position descriptions provided revisions do not increase the classification of the position. Assignment of position titles, establishment of minimum qualifications, and the maintenance of position descriptions and related records is the responsibility of the General Manager

The Commission must approve new positions and revisions of position descriptions resulting in a higher classification.

## **COMPENSATION**

### **Position Classification and Compensation**

It is the responsibility of the General Manager to develop and maintain a Compensation Plan and a Job Classification Plan in accordance with state and federal laws for all applicable positions within SPU, subject to review and approval by the Commission. SPU maintains these plans as policies separate from this policy. Employees may review the plans upon request to Human Resources.

1. The Job Classification Plan will classify positions, rating process and an appropriate range will be assigned. The process and the factors utilized are intended to provide a systematic methodology for evaluating all positions within SPU.
2. The Compensation Plan provides that employees will be assigned an appropriate pay range, which corresponds to their job classification. Pay ranges carry minimum and maximum rates of pay. An employee shall not be paid less than the minimum rate nor more than the maximum rate for his or her assigned job description, except in certain circumstances deemed allowable by the General Manager

### **Hours of Work and Breaks**

Full time employees are expected to work 40 hours in a week. In some situations, flexible scheduling may be arranged, with approval from the Department Head and the General Manager, based on the needs of the employee and the needs of the business. For recordkeeping purposes, the work week starts Friday at 4:00 p.m. and ends the following Friday at 4:00 p.m.

Employees are provided with two (2) rest breaks: one (1) in the morning and one (1) in the afternoon, each for a maximum of 15 minutes in length. Since this time is paid as time worked, employees should not extend the allotted time away from their work areas.

Employees working in Shakopee Public Utilities' buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout their territory may stop along the assigned route for their 15-minute break. Exceptions must be approved by the employee's Department Head.

In addition, an unpaid meal break of no less than 30 minutes is provided to employees each day. Non-exempt employees are relieved of all active work

responsibilities during the meal period and therefore are not compensated for that time.

Departments with unique job or coverage requirements may have additional rules, issued by their Department Head and subject to approval by the General Manager, on the use of meal breaks and rest periods.

Unless approved by their Department Head, employees are not allowed to skip or combine their break times in order to start late, leave early or extend another break.

Employees should see their supervisor or Department Head for the appropriate time for breaks to accommodate operating requirements.

### **Introductory Period**

An employee's first 180 calendar days of employment are considered an Introductory Period. During this time, the employee has an opportunity to evaluate Shakopee Public Utilities as a place to work and management has an opportunity to evaluate the employee. It is important to note however, that completion of the Introductory Period does not guarantee employment for any period of time thereafter. All employees are employed at-will both during and after completion of this period.

Shakopee Public Utilities follows veterans' preference laws regarding introductory periods.

Upon successful completion of the Introductory Period, employees are eligible for certain benefits.

### **Overtime & Compensatory Time**

Business demands may sometimes require employees to work extra hours, beyond those for which they are usually scheduled. Whenever possible, Shakopee Public Utilities will notify employees in advance if overtime will be necessary. However, employees are expected to be available, and to work the extra time when needed, regardless of what notice has been given. (See Outside Employment section)

Federal and state laws determine employee eligibility for overtime pay. If a non-exempt employee anticipates a need to work extra hours, an employee must receive the Superintendent, Department Head or General Manager's approval in advance. Management approval is required because of the potential added expense of overtime and public accountability. An employee who works overtime without prior approval may be subject to corrective action, up to and including termination.



Overtime is paid in the form of either pay or compensatory time off. Pay is at a rate of time and one-half the normal base pay for all hours worked over 40 in a workweek. Compensatory time off is at a rate of one and one-half hours off for hours worked over 40 in a workweek. Overtime worked on Sundays or Holidays is paid at a double time rate.

Non-exempt employees shall be compensated for work their supervisor requires them to undertake in excess of 40 hours per work week. Overtime must be assigned by or approved by an employee's supervisor prior to being worked. Unless otherwise established for an individual employee or group of employees, the work week begins on Friday at 4:00 p.m. and continues through to the following Friday at 4:00 p.m. Hours taken as Sick leave, Vacation leave, Floating Holiday, Bereavement pay, or Federal observed holidays are considered hours worked. The compensation shall be in pay or compensatory time at one and one-half times the regular rate of pay. The employee may choose whether to receive the pay or compensatory time.

An employee's department head may require the employee to take compensatory time off within a specified period. Compensation time may not be used until Vacation time is down to the allowable carry over amount. A maximum of 40 hours of compensatory time off may be accumulated, and any additional overtime shall be paid out. Compensatory time off may be taken in half-hour increments subject to prior approval of the employee's Department Head. The General Manager may authorize accumulating compensatory time beyond the 40-hour maximum but may require that the employee take time off within a limited time to reduce the balance of compensatory time off to the 40-hour maximum.

Part-time employees are ineligible for compensatory time; however, they will be paid at the rate of one and one-half time their base wage for any hours worked in excess of 40 hours in a single week.

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees are not eligible for overtime pay or compensatory time off. (See Employee Classifications section).

### **Call In Pay**

Call ins will be paid for at least two hours for the first two hours worked or any part thereof and then half hour increments for any subsequent time worked past the initial two hour period. Hours worked during call in count toward overtime. Work scheduled in advance is not subject to the two hour call in. **Call in pay will start at the shop or at the arrival of the field/work location and the pay will end 30 minutes after leaving the shop or if leaving the field/work location and**

returning home. New call outs start when off payroll. For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

### **Reconnect/Remote Work Pay**

Reconnect work will be paid for one-hour minimum overtime pay. Remote work will be paid for one-hour minimum overtime pay. Reconnect or Remote work hours may not be pyramided.

### **Rest Time**

Employees required to work four (4) or more hours between the hours of 11:00 p.m. and 7:00 a.m. on a normal workday shall be granted a rest period of (1) hour for each hour worked between 11:00 pm and 7:00 am. While on such rest period, employees shall not suffer a loss of their regular workday's pay. This time should be work taken at the beginning of the next scheduled work shift. No employee shall be required to come back to work for less than 2 hours at the end of the day. The employee must notify their supervisor if taking rest time.

### **Mutual Aid**

When providing mutual aid to another electric municipality in case of major storms, SPU will pay its employees at their regular rate of pay and then time and a half or double time when applicable for all hours worked.

### **Paydays / Direct Deposit / Payroll Deductions**

Employees are paid bi-weekly on every other Friday. Each paycheck covers the two (2) previous weeks ending on Friday. For exempt employees bi-weekly rates will change when the year has 27 pay periods. (The annual salary will remain the same, the bi-weekly amount will change for that year).

As allowed by Minnesota law, all employees are required to participate in direct deposit.

Shakopee Public Utilities is required by law to make deductions from pay for Federal and State income tax, Medicare, Social Security, Public Employees Retirement Association (PERA) and Health Care Savings Plans. Shakopee Public Utilities must also make payroll deductions in accordance with court orders, for purposes such as child support withholding or garnishments. Shakopee Public Utilities will make only legally required deductions from pay, unless the employee has signed an authorization for other deductions.

### **Standby Duty**

Standby duties are assigned to qualified employees on a rotating basis. Weekly standby duties include being within thirty (30) minutes travel time of the Shakopee Public Utilities Service Center. The standby person is to be available at all times to receive and answer calls from the answering service or Scott County Sheriff's Office and to be in mental and physical condition to safely perform work that may arise in responding to a call. A vehicle is supplied for use to the electric and water standby person to respond to calls. If for any reason a substitute is arranged by the scheduled standby person, this must be reported to the dispatcher, Human Resources and also the Superintendent, if available.

The pay rate for standby duties and holiday duties are set by the Utilities Commission and will be paid to the person assigned, unless other arrangements have been made in advance and communicated to the appropriate staff.

### **Time Reporting**

State and Federal laws require Shakopee Public Utilities to keep accurate records of time worked by all non-exempt employees. Our time keeping system works not only to assure we comply with the law, but also to assure that employees are paid in full for all the time they have actually worked. The approved time record is used to compute earnings on the basis of hours worked.

Non-exempt employees must accurately record the time they have worked, in addition to any departure from work for any non-business reasons. Overtime work must be approved before it is performed. Exempt employees must record all benefit hours, including holidays, on the time record provided to them.

Employees should consult with their Department Head for accurate time reporting instructions.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

## **BENEFITS**

### **General Information**

In addition to contributing to employees' benefits, Shakopee Public Utilities contributes substantial sums toward various government programs that provide further benefits to employees, such as Medicare, Social Security, Workers Compensation Insurance, Unemployment Compensation, PERA, and a Health Care Savings Plan.

No benefit establishes a contract or promise of employment, or of any particular terms, benefits or duration of employment, nor is it intended to modify the at-will nature of anyone's employment with Shakopee Public Utilities. Unless otherwise prohibited or required by law, Shakopee Public Utilities reserves the right to add to, amend, change benefit providers and/or eligibility and coverage provisions or terminate any benefit at any time, in its sole discretion without notice.

### **Continuation of Coverage (COBRA)**

Federal and certain state laws provide some opportunities for employees to continue coverage in their group insurance plans under the Consolidated Omnibus Budget Reconciliation Act (COBRA), at their own expense and with certain changes in family status. In addition, the employee's dependents may be eligible for insurance continuation, at their own expense, should they become ineligible for insurance under the employee. Employees are required to notify the Human Resources Department of Shakopee Public Utilities when these situations occur.

### **Deferred Compensation Plan**

Shakopee Public Utilities participates in the Minnesota State Retirement System (MSRS) Deferred Compensation Plan. The Plan is designed as a long-term savings program, principally to help employees save for retirement. The plan is voluntary and allows eligible employees to make contributions both on a before tax and after-tax basis. Dollars deposited in the plan as a before-tax contribution are not included in the employee's taxable income. Each participant may elect to contribute a dollar amount of gross wages subject to limitations within in the plan. Employees should see Human Resources for more information on this plan. (See Employee Benefits Guide for more information).

### **Dental Insurance**

Regular full-time and regular part-time employees are eligible to participate in the dental insurance plan, subject to the waiting period and other eligibility qualifications. In general, these employees become eligible to participate in Shakopee Public Utilities' dental insurance plan effective on the first of the month

following their first date of employment. Dental insurance premiums are deducted pre-tax.

Employees will be provided detailed information about this benefit before they become eligible. The specific eligibility requirements and provisions of coverage are detailed in the summary plan documents prepared by the insurance provider. These and other plan documents will be the final determinant of eligibility and coverage.

### **Disability Programs**

Shakopee Public Utilities provides long-term disability insurance to provide financial security for regular full-time and regular part-time employees in the event of extended illness and injuries not covered by workers' compensation or other disability funds. The benefit pays a percentage of the employee's current base earnings up to a maximum amount.

Employees should contact Human Resources for more detailed information.

### **Educational Assistance**

Shakopee Public Utilities is committed to investing in its employees through continued education and training. If employees are considering attending a class or seminar, they should discuss it with their Department Head in advance. Required paperwork must be completed before attending any class and/or being reimbursed.

In order to receive reimbursement, all seminars, training and/or classes must be directly related to their current position as determined by their Department Head and Human Resources. Approval will be determined on a case-by-case basis. For graded courses, employees must receive a grade of "C" or better in order to receive reimbursement. Reimbursable items include tuition, fees and books up to an annual maximum dollar amount determined by the General Manager. The current annual education assistance reimbursement maximum is **\$5,250.00** and is subject to change.

Employees who wish to pursue additional training and/or development must complete an Educational Assistance Application form and give this form to their Department Head prior to beginning the course. The course must be pre-approved to be eligible for reimbursement. After the employee and Department Head have signed the form, it should be forwarded to Human Resources.

Upon completion of the seminar, training and/or class, the employee must submit a check request to Human Resources and attach documentation indicating completion of the class and the grade received. Director of Finance and Administration must approve the check request.

Shakopee Public Utilities invests in educational assistance with the expectation that the investment be returned through enhanced job performance. If the employee voluntarily resigns his or her position with Shakopee Public Utilities within 3 years of completing the class, the amount of that payment will be considered a loan and the employee will be required to repay the educational assistance on a pro-rated basis.

### **Employee Assistance Program**

Confidential and voluntary services are available to employees and their immediate family through this program for any personal, legal, or financial problems that persist and continue to affect health, home and work relationships, or work performance where some type of professional help may be needed.

This assistance is available through Shakopee Public Utilities' insurance policy and employees should directly contact the insurance carrier for more information.

### **Expense & Travel Reimbursement**

All business expenses and/or travel must be pre-approved by the employee's Department Head. Shakopee Public Utilities reimburses employees for reasonable expenses that were incurred while conducting business on behalf of Shakopee Public Utilities. Such expenses include transportation, meals and lodging. Employees must complete an expense report with the original receipts or other documentation attached in order to be reimbursed. Mileage reimbursement will be made using reimbursement rates as set by the Internal Revenue Service.

#### **1. Conferences and Seminars.**

- a. In General. SPU may pay for conferences and seminars that the employee's supervisor determines will contribute to the better performance of the employee's job and SPU's business. A conference or seminar is a course that occurs in one continuous block of time. Appropriate itemized receipts must be kept, and all other travel expenses must be documented. Sufficient money must be available and budgeted in the departmental line item for travel and subsistence.

#### **2. Criteria. Employees must meet the following criteria:**

- a. To be eligible to attend a national conference, an employee must have been employed as a full-time employee by SPU for one year, unless approved by the department head. Part-time employees and those employed less than one year are encouraged to attend state or local conferences. If the

employee voluntarily resigns his or her position with Shakopee Public Utilities within one year of completing the class, the amount of that payment will be considered a loan and the employee will be required to repay the (conference fee hotel, registration, mileage, meals and any other related expense.)

- b. The employee's supervisor shall recommend that there will be a benefit to SPU for the attendance by the employee at the conference.
- c. While attending a national or out-of-state conference, employees are presumed to work eight-hour workdays and are ineligible for overtime compensation.
- d. Holidays which occur during the scheduled conference shall be charged against holiday leave. Use of sick leave is not permitted.
- e. Overnight travel must be pre-approved by the employee's supervisor.

### **3. Purpose and Scope.**

It is the purpose of this policy statement to establish adequate internal controls to satisfy Internal Revenue Service (IRS) regulations, State laws and to provide a framework to use as a guide to prescribe circumstances for which travel reimbursements or travel purchasing card transactions will be authorized. Only claims for accommodations and services actually incurred or in accordance with the Standard Federal Per Diem Rate in the case of meals and incidental expenses would be reimbursed once the Travel Expense Report has been approved. All persons conducting official SPU business are expected to show good judgment in the nature and amount of expenses incurred while conducting SPU business. Per Minnesota Statute, purchases of alcoholic beverages cannot be reimbursed.

#### **Travel Costs/Per-Diem**

SPU Reimbursement of Travel Costs. SPU will pay or reimburse all travel costs that are both reasonable and necessary. Travel must be by the most direct or normally traveled route unless approved in advance by the employee's supervisor. Reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. The employee will be responsible for any additional costs exceeding the business purpose related expenses. The following expenses may be approved for reimbursement:

- a. Transportation. Coach airplane passage is considered standard for travel out of the five-state region, as air travel is usually more economical in time and money than other modes of transportation when making long trips.
- b. Traveling by Automobile (SPU & Personal). When traveling in a SPU vehicle, the employee should use an assigned purchasing card for fuel expenses or their own credit card if a purchasing card is not available. Due to potential liability considerations, transportation of persons not on official SPU business are prohibited in SPU vehicles. SPU is not responsible for damage to personal vehicles while on official business, as the employee's vehicle is not covered by SPU's insurance. When personal automobiles are used as a mode of transportation for travel within the five-state region, reimbursement will be made at the mileage or allowance rate in effect at the date of travel. Payment of mileage will be based on the most direct route from the point of departure (home or office) to the point of destination.
- c. Car Rental. Prior approval by the department head is required if it is necessary to rent a car at the travel destination.
- d. Lodging. Hotel or motel accommodations should be appropriate to the purposes of the trip. Where multiple occupancy by other than a SPU employee/official occurs, only the actual cost of the single room rate (if different from the double room rate) may be claimed for reimbursement or charged. When assigned, a SPU mobile device or cell phone should be used for telephone calls. Expenses that are not deemed reasonable and necessary will not be reimbursed. Some non-reimbursable examples are movies, in your hotel room, fees to use the hotel's health club, dry cleaning, and personal items (such as toothpaste, shampoo, etc.)
- e. Per-Diem. The per diem allowance is a daily payment for meals and related incidental expenses when overnight travel accommodations are necessary, in accordance with published Federal per diem rates instead of receipt-based reimbursements. An employee may claim an amount not to exceed the allowable per diem rate in accordance with the Standard Federal Per Diem Rate Schedule in effect at the time of travel. SPU assigned purchasing card may NOT be utilized to pay for meal expenses when per diem is claimed. The per diem allowance is separate from lodging, transportation and other miscellaneous expenses. The per diem allowance covers



all charges, including taxes and service charges where applicable for:

- i. Meals. Expenses for breakfast, lunch, dinner, snacks and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- ii. Incidental expenses. Fees and tips given to porters, baggage carriers, bellhops, and hotel maids.

Employee is entitled up to the allowable daily Federal per diem amount for the area. Employees may claim Per Diem amounts as stated in the Federal Per Diem guidelines. However, for meals provided by the conference or training event, the daily per diem amounts are adjusted by the following guideline:

- If one meal is provided at no cost, the employee is still eligible for full per diem.
- If two meals are provided at no cost, per diem is reduced to two-thirds
- If three meals are provided at no cost, per diem is reduced to one-third.

Per Diem cannot be used for travel related costs that do not involve an overnight stay.

SPU Reimbursement of Travel Costs that do not Require Overnight Travel. Travel plans involving expenses that do not require overnight travel accommodations will be reimbursed based on actual cost substantiated by appropriate receipts. The employee is entitled to reimbursement of meal expenses after submitting actual receipts. No reimbursement is authorized if meals are provided during the meeting or event. When available, SPU purchasing card should be used for these types of activities. This includes training or meetings within the metro area.

Other. Falsification of travel documents/expense reporting, resulting in overpayment of SPU's assets, may be cause for disciplinary action. It is the employee's responsibility to:

- Maintain accurate records:
- Make a conscious effort to minimize expenses while maintaining an adequate level of comfort and convenience:
- Request reimbursement in an accurate and timely manner, 60 days or less.

- Promptly (within 30-days), reimburse SPU any travel related expenses paid by SPU that do not qualify as travel expenses in accordance with the travel policy.

### **Limited Flexible Spending and Dependent Flex Spending Accounts**

Limited Flexible Spending Accounts allow employees to make pre-tax payroll deductions up to a certain amount to pay for eligible dependent care and/or eligible healthcare expenses not covered by insurance. Employees must use this money during the current calendar year, or they will forfeit it. Regular full-time and regular part-time employees are eligible to participate in the plan subject to the waiting period and other eligibility qualifications. Employees should contact Human Resources for more detailed information.

### **Life Insurance**

Shakopee Public Utilities believes that life insurance is an important part of an employee's financial security and therefore provides life insurance to all employees. This life insurance also includes Accidental Death & Dismemberment (AD&D) as an additional amount of coverage that is paid if the death is due to an accident or if an employee is seriously injured. Shakopee Public Utilities also offers life insurance for the employee's spouse and dependents at the employee's expense. Other life insurance, including Optional Life, may be available for employees to purchase. The participant must select a beneficiary, which may be changed at any time, by completing a beneficiary change form.

Regular full-time and regular part-time employees become eligible to participate in the plan subject to a waiting period and other eligibility qualifications. Employees should contact Human Resources for more detailed information.

### **Medical Insurance**

In accordance with federal health care reform laws and regulations, the Utility shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 20 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Eligible employees are subject to the waiting period and other eligibility qualifications. Medical insurance premiums are deducted pre-tax.

Employees will be provided detailed information about this benefit before they become eligible. The specific eligibility requirements and provisions of coverage are detailed in the summary plan documents prepared by the insurance provider.

These and other plan documents will be the final determinant of eligibility and coverage.

### **Health Savings Accounts**

Health Savings accounts are offered to qualifying employees who elect Shakopee Public Utilities High Deductible Health Plan. The Commission determines, on an annual basis, the amount to be contributed into an employee's Health Savings Account. Health Savings accounts are a pre-tax benefit from Shakopee Public Utilities, an employee may also elect deductions from each paycheck pre-tax to contribute to their Health Savings Account, up to the IRS limits each year.

### **Public Employees Retirement Association/PERA**

Shakopee Public Utilities participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. SPU and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (SPU matches the employee's Social Security and Medicare withholding for many employees).

For information about PERA eligibility and contribution requirements, contact Human Resources.

### **Phased Retirement**

Individuals who have been employed by Shakopee Public Utilities for 5 years or more and who are age 55 or older may be offered a phase retirement benefit, upon the recommendation of the General Manager and approval of the Commission. The purpose of phased retirement is to allow long-term employees to work reduced hours while maintaining their benefits and assisting in the training of a new employee in their specialized skills and knowledge. In order to be eligible, the employee must hold a specialized position that will require significant training of a new or promoted employee. Employees offered and accepting a phased retirement benefit shall work no more than an average of 20 hours per week, but shall receive full insurance benefits, at the level they enjoyed prior to phased retirement, as well as pro-rated vacation, holiday and sick leave for a period not to exceed 6 months.

PERA retirement benefits may be affected, please check with PERA prior to discussing this option.

### **Post-Employment Health Care Savings Plan (HCSP)**

Shakopee Public Utilities participates in the Post Employment Health Care Saving Plan administered by the Minnesota State Retirement System (MSRS) by contributing monthly, as determined by the Commission for all benefit-eligible employees. This money shall be deposited in employees' accounts in accordance with the terms and conditions of the plan. Additionally, all benefit-eligible employees shall contribute a percentage of their wages to the plan through pre-tax payroll deductions, this percentage amount is based on the number of years an employee is enrolled in PERA (that would include at SPU and any other government position). Listed below outlines the timetable of when percentages will increase.

Years of Service with PERA	0 – 10 years	Beginning 11 – 15 years	Beginning 16 – 20 years	Beginning 21 + years
% of Payroll Contribution	1%	2%	3%	4%
SPU Contribution	\$22.50/pay period	\$22.50/pay period	\$22.50/pay period	\$22.50/pay period

### **Footwear**

Shakopee Public Utilities shall provide up to **\$250.00** per year toward the purchase of work boots. An itemized receipt must be submitted and signed by their department head in order to receive the reimbursement. Footwear purchased with these funds must meet OSHA and uniform policy requirements for the individual's regular job duties. If the desired boot costs more than SPU's allowance, the employee shall be responsible for the difference.

### **Required Licenses/Membership Fees and Health Cards**

Shakopee Public Utilities will pay the difference between a standard driver's license, and CDL driver's license, with required endorsements at the time of renewal. Employee must submit an itemized receipt in order to receive reimbursement.

Positions requiring a Health Card in order to hold a CDL license will be reimbursed, with proof of passed and completed physical.

Upon approval of the department head, SPU will pay for membership in professional organizations where membership is required by law or is deemed beneficial to SPU.

### **Prescription Safety Glasses**

Prescription Safety Glasses are reimbursable by Shakopee Public Utilities, if part of required safety equipment. Supervisory approval is required. Shakopee Public Utilities will provide up to **\$500.00** every other year toward the purchase of Safety glasses. Employees must submit an itemized receipt in order to receive reimbursement; this must be done within 60 days.

## **CONDUCT IN THE WORKPLACE**

### **General Information**

Shakopee Public Utilities' ability to meet customer needs is dependent on employees being at work during their scheduled work hours. An employee who is going to be absent or tardy is responsible for reporting the absence or tardiness to his/her Department Head as soon as possible, but no later than their normal starting time. Reporting the absence or tardiness does not excuse the absence but will allow the Department Head to arrange work crews. Punctual and consistent attendance is an important factor in determining an employee's continuation and potential advancement within Shakopee Public Utilities.

Employees absent for two (2) consecutive days, without notifying their Department Head, will be considered to have voluntarily terminated their employment. The General Manager may allow exceptions to this policy due to extenuating circumstances.

Employees should make arrangements with their Department Head if they need to miss work for personal appointments. These appointments should be scheduled so as to avoid the least amount of work disruption.

### **Emergency Closings**

Due to the nature of its operations, Shakopee Public Utilities will generally be open during adverse weather conditions or other emergency situations. Employees will generally be required to report to work regardless of conditions.

If weather conditions or other emergency situations make it impossible to come to work, or cause a late arrival or early departure, employees must contact their Department Head as soon as possible. Employees may take this time without pay or use vacation or compensatory time off hours according to the policy. If it becomes necessary to close any portion of the Utilities operations, such decisions will be made at the General Manager's discretion.

### **Holidays**

Shakopee Public Utilities provides paid time off to all regular full-time and regular part-time employees for certain Federally observed holidays and Floating holidays. These holidays are:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day

- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Two (2) Floating Holidays scheduled by the employee

When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. Employees will be notified at the beginning of each calendar year of the holiday schedule. It is important to note that there may be times when business needs may override Shakopee Public Utilities' ability to close for the holiday.

Employees must schedule Floating holidays, subject to their Department Head's approval. Floating holidays may only be used in 8-hour increments and must be used by the end of the calendar year. Unused Floating holidays will be forfeited. Floating holidays must be used prior to submitting a resignation. Once a resignation has been accepted any unused Floating holiday will be considered forfeited.

Employees are eligible for holiday pay as soon as employment begins. Employees hired before July 1<sup>st</sup> will receive two Floating holidays in that calendar year. Employees hired after July 1<sup>st</sup> will receive one Floating holiday in that calendar year.

Full-time exempt employees will be compensated in a manner proportional and consistent with their base salary and shall not suffer loss of earnings when the Utility is closed for the observance of a holiday.

Full-time exempt employees, because of the nature of their work, may even be permitted or required to work on an observed holiday, at the discretion of the supervisor.

Regular nonexempt full-time employees will be paid eight (8) hours holiday pay based on their regular rate of pay at the time of the holiday. Holiday pay for regular part-time employees will be pro-rated.

## **Leaves of Absence**

Shakopee Public Utilities recognizes that employees may need time off from their job for various reasons. Some of the most commonly requested leaves include:

- Bereavement Leave
- Bone Marrow/Organ Donation Leave
- Family and Medical Leave
- Jury Duty & Witness Leave
- Military Leave
- Parental Leave
- Personal Leave
- School Conference & Activity Leave
- Time Off to Vote Leave
- Time off to Serve as Election Judge

The leaves may have varying effects on benefits. In certain situations, employees will be expected to use all remaining vacation or compensatory time during a leave of absence and arrange for continuation of insurance benefits as applicable.

Shakopee Public Utilities will provide employees with any leave of absence required by law, in accordance with provisions of the law. Any other request for leaves of absence, not legally required, will be reviewed against overall business needs and Shakopee Public Utilities' ability to replace the employee during their absence, and will be approved on a case-by-case basis at the sole discretion of Shakopee Public Utilities.

For any leave of absence described above, an employee must request approval from the Department Head and Human Resources as far in advance as possible. Failure to return from a leave will be considered a voluntary termination.

## **Bereavement Leave**

Employees may use upon approval by their Department Head up to twenty four (24) hours of Bereavement pay for a death of a spouse, child, step-children, sibling, parent, in-laws of the same degree, step-parent, grandparent, grandchild of the employee or of the employee's spouse, or for any other relative residing permanently with and dependent upon the employee. Employees may use one day of bereavement leave for all other funerals, not listed above, (with a cap of three (8-hour) days per calendar year).

Employees may use up to 3 hours of Utility paid time to attend services for a death of a co-worker, subject to Department Head approval.



Bereavement pay will be calculated on the basis of eight (8) hours at the employee's normal rate of pay and count as hours worked for overtime purposes. Employees are expected to notify their Department Head immediately if they will be absent from work and need to take Bereavement leave.

### **Bone Marrow/Organ Donation Leave**

Employees who work an average of 20 hours per week can receive up to 40 hours of paid sick leave to undergo a medical procedure to donate bone marrow or to donate an organ. Verification by a physician for the purpose and length of the leave may be required. The employer shall not retaliate against an employee for requesting or obtaining a leave of absence as provided by this section.

### **Family and Medical Leave**

Shakopee Public Utilities provides a leave of absence in accordance with the Federal Family and Medical Leave Act (FMLA) of 1993, as amended. An employee may request a leave or may provide the Utility with sufficient information to make the Utility aware of an absence that may be eligible for FMLA protection. The Utility may seek additional information from the employee to determine whether FMLA applies.

In accordance with the FMLA, eligible employees are those who have completed at least twelve (12) months of service and worked at least 1,250 hours during the twelve (12) consecutive months preceding the date the leave is scheduled to begin. They may take up to 12 workweeks of family and/or medical leave during a rolling 12-month period, except for Military Caregiver Leave. Eligible employees may take up to 26 workweeks in a single 12-month period for a Military Caregiver Leave, according to applicable law. A leave of absence that is foreseeable ordinarily requires thirty (30) days' notice. Leave beyond that extended under FMLA may be granted as a reasonable accommodation or under other leave laws that specifically extend leave beyond FMLA. A reasonable accommodation may only be afforded in the event the leave would not cause undue hardship on the employer as determined by the employer through the interactive process.

Family and Medical Leave is available for any of the following purposes:

- For the birth and care of a son or daughter or for the placement of a son or daughter with the employee for adoption or foster care. Such leave must conclude within twelve (12) months of the birth or placement.
- To care for the spouse, son, daughter, or parent of the employee because of a serious health condition.

- Because of the employee's own serious health condition, which makes him/her unable to perform the essential functions of their job.
- Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of an eligible employee is deployed or called to active duty in a foreign country.
- Because an eligible employee is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness.

If the Utility is aware that the reason for an absence from work qualifies under FMLA, the absence must be designated as FMLA leave, even if the employee does not request it. Employees must also complete the required forms and provide copies as noted in the policy.

Medical and dental benefits will be maintained during the leave so long as the employee intends to return and does actually return to work. Employees on an FMLA leave continue to be responsible for paying their share of premiums for benefit plans.

Medical leave may be taken on an intermittent or reduced leave schedule if medically necessary for an employee's serious health condition or that of a covered family member. If foreseeable leave is required on this basis, however, the employee may be required to transfer temporarily to an alternative position with equivalent pay and benefits which better accommodates recurring periods of absence or a part-time schedule.

Employees will be entitled to return to the same or an equivalent position at the conclusion of the leave, if they are able to perform the essential function of the position.

For information regarding FMLA leave policy, eligibility, qualifying reasons, forms and FMLA processing, employees should contact Human Resources.

### **Jury Duty & Witness Leave**

Employees are eligible for Jury duty leave for the time they serve on a jury. They are expected to provide their Department Head and Human Resources with a copy of the jury duty summons at least one week in advance. In addition to jury pay provided by the court, these employees will be paid their regular earnings up to a maximum of 40 hours per week. The jury duty benefit is paid for a maximum of two (2) weeks in any calendar year. Employees are expected to return to work any time they are released from Jury duty during their regularly scheduled work hours.

Jury duty will count as hours worked for overtime purposes.

Should an employee be subpoenaed to appear in court as a witness in a non-work-related matter, he/she must use vacation or compensatory time according to the policy guidelines. Anyone subpoenaed in a work-related matter will not be paid unless directed to appear by the Shakopee Public Utilities.

### **Military Leave for Duty or Training**

Shakopee Public Utilities complies with all applicable federal and state laws relating to military leave. Military Duty Leave applies to regular full time and regular part time employees who are members of the uniformed services (Armed Forces and the Army National Guard and Air National Guard). These are only examples and not exhaustive.

Employees engaged in military duty as described in M.S. 192.26 are eligible for military leave without loss of pay, seniority status, efficiency rating, vacation, sick leave, or other benefits for the time when engaged in military training or active service for, **up to 15 days in any calendar year.**

Employees subject to these obligations will be expected to notify Human Resources in writing as far in advance of the training period as possible. Members of the military, who are required to report for duty, will be granted an unpaid leave of absence for the duration of their duty and training. 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.

Employees should contact Human Resources for more details.

### **Military Leave for Family Members**

Immediate family members of military personnel who are injured or killed while engaged in active service are provided unpaid leave of up to 10 days. Immediate family members include parents, children, grandparents, siblings or spouse. The employee should provide as much notice as is practical. The employee may request paid leave; however, the unpaid leave may be reduced by any paid leave the employee uses.

An employee may request unpaid leave to attend the send-off or homecoming ceremony for an immediate family member who is mobilized to active military service in support of a war or other national emergency unless the leave would unduly disrupt the operations of Shakopee Public Utilities. Shakopee Public Utilities may need to limit the amount of leave to the actual time necessary to attend the ceremony to a maximum of one (1) day's duration in a calendar year.

Immediate family members for this leave are parents, legal guardians, children, grandparents, siblings, spouse, fiancé, fiancée, or grandchildren.

### **Parental Leave**

As prescribed by Minn. Stat. Sec 181.940 – 181.944 Eligible employees are entitled to up to twelve (12) weeks of unpaid parenting leave upon the birth or adoption of a child.

1. Eligible Employees, who have worked for Shakopee Public Utilities for at least one year and an average of at least half time per week, may request an unpaid Parental Leave in conjunction with the birth or adoption of a child. Employees must give the SPU at least 30 days advance notice if the leave is foreseeable. If the leave is not foreseeable, the employee must give as much notice as is practicable.
2. Start of Leave. The leave begins at the time requested by the employee and must begin within twelve months of the birth or adoption, the time must also be taken in consecutive days not intermittent. In the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six weeks after the child leaves the hospital.
3. Length of Leave. The length of leave is determined by the employee but may not exceed twelve (12) weeks. If the employee has any FMLA Leave eligibility remaining at the time this commences, this leave will also count toward FMLA Leave. The two leaves will run concurrently until eligibility is exhausted.
4. Use of Accrued Sick Leave, Vacation Leave &/or Compensatory Time. While on parenting leave, an employee must use any vacation leave and compensatory time which they have accrued. However, an employee may request to go on unpaid leave once they reach a balance of 40 hours or less of vacation leave. All accrued compensatory time must be used prior to requesting unpaid leave.
5. The use of accrued vacation or compensatory time occurs simultaneously with the parenting leave and does not extend the length of the parenting leave.
6. Insurance Continuation. Employees utilizing sick, vacation or compensatory time while on parenting leave will have their benefits maintained under the same conditions and at the same level of contribution as before the employee goes on leave. Employees utilizing unpaid parenting leave may choose to continue coverage under the utilities group health plan at their own expense.

7. **Status of Benefits.** An employee will not accrue sick and vacation leave while on unpaid parenting leave. An employee using a combination of paid and unpaid leave will accrue sick and vacation leave on a pro-rated basis. An employee using paid leave will continue to accrue sick and vacation leave.
8. **Return to Work.** An employee returning from parenting leave will be reinstated to the same position or an equivalent position of comparable duties, number of hours and pay.
9. **Impact on Family Medical Leave Act (FMLA).** In most cases the Family Medical Leave Act (FMLA) policy will be applied to the employees at the time of a birth or adoption because the provisions of FMLA are more beneficial to the employee. However, employees working between 20-24 hours per week are not eligible for FMLA but are eligible for parenting leave. In addition, an employee who has used the twelve (12) week allotment under FMLA for a serious health condition remains entitled to parenting leave for the birth or adoption of a child.

Employees should contact Human Resources to discuss any need they may have for a Parental Leave.

### **Personal Leave**

Shakopee Public Utilities understands that employees may need time off for personal obligations and may provide employees unpaid time off in these situations.

Eligible employees must be regular full-time and have been employed at Shakopee Public Utilities for a minimum of one year. All requests for Personal Leave should be submitted in writing as soon as possible – preferably at least 2 weeks prior to the start of such leave – unless a medical necessity does not permit it. The leave request should specify the start and end date of such leave. If the leave is for a medical reason, a physician's certification is required. The length of time for Personal Leaves will be evaluated and approved by management in consideration of anticipated workload requirements and staffing considerations.

Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by Shakopee Public Utilities for Personal Leaves not exceeding 30 days. Should the leave need to extend beyond 30 days, employees will be responsible for the full costs of these benefits through COBRA if they wish to continue them. When the employee returns from a Personal Leave, benefits will again be provided by Shakopee Public Utilities according to the applicable plan(s).

When a Personal Leave ends, Shakopee Public Utilities will make every reasonable effort to return the employee to the same or a similar position for which the employee is qualified. However, such assignments cannot be guaranteed. If an employee fails to report to work promptly after the approved leave has expired, Shakopee Public Utilities will assume the employee has resigned effective the date the leave commenced.

Employees should contact Human Resources for more details about Personal Leave.

### **School Conference & Activity Leave**

As prescribed by Minn. Stat. Sec. 181.9412, Employees may receive up to 16 hours of unpaid leave during any 12-month calendar period to enable them, as a parent, to attend a child's special education, pre-school, school conference, or school-related activities if those conferences or activities cannot be scheduled during non-work hours. Employees are eligible for this leave if they have worked for Shakopee Public Utilities on at least a half-time basis. Employees are required to notify their Department Head as soon as dates become known.

### **Time Off for Voting Leave**

Shakopee Public Utilities believes that each employee should have the opportunity to exercise his/her right to vote in a general election. Since the polls are open extended hours, in most instances, employees will be able to vote before or after work. However, if an employee's work schedule does not provide him/her with time to vote during non-working hours, he/she will be granted reasonable paid time off to vote during work hours according to legal requirements. Shakopee Public Utilities asks that the employee notify his/her Department Head in advance if he/she anticipates a need to take time off work to vote.

### **Time Off to Serve As Election Judge**

Employees may receive time off to serve as an election judge. Employees who are selected to serve as election judges should provide at least 20 days written notice to their Department Head. Shakopee Public Utilities may reduce the salary or wages of an employee serving in this capacity by the amount paid to them as an election judge. Shakopee Public Utilities reserves the right to restrict the number of persons to be absent from work to serve as election judges to no more than 20% of the total workforce.

### **Sick Leave**

Sick leave accumulates from year to year up to a maximum of 720 hours. Unused sick leave will be paid out at termination according to the Sick Leave

Severance Payout schedule for employees who have been employed five years or longer. Sick leave hours may be used in half-hour increments. Employees must use vacation or personal leave for any additional days missed or take these days without pay.

1. Use of Sick Leave.

- a. For the employee, an employee may use sick leave when the employee is unable to perform work duties due to illness, disability, the necessity for medical, dental or chiropractic care, childbirth or pregnancy disability, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties. Illness or injury occurring while an employee is on vacation shall not be charged to sick leave but shall remain as vacation.
- b. For a child or spouse. An employee may use sick leave to care for an ill child under the age of 18 (or who is incapable of self-care because of a physical or mental disability) or spouse when the employee's attendance with the child or spouse may be necessary.
- c. For other relatives. An employee may use up to 160 hours of accrued sick leave per calendar year to care for an adult child, sibling, parent, mother or father-in-law, son-in-law, daughter-in-law, grandchild, grandparent, stepparent, stepchildren or any other relative residing permanently with and dependent upon the employee, who is ill or injured.
- d. For safety leave. An employee may use sick leave for reasonable absences in order to receive assistance needed because they are the victim of sexual assault, domestic abuse or stalking. Employees may also use sick leave to provide or receive assistance for a child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, stepchild/ren who is the victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's minor child or spouse, is limited to 160 hours in any 12- month period.
- e. Abuse of Sick Leave. In cases where an employee is found to have taken sick leave absent one of the eligible uses listed above, the employee's time away from work will be charged against their vacation time and the employee shall be subject to discipline.

2. Proof.

- a. To be eligible for sick leave with pay, an employee shall: (a) report as soon as possible (and in any event within one hour of the start of the employee's shift or workday) to the employee's supervisor the reason for the absence for each day of absence; and (b) keep their supervisor informed of the sick person's condition and submit a medical certificate or other evidence from a physician for any absence more than three days.

Employees that meet the requirements for long-term disability insurance must use long-term disability insurance as provided under the terms of the insurance policy.

Any employee qualifying for workers compensation or long-term disability shall receive the difference between their salary and their benefits, which shall be deducted pro rata from their accumulated sick leave.

### **Sick Leave Bank**

On January 1st of each year any employee who will be receiving their new 96 hours of sick and exceed the 720-hour maximum will have those excess hours converted into an amount based on that employee's current hourly rate of pay, deposited into that employee's individual Health Care Savings Plan account.

Upon termination all employees will be required to deposit their unused sick hours into their Health Care Savings Plan. (See Separation section)

### **Vacation**

Shakopee Public Utilities wants to provide employees an opportunity for rest and recreation and believes it is an important part in maintaining health and well-being. Vacation is available to all regular full-time and regular part-time employees and is available any time during the year upon approval of management. All vacation for regular part-time employees is pro-rated.

Vacation is pro-rated during the first year of employment. After the first year, vacation is granted on the employee's anniversary date. Vacation may be used in half-hour increments or more. Employees may carry over one half of what will be earned on that year. Any vacation hours over one half will be forfeited. The vacation and carry over schedules are as follows: (Exceptions may apply)

<b>Step</b>	<b>Employee's Length of Service</b>	<b>Vacation Days Earned Each Year</b>	<b>Total hours allowable for carry over.</b>
Step 1	0 to 5 years	up to 80 hours/year	40 hours



Step 2	After 5 years of service	120 hours/year	60 hours
Step 3	After 10 years of service	160 hours/year, up to a maximum of 25 days/year	80 hours
Step 4	After 15 years of service	200 hours/year, up to a maximum of 25 days/year	100 hours

Employees may request vacation by completing a vacation request form and submitting it to their Department Head for approval. Vacation requests should be made with as much advance notice as possible. In general, vacations lasting a week or more require a 2-week advance notice. Prior approval of management is required for vacation time. Vacations must not interrupt workflow. Every effort will be made to honor requests; however, Shakopee Public Utilities must reserve the right to limit the number of employees absent at any one time in order to meet customer needs.

## EMPLOYEE RECRUITMENT AND SELECTION

1. **Scope:** Shakopee Public Utilities will hire and promote employees in accordance with this policy. The Human Resource Specialist or designee will manage the hiring process for all positions with-in the utilities. All hires will be made in accordance with merit and experience related to the position being filled.

The General Manager is the final authority regarding recruitment, selection and promotion of employees.

2. **Selection Process: The Superintendent/Director will decide upon the selection process.** Any, all or none of the candidates may be interviewed.

The Superintendent/Director has the right to make recommendations to the General Manager based on qualifications, abilities, experience and the needs of Shakopee Public Utilities.

The Superintendent/Director will, in writing, recommend to the General Manager the selected candidate.

The General Manager makes the final decisions and must approve all new hires.

3. **Applications:** All applicants applying for a position with Shakopee Public Utilities must complete an application form. Any applicant giving false information or making false or misleading statements on the application or any materials shall not be considered for the position or will be subject to immediate discharge.
4. **Pre-employment Background Check:** In accordance with Federal, State and local law, Shakopee Public Utilities will conduct a pre-employment background check on all employees. This pre-employment background check may include a credit check and criminal record check, depending upon the job duties of the position being filled.
5. **Pre-employment Drug/Alcohol Test:** After a written conditional offer of employment is made, Shakopee Public Utilities will require any candidate holding a CDL to take and pass a drug/alcohol test. Successful completion of the test will finalize the hiring process
6. **Temporary Positions:** Whenever a position is vacant or the position holder is absent for two-consecutive pay periods or more, the General Manager may designate an individual to temporarily fill the vacant position as "Acting". If the General Manager determines it is appropriate, and

budgeted funds are available; the General Manager may approve a temporary pay increase for “acting” positions of no more than 5% of the employee’s current salary to recognize extra duties related to the “acting” position.

7. **Internal Promotions:** Department Heads may recommend to the General Manager that an opening within their department be filled by an internal candidate without an external posting of the position. Such opportunities shall be publicly posted, within the building for a minimum of three-days and all applicants meeting the minimum qualifications shall be interviewed prior to a hiring recommendation.

#### 8. **Job Opportunities**

Job openings will be posted internally on the employee bulletin boards and the Utility website. Employees who are interested in applying for a current job opening should contact Human Resources for an application or download one from the Utility website.

## **TIME AT WORK**

### **Americans with Disabilities**

Shakopee Public Utilities is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities which may include providing reasonable accommodation where appropriate. In general, it is the employee's responsibility to notify Human Resources of the need for an accommodation. Upon doing so, Human Resources may ask the employee for their input, the type of accommodation they believe may be necessary, or the functional limitations caused by the disability. Also, when appropriate, Shakopee Public Utilities may require additional information from their physician or other medical or rehabilitation professional. Any information obtained is kept in a confidential employee file.

### **Bulletin Boards**

Shakopee Public Utilities has established official bulletin boards as one means of communicating information, they feel an employee should know. It is the responsibility of all employees to regularly check the bulletin board for current information.

Employees should check with their Department Heads for the bulletin board location in their facilities.

### **Business Ethics**

The successful business operation and reputation of Shakopee Public Utilities is built on the principles of fair dealings and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Shakopee Public Utilities will comply with all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit, and intent of all laws and to refrain from any illegal, dishonest or unethical conduct.

Utility employees have the right to express their views and to pursue legitimate involvement in the political system to the extent permitted by law. However, Utility employees cannot use Utility resources, working time, or their position with the Utility while participating in or to participate in personal political activity or influencing other Utility employees on political matters. While engaging in such actions, Utility employees must also comply with other workplace expectations, including other personnel policies

Employees are prohibited from receiving any payment, compensation, gift, employment, or other valuable consideration when they know or should know that it was given with the expectation that the donor receive more favorable treatment than normally would occur to similarly situated individuals.

The use of good judgment based on high ethical principles will guide employees with respect to lines of acceptable conduct. Compliance in this area is the responsibility of every employee. Employees should discuss any situations that arise which do not meet this code of ethics with their Department Head, Human Resources or any other member of management. Failure to meet or comply with this code of ethics will lead to corrective action, up to and including termination of employment.

### **Corrective Action**

It is our expectation that all employees will perform their jobs satisfactorily, and comply with Shakopee Public Utilities rules and policies. The management of Shakopee Public Utilities would like to work with employees in communicating and attempting to correct work-related problems. However, if an employee does not satisfactorily perform his/her job, or is found in violation of Shakopee Public Utilities rules, policies, or core values, Shakopee Public Utilities may implement corrective action.

Corrective action may take several forms, including, but not limited to, verbal warnings, written warnings, coaching, reassignment of duties, demotion, lack of salary increase or a salary decrease, suspension, or termination.

Shakopee Public Utilities reserves the right in its sole discretion to omit any or all of these actions, or add to or modify actions in any particular situation. Shakopee Public Utilities will take whatever corrective action it determines is appropriate in response to the circumstances of any given situation consistent with applicable state law. If the corrective action involves a qualified veteran, the appropriate due process will be provided in accordance with the law. The Human Resources Department and/or the General Manager will be involved in all instances of corrective action.

Nothing in this section or in Shakopee Public Utilities' disciplinary policies or practices changes an employee's right to terminate his/her employment with Shakopee Public Utilities at any time, with or without notice, for any or no reason, nor does it modify Shakopee Public Utilities' right to terminate any employee's employment at any time, with or without notice, for any reason not prohibited by law.

## **Drugs & Alcohol**

It is the policy of Shakopee Public Utilities to maintain a drug and alcohol-free workplace.

Employees are required to report to work in appropriate mental and physical condition to perform their jobs.

While on Shakopee Public Utilities premises and/or conducting business-related activities at any location, employees may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Employees may be subject to drug and alcohol testing according to Shakopee Public Utilities' drug and alcohol testing policy.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees using prescription medication must ask the prescribing physician whether the medication may impair their ability to perform the essential functions for their job in a safe and/or effective manner. If the prescribing physician indicates that such impairment might occur, the employee must immediately notify their Department Head or Human Resources. Employees must also notify their Department Head or Human Resources if they observe any violation of this policy.

## **Employee Appearance**

Managerial, administrative and field personnel should be aware that they represent Shakopee Public Utilities to our customers, the public and co-workers. "Dress for your Day" will allow non-uniformed employees to dress in an appearance according to their scheduled workday which can vary depending on their position. Business casual attire is acceptable which includes dress slacks, corduroys and jeans. Field employees wear clothing that is appropriate for their positions, tasks and safety considerations. Employees are expected to present a clean, neat and professional appearance at all times. Managers will be expected to wear SPU logo apparel at commission meetings and other outside attended meetings/events. Any and all SPU issued clothing must be returned upon termination.

Depending on the season, it is likely that many employees will spend time outside and need to be prepared to work in unexpected inclement weather – hot, cold, wet or windy conditions. Shakopee Public Utilities requires employees to wear appropriate clothing including safety equipment, hats, gloves, waterproof footwear and layers of clothing for comfort. Boots or shoes that are comfortable and provide support are recommended. Individual department and safety procedures may further define requirements and must be followed accordingly.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult your department head or Human Resources.

- Clothing and/or accessories that include offensive/inappropriate images or words including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a top that reaches at least mid-thigh
- Beach wear
- Shorts (exception would be meter readers)
- Overalls
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Crop tops, tank tops, halter tops or any clothing showing midriffs
- Sheer or revealing clothing
- Hats or caps worn in the office, if not a field employee
- Sports jerseys (unless part of a planned employee event)
- Flip-flops, house slippers, moccasins, crocs shoes

Employees are allowed to wear jeans that are clean and free of rips, tears, fraying and not excessively tight or revealing.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the General Manager or Human Resources to obtain approval to deviate from this policy.

### **Employee Relations & Communication**

Shakopee Public Utilities is committed to providing a positive work environment for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork - individuals working together to attain a common goal.

Should an issue arise, it is an employee's obligation to bring it forward by contacting their Department Head or Human Resources and explaining the facts. More investigation may be required to resolve the issue.

### **Employment of Relatives**

The employment of relatives is permitted, except those of Shakopee Public Utilities Commissioners. No person shall be appointed, promoted, demoted or transferred to a position where that person would be on a daily basis supervising, or receiving supervision from that person's spouse, any person permanently residing with the employee, a child, parent, sibling, grandparent, or grandchild of either the employee or of the employee's spouse. "Relative" is defined as a spouse, parent, child/children, sibling or any of these relationships by marriage.

## **Fire Calls**

Employees that are on the Shakopee Fire Department may attend fire calls under limited circumstances and subject to guidelines developed by management.

1. No more than two employees of Shakopee Public Utilities shall be unavailable for work at any time due to fire calls or to a combination of sick, vacation, or comp time with a fire call during normal working hours.
2. At the time priority work is scheduled, either regular or overtime, employees involved with this work will be so advised by the supervisor and will not be permitted to leave to attend fire calls until such priority work is completed.
3. If overtime work is scheduled to meet a deadline or to co-ordinate with other parties, this will be considered priority work. Any outage is considered priority work.
4. No employee shall attend fire calls other than working hours while "on duty" call, but shall be allowed to attend meetings or drills. The responsibilities of standby duty are not lessened by this section
5. Employees leaving their work station shall notify the Superintendent or acting Superintendent in the Superintendent's absence. Breaks and lunches missed due to a fire call will not be made up.
6. The employer and employees agree to jointly make a reasonable attempt to resolve any difficulty associated with this program; however, the responsibility of staying within the work policies is placed on the employee. The decision of which employee(s) will answer a fire call is to be based on the least disruption of work to Shakopee Public Utilities.
7. This program will be re-evaluated periodically and nothing herein shall prevent the Utilities Commission from altering the provisions of the program where they deem it advisable for the good of the Utilities.
8. Non-observance of the above rules will result in corrective action and possible suspension of permission to attend fire calls during working hours.

## **Nursing Breaks and Pregnancy Accommodations**

- Paid nursing breaks: Paid break times for nursing mothers to express milk during the 12 months after childbirth, unless it would cause undue business disruption. The paid breaks are required to run concurrently with any break times already provided to the employee (i.e., if the employer already provides paid break times, these should be used to express milk).



- **Pregnancy Accommodations:** Employees are eligible immediately upon hire to reasonable accommodations, including more frequent restroom, food, and water breaks; seating arrangements; and limits on lifting more than 20 pounds.

### **Outside Employment**

Although it is not encouraged, Shakopee Public Utilities recognizes that personal circumstances or interests may result in an employee seeking additional employment outside Shakopee Public Utilities. If someone is considering outside employment, including self-employment, that employee should talk with their Department Head and Human Resources about the possible ramifications.

Shakopee Public Utilities employees are not permitted to accept outside employment that creates either the appearance of, or the potential for, a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of Shakopee Public Utilities.

Any employment outside of Shakopee Public Utilities must not compromise Shakopee Public Utilities' interests or the confidentiality of information. In addition, Shakopee Public Utilities will not accept outside employment as an excuse for poor job performance, absenteeism, tardiness, the inability to work required hours for their position at Shakopee Public Utilities, or any other failure to meet the performance expectations and legitimate business demands.

If an employee's work at Shakopee Public Utilities suffers, he/she will be asked to discontinue the outside employment or risk termination of employment.

### **Performance Evaluations**

Utility employees are essential to providing services to the public. To provide high quality, efficient and cost-effective services, the performance of employees is crucial. Therefore, the Utility is committed to a performance management system for its employees that communicates performance expectations for job duties and responsibilities, workplace standards and goals and objectives; identifies an employee's strengths and areas for improvement in meeting these expectations; and fosters an employee's job development. To meet this commitment, the Utility promotes the following:

Ongoing feedback to and candid discussions with employees and about performance throughout the year; developing and rewarding good performance; formal personnel actions as necessary to address performance problems through coaching, counseling, performance improvement plans and/or progressive discipline; and an annual performance evaluation that addresses prior and future performance of the employee.

An objective performance review system will be established by the General Manager or designee for the purpose of evaluating the performance of Utility employees. Employee performance evaluations shall be conducted annually, as needed for a step advancement, or as determined necessary. The Human Resource specialist shall notify each Supervisor, Department Head, and the General Manager each time an employee evaluation and/or step increase is due. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the Utility's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the Supervisor and the employee. Conducting these informal performance meetings provides both the Supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

### **Personal Conduct**

Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a Utility employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Any policy violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the Utility of. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate Supervisor.

- Maintain good attendance while meeting the goals set by an employee's Supervisor.

This is necessary to protect the health and safety of everyone in the workplace, to meet our customers' needs, to protect property and to maintain a climate of cooperation among employees.

Obviously, it is impossible to anticipate every situation that might occur. Shakopee Public Utilities reserves the right to respond to any performance or behavior which, in its judgment, compromises the safety or well-being of any individual in the workplace, diminishes good order, discipline and morale, or detracts from Shakopee Public Utilities' overall business goals. If Shakopee Public Utilities' expectations about conduct are unclear, employees should talk to their Department Head or Human Resources.

### **Personnel Data**

It is the responsibility of each employee to update their personal information as warranted by their circumstances. This includes but may not be limited to changes to dependents, marital status, address or telephone number changes, emergency contact information, as well as revocation of driver's license if required to drive on Shakopee Public Utilities business. Failure to notify Shakopee Public Utilities may result in critical time-sensitive mail not being delivered or other information not being received.

Employees may review their personnel records once every six months upon written request to Human Resources. Access to personnel data is governed by the Minnesota Government Data Practices Act.

### **Property**

Some employees will be provided with various property and equipment that they need to perform their job, including vehicles, computers, safety equipment, clothing, software, pagers, cellular telephones, keys, credit cards, etc. Employees are responsible for using such property and equipment for its intended business purposes. If any such property appears to be damaged, defective or in need of repair, employees are to promptly report this to their Department Head. The improper, careless, negligent, destructive or unsafe use of property can result in: 1) the employee's need to personally replace the property; or, 2) corrective action, up to and including termination of employment.

### **Employee References**

All requests regarding references for any past or present employee are to be directed to Human Resources. Only pertinent, factual information, such as dates of employment, job title, etc. will be released.

## **Safety, Incident Report and Workers' Compensation**

All employees are expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition, accidents, illnesses and injuries to the appropriate Department Head. Employees, who violate safety standards, cause hazardous or dangerous situations or fail to report or remedy such situations, will be subject to corrective action, up to and including termination of employment.

Employees must strictly adhere to all safety requirements established by management and all applicable federal and state laws and policies. Employees are required to attend safety training as directed. The Safety Bulletin Board, located in the hallway near the locker rooms, is a resource available to all employees and contains important safety information. All accidents, no matter how minor, must be reported immediately to the employee's supervisor or the Department Head. Lack of notification could affect the employee's workers compensation benefits.

Employees are required to follow these general safety rules:

- Any illness or injury, no matter how slight, must be reported to the Department Head. Employees should never attempt to treat their own or another employee's injury unless they have received formal first aid training.
- Any activity that may result in injuring an employee will not be tolerated.
- Employees are responsible for using ergonomic equipment provided by Shakopee Public Utilities.
- Illegal drugs or alcohol will not be permitted on the premises at any time.
- Employees should always lift objects using the proper lifting techniques.
- Employees should only use tools that are in good working order. They should never use tools that are defective in any way.
- Employees are responsible to keep their work areas clean at all times.
- Employees should always know the location of fire exits and fire extinguishers in their work area.
- Wear required PPE (Personal Protective Equipment).

The Safety Manager is responsible to implement, administer, monitor and evaluate Shakopee Public Utilities' Safety Program. Employees should feel free to discuss any suggestions or comments regarding the program with him/her at any time.

## **Security**

All individuals must adhere to any and all security measures and/or guidelines of the facility they are working in. This includes following any security guidelines that are established.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of Shakopee Public Utilities. Accordingly, the General Manager or their designee may inspect them or any articles found within them at any time, with or without prior notice.

In addition, Shakopee Public Utilities will not tolerate theft or unauthorized possession of the property of employees, Shakopee Public Utilities, visitors and customers and therefore, may also inspect persons entering and/or leaving the facility, packages or other belongings. Employees who wish to avoid any such inspection should not bring such items onto Shakopee Public Utilities' premises.

Employees may need keys and/or access cards or codes to enter a Shakopee Public Utilities facility. It is extremely important that these keys or cards/codes be kept only in the employee's possession – not anyone else's. If you lose/misplace your keys and/or access cards immediately notify your supervisor.

If an employee works after hours, they should take any safety/security precautions available. Employees should see their Department Head or Human Resources for more information.

### **Telephones and Texting**

Employees should practice discretion when using phones for personal calls. All calls should be kept to a minimum and made during a rest or meal break. In case of an emergency, any call would be given to the employee immediately without question.

Use of personal cellular phones should be kept to a minimum during working hours. Out of respect for co-workers, all cellular phones should be placed on a vibrating ring mode or placed at a low volume.

Use of cell phones is not permitted while driving a motor vehicle, unless using a hands-free device. In addition, individual department procedures regarding use of cell phones and/or radio communication devices must be adhered to. Safety should always come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should safely park the vehicle before placing or accepting a call, message or text.

### **Tobacco-Free Environment**

Because Shakopee Public Utilities wants to provide employees with a safe and healthy work environment, employees are encouraged to be tobacco-free. Per Minnesota State Statutes, Clean Indoor Air Act. All Utility buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited for employees while on duty.

in a Utility facility or vehicle. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

In addition, when entering a customer's premise/home employees must follow the Clean Indoor Air Act.

### **SPU Owned Vehicles**

Employees using vehicles owned by Shakopee Public Utilities are expected to use and maintain the vehicles in a conservative, non-wasteful manner. Regular inspections for oil consumption, water and other fluids are the responsibility of the driver. If any vehicle is to be repaired, it is a requirement to seek the Department Head's approval before commencing repairs. Vehicles are expected to be kept clean and orderly. Vehicles are for Utility use only.

When driving Shakopee Public Utilities' vehicles, employees are expected to drive in a careful, courteous manner and must wear their seat belts. A clean driving record is expected and will be verified prior to receiving permission to drive a Shakopee Public Utilities' vehicle and annually thereafter. Traffic violations incurred while driving Shakopee Public Utilities' vehicles must be reported immediately to the employee's Department Head and any such violations are the responsibility of the employee. If an accident occurs, insurance, accident & registration forms are located in the glove box. The accident reporting form should be completed at the accident site and the Department Head, or another member of management notified. All accidents should be reported immediately and the employee should not make any statements regarding the accident.

The Utility will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

### **Employee-owned Vehicles for work**

SPU recognizes that certain employees, because of their job requirements, will have to operate their own personally owned vehicle while conducting Utility business. Use of a personal vehicle for work-related business is prohibited without prior permission from management. In emergency situations, such as serious illness or a medical emergency, the authorized employee may designate an unauthorized operator to use their personal vehicle strictly on an emergency-only basis

## **Visitors**

In an effort to provide safety and security for employees and Shakopee Public Utilities' facilities, members of the public or authorized visitors should be escorted by a Shakopee Public Utilities employee. By doing this, Shakopee Public Utilities provides public access to its operations while at the same time helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, and avoids potential distractions.

## **Respectful Workplace**

1. **Applicability.** Maintaining a respectful work environment is a shared responsibility. This applies to the expectations for respectful conduct in the workplace and other SPU sponsored social events.
2. **Abusive Customer Behavior.** While SPU has a strong commitment to customer service, SPU does not expect employees to accept verbal and other abuse from the public. An employee may request that a supervisor intervene when a customer is abusive, or the employees may defuse the situation themselves, including professionally ending the contact. If there is a concern about the possibility violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor, Human Resources or SPU General Manager. Employees should leave the area immediately when violence is imminent unless their duties require them to remain.
3. **Types of Disrespectful Behavior.** The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:
  - **Violent behavior:** includes the use of physical force, harassment, bullying or intimidation.
  - **Discriminatory behavior:** includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.
  - **Offensive behavior:** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. 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 considering 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, 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, Human Resources or General Manager.

- Sexual harassment: can consist of a wide range of unwanted and unwelcomed sexually directed behavior such as unwelcome sexual advances, request 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, making jokes 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 tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc. that are about or may be seen by employees, customers, etc.



- Request 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.
4. Employee Response to Disrespectful Workplace Behavior. All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police, ask the individual to leave the area and/or take other reasonable action.

If employees see or overhear what they believe is a violation of this policy employees should advise a supervisor, Human Resources or General Manager promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use their discretion to call 911, and as soon as feasible a supervisor. In the event the disrespectful behavior occurring involves the employee's supervisor, the employee should contact Human Resources the supervisor's manager or the General Manager.

- Step 1. If you feel comfortable doing so, professionally, 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, or uncomfortable. If practical, bring a witness with you for this discussion.
  - Step 2. 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, Human Resources, your supervisor's manager or the General Manager. The person to who you speak is responsible for documenting the issues and for giving you a status report on the matter. In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.
  - Step 3. SPU urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.
5. 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 promptly to the General Manager, 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 guideline 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 the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.
- Step 2. Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note SPU cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.
- Step 3. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigation will obtain the following description of the incident, including date, time and place:
  - a. Corroborating evidence
  - b. A list of witnesses
  - c. Identification of the offender

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

- Step 4. The supervisor must notify the General Manager about the allegations (assuming the allegations do not involve the General Manager). For more information about what to do when allegations involve the General Manager, see "Special Reporting Requirements" section below.

- Step 5. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. SPU will follow any other applicable policies or laws in the investigatory process.
- Step 6. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.
- Step 7. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.
- Step 8. SPU will take reasonable and timely action, depending on the circumstances of the situation.

SPU is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. 363A.28 Subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

6. **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 General Manager who will determine how to proceed in the addressing of the complaint as well as appropriate discipline. If the General Manager is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the Utilities attorney who will confer with the commission regarding appropriate investigation and action. If a commissioner is perceived to be the cause of a disrespectful workplace behavior incident involving SPU personnel, the report will be made to the General Manager and referred to the utility's attorney. In cases such as these, it is common for the commission to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the commission. SPU will take reasonable and timely action depending on the circumstances of the situation. Pending completion of the investigation, SPU's General Manager may, at their discretion, take appropriate action to protect the alleged victim, other employees or citizens.
7. **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).

8. Retaliation. Retaliation is strictly prohibited. Retaliation includes but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfer to less prestigious or desirable work or work locations because an employee has engaged in activity in furtherance of EEO laws. It can also include threats or reassignment, removal of supervisory responsibilities, filing civil actions, deportation or other action with immigrant authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

- a. Immediate supervisor
- b. Your supervisor's manager
- c. Commissioner
- d. In the event an employee feels retaliation has occurred by the General Manager or a commissioner, then reporting may be made to the Utilities attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations to General Manager, or if the complaint is against the General Manager to the Utilities attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and SPU policies, the utilities may discipline any individual who retaliates against any person who reports alleged violations of this policy. SPU may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

## **Firearms**

Employees are strictly prohibited from bringing any type of weapons to work, or from possessing them on Shakopee Public Utilities premises. Premises are defined as the facilities, work sites, customer property, and Shakopee Public Utilities owned vehicles.

The following exception:

- Employees legally in possession of a firearm for which 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 SPU property.

## **SEPARATION**

### **Termination of Employment**

If an employee elects to leave Shakopee Public Utilities, he/she should put their intent in writing. Shakopee Public Utilities requires a two (2) week notice so they can begin the process to adequately fill the position. An employee may use 40 hours of vacation in place of hours worked when given a two-week notice. Employees who have submitted their resignation may use no more than 40 hours of vacation leave between the date their resignation was submitted and the effective date of the resignation. Exceptions to this policy may be allowed for special circumstances, contingent upon approval by the General Manager.

Employees will be paid for any earned, but unused vacation hours and compensatory time in addition to hours worked.

In the event Shakopee Public Utilities terminates the employment of a qualified veteran, the appropriate due process will be provided in accordance with applicable state law.

Employees must return any and all Shakopee Public Utilities property and/or materials, information, etc. no later than their last day worked. (See Shakopee Public Utilities Property section)

### **Property**

Upon termination of employment, employees will be required to account for and surrender all Shakopee Public Utilities property, SPU issued clothing, materials and equipment they have been issued. Failure to do so will result in Shakopee Public Utilities taking legal action to obtain the return of its property.

### **Continuation of Coverage (COBRA)**

Federal and certain state laws provide some opportunities for employees to continue coverage in the group insurance plans under the Consolidated Omnibus Budget Reconciliation Act (COBRA), at their own expense, after they leave their employment with Shakopee Public Utilities. Employees who are eligible for insurance continuation will be provided specific information about availability and cost upon termination.

### **Sick Leave Severance Payout**

Shakopee Public Utilities appreciate employees, who through long-term service and dedication, contribute to making the SPU a successful and positive service provider. In recognition thereof, SPU acknowledges such long-term service by providing a sick leave payout formula (into your Health Care Savings Plan) listed below if the employee meets all the following conditions:

- Full-time or part-time benefit-eligible employee with SPU for 5 continuous years or more.
- Employee is separating employment in good standing
- The percentage of the severance pay-out shall be based on a maximum of 720 hours of accumulated sick leave calculated on the basis of the employee's current annual base pay.
- The severance payment will be deposited in the employee's HCSP account not later than the first regularly scheduled payday following the employee's final day of employment.

#### **Completion of Continuous Service With SPU**

#### **Severance Payout formula as % of accumulated sick leave**

0-4 years	0%
5-14 years	45%
15 years	55%
16 years	57%
17 years	59%
18 years	61%
19 years	63%
20 years	65%
21 years	67%
22 years	69%
23 years	71%
24 years	73%
25 years	75%
30 years	100%

Anniversary date of full-time employment or part-time benefit-eligible date is used to compute years of service with SPU.

### **Compensatory Time**

An employee who is separated for any reason shall be paid for any accumulated compensatory time.

### **Vacation Time**

An employee who is separated for any reason shall be paid for any accumulated vacation leave.

Upon the separation from employment 50% of all earned unused vacation will be paid to an employee in a one lump sum check and 50% will be deposited into their Health Care Savings Plan account, except for those employees who fail to provide the required notice of intent to resign as set forth in the section entitled "Termination of Employment" and those employees who are involuntarily terminated for reasons other than job elimination or staff reduction will not receive this benefit.

### **Educational Assistance Payment Plan (If applicable)**

If an employee voluntarily resigns his or her position with Shakopee Public Utilities within 3 years of completing the class and receiving assistance the amount of that payment will be considered a loan and the employee will be required to repay the educational assistance on a pro-rated basis. A plan payment will be made upon termination.



## **EMPLOYEE ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of Shakopee Public Utilities' Personnel Policies. I understand that the contents of these personnel policies are for general information and guidance, and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in these Personnel Policies booklet are subject to change in accordance with applicable laws, but employees will be advised of any changes.

I have entered into my employment relationship with Shakopee Public Utilities voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with Shakopee Public Utilities at any time, with or without notice, for any reason. With the exception of qualified veterans, Shakopee Public Utilities has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. Shakopee Public Utilities retains sole discretion to add, delete, or change anything contained in these personnel policies except employment-at-will.

I understand and agree that no employee or representative of Shakopee Public Utilities has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with these Personnel policies or any of these statements, and that no person other than the General Manager has the authority to change any policy, benefit, rule or procedure as stated in these personnel policies.

I understand it is my responsibility to read and understand the contents of this Utility Personnel Policy including the Harassment & Offensive Behavior policy. If I do not understand any provision of the book, I shall contact my Department Head or Human Resources for clarification.

I agree to return these Personnel Policies to Shakopee Public Utilities upon my separation from employment.

Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note: Employees will be required to acknowledge receipt of the Employee Personnel Policies by signing this acknowledgement.**

**- This copy is for the employee -**

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I agree to return these Personnel Policies to Shakopee Public Utilities upon my separation from employment.

Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note: Employees will be required to acknowledge receipt of the Employee Personnel Policies by signing this acknowledgement.**

**- This copy is to be removed and placed in the employee's personnel file –**

**Submitted for Review 1/7/2022104**  
**F&H Review and Comment 3/15/22**



**Shakopee Public Utilities**

**Employee Handbook Personnel Policies**

**Shakopee Public Utilities**

**EMPLOYEE HANDBOOK**  
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**June 1, 2012**Effective: **5/1/2022****January,**  
**2022**~~**[date]**~~

# Shakopee Public Utilities



Shakopee Public Utilities  
~~Shakopee Public Utilities~~

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# Shakopee Public Utilities

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### ***Welcome to Shakopee Public Utilities!***

Shakopee Public Utilities is pleased to welcome you to our organization. Our achievements and future success are dependent on the dedicated efforts and innovations of our employees. With the help of our excellent and committed employees, we will continue to grow and be successful.

This handbook is These personnel policies are ~~was~~ developed to give a general description of our policies and programs. Employees should familiarize themselves with the contents of it as soon as possible as it will answer many questions about their employment. If employees need more information, they should see the ~~Utilities-General~~ Manager or Human Resources.

We hope you will take pride in being a member of Shakopee Public Utilities' team. Again, welcome!

Sincerely,



~~John Crooks~~ Greg Drent

~~Utilities Manager~~ General Manager

# Shakopee Public Utilities

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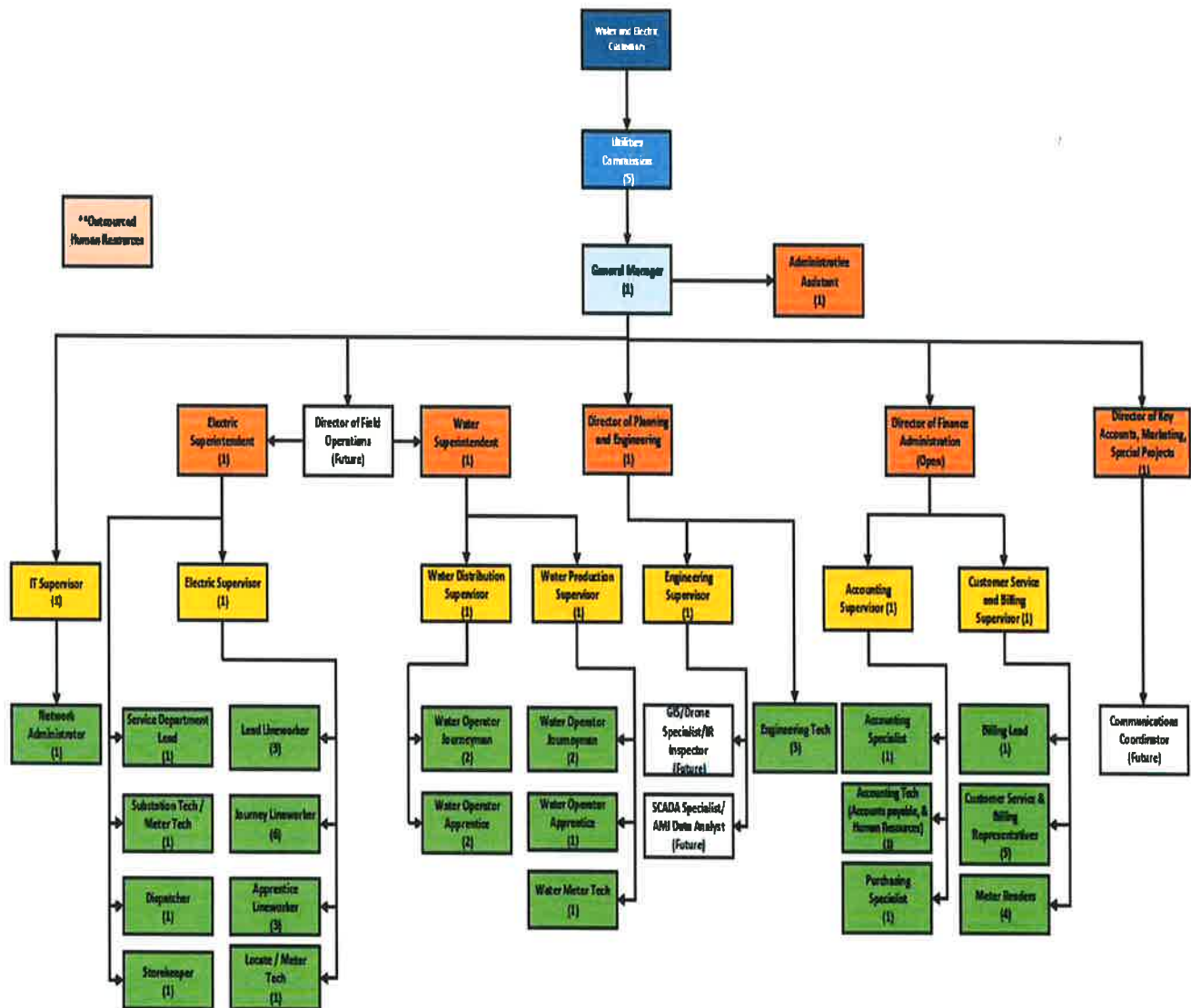
## History ~~oo~~ of Shakopee Public Utilities

Shakopee Public Utilities is a municipal utility that provides retail electric and water services. Municipal utility service in Shakopee dates back to the year 1900. ~~Shakopee Public Utilities,~~ Shakopee Public Utilities is governed by a Commission, which was established in its modern form in 1951 by the City of Shakopee. The Commission conducts the Utilities' affairs and operations under the supervision of the ~~Utilities-General~~ Manager. The ~~Utilities-General~~ Manager reports to the Commission on a wide range of issues, including project status, contracts, financial matters, staffing, and the general condition of the Utility.

# Shakopee Public Utilities

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Put in the new Org chart



The electric and water utilities are self-supporting entities and separate enterprise funds of the City of Shakopee. The utilities provide electric and water service to properties within the City of Shakopee and some areas outside the municipality. Water service is provided within the corporate limits of the City of Shakopee. The electric utility service territory is a matter of state law, which became effective in 1975 and is supported by official maps. The area generally served within the City of Shakopee, portions of the Jackson Townships of Jackson and portions of Louisville Township, and that part of the City of Prior Lake lying north of Prior Lake County Road 42 and between Pike Lake Trail and County Road 18/Crest Avenue and abutting the City of Shakopee.

## Shakopee Public Utilities

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~~T~~The electric and water utilities are self-supporting entities and separate enterprise funds of the CityCity of Shakopee. The utilities provide electric and water service to properties within the CityCity of Shakopee and some areas outside the municipality. Water service is provided within the corporate limits of the CityCity of Shakopee. The electric utility service territory is a matter of state law, which became effective in 1975 and is supported by official maps. The area generally served is within the CityCity of Shakopee, ~~portions of the Townships of~~ Jackson Township and portions of Louisville Township, and that part of the City~~Utility~~City of Prior Lake lying north of Prior LakeCounty Road 42 and between Pike Lake Trail and County Road 18/Crest Avenue and abutting the CityCity of Shakopee



# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### **PURPOSE OF THIS HANDBOOK THESE PERSONNEL POLICIES**

This handbook has These personnel policies have been prepared by Shakopee Public Utilities ~~(or "the Utility")~~ to provide employees with general information about some of the policies and programs that affect their employment. This handbook is in no way binding. The Utility reserves the right to part from the policies outlined herein. It is not intended to be a legal statement of benefits, nor a comprehensive explanation of our personnel policies and practices. Its sole function is to give employees a general understanding of how Shakopee Public Utilities views the employment relationship and approaches personnel issues.

The Shakopee Public Utilities Commission sets personnel policies and delegates the responsibility to management to apply and administer the policies within the limits identified in the ~~handbookpacket~~. These policies apply to all employees of ~~Shakopee Public the~~ Utilities. Except where specifically noted, these policies do not apply to ~~Commissioners~~ Commissioners, consultants and contractors, or volunteers.

The policies and programs outlined in this handbook these personnel policies are those presently in effect. It is likely that the policies and the employment-related benefits and programs of Shakopee Public Utilities will change from time to time. Although we will periodically update this handbook these personnel policies to keep employees informed of changes, we may implement changes immediately, without advance notice. The ~~Utilities-General~~ Manager is authorized to make the final determination in interpreting or applying policies contained in this handbook these personnel policies.

It is not possible to anticipate every question that might arise in the course of employment. While this handbook these personnel policies provides information about topics most often of interest to employees, they may, on occasion, have a question or concern that is not addressed in these personnel policies ~~the handbook~~. If that occurs, they should direct their questions to Human Resources ~~or their Department Head~~.

Nothing in this handbook these personnel policies, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor ~~does~~ this handbook these personnel policies change the "at will" employment relationship between Shakopee Public Utilities and any of its employees. Employees have the right to terminate the employment relationship with Shakopee Public Utilities

## Shakopee Public Utilities

### EMPLOYEE HANDBOOK

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at any time, with or without notice, for any reason. Shakopee Public Utilities has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law.

~~THE UTILITY MAY CHANGE OR ELIMINATE POLICIES, OR PORTIONS THEREOF, CONTAINED IN THIS HANDBOOK AT ITS DISCRETION AT ANY TIME, AND WITHOUT NOTICE. The Shakopee Public Utilities Commission retains sole discretion to add, delete, or change anything contained in this handbook these personnel policies, except employment-at-will.~~



# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### **EQUAL EMPLOYMENT OPPORTUNITY**

Shakopee Public Utilities is an equal opportunity employer. Accordingly, any recruitment, selection, promotion, transfer, discipline, compensation, training and other personnel actions involving persons in all job titles shall occur without regard to race, color, creed, religion, national origin, sex, marital status, veteran/military status, disability, age, sexual orientation, status in regard to public assistance, membership or activity in a local human rights commission, genetic information, pregnancy, childbirth, or related medical conditions, reserve or National Guard status, citizenship, or any other basis protected by law or any other characteristic protected by law.

No individual will be denied nor receive special employment opportunities based on membership status in any protected category. Every employee of Shakopee Public Utilities is expected to support this equal opportunity and non-discrimination commitment by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

Any individual who believes he or she has experienced or observed behavior contrary to this policy is expected to report that information to their Department Head or the Utilities-General Manager. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated Shakopee Public Utilities' equal employment opportunity policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

#### Data Practices Advisory/Access to Personnel Files

All data collected, received, or maintained by the Utility, including data collected, received, or maintained by Utility employees are governed by the Minnesota Government Data Practices Act ("MGDPA"). All employees must exercise extreme care to maintain data in accordance with the provisions of that law. Employees shall never release any private, nonpublic, or confidential data to any non- Utility employee (including, but not limited to, employees' families, friends, and spouse) or to any Utility employee not officially concerned with the information.

If an employee is uncertain whether data is public or nonpublic, private or whether the data can be released, accessed or discussed, the employee must consult with their supervisor or the General Manager and the applicable policies and provisions of the MGDPA.

An employee found to have violated the Data Practices Act or the provisions of this section may be subject to disciplinary action, up to and including immediate termination.

Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performances, etc. Employees have a right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained and disseminated according to the Minnesota Government Data Practices Act.

Upon written request, Shakopee Public Utilities shall provide the employee with an opportunity to review the employee's personnel record, as provided by Minn. Stat. Sec. 181.960 et seq.

Unauthorized viewing, removal, alterations, or destruction of all or any part of an employee's personnel file is prohibited.

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### DEFINITIONS

#### Establishment

Full-time employees of the Utility will be compensated according to schedules adopted by the Utility. Unless approved by the Utility, employees will not receive any amount from the Utility in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement, travel expenses or vehicle stipends may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the Utility at the time of hire, or on an annual basis.

### COMPENSATION

#### Employee Classifications

Shakopee Public Utilities uses several different employment categories to define the employment relationship. The category of a position may affect the employment benefits and policies that apply to an individual employee. Shakopee Public Utilities will make an effort to inform employees of ways in which employment categories affects such aspects of the employment relationship. However, in general, regular full-time and regular part-time employees are eligible for all Shakopee Public Utilities benefits, subject to waiting periods of the various benefits programs. Employees in any other employment category receive only those benefits required by law. All employees, regardless of category, are employed at-will. The employment categories are listed as follows:

- A regular full-time employee is one who is authorized and scheduled to work a minimum of 40 hours per workweek on a regular and consistent basis, without any defined termination date and is eligible for benefits.
- A regular part-time employee is one who is authorized and scheduled to work less than 40 hours per week on a regular and consistent basis, without any defined termination date, is qualified for Public Employees Retirement Association of Minnesota (PERA) wage or salary ~~deductions,~~ and deductions and is eligible for most benefits on a pro rata basis.
- ~~A part-time employee is one who is authorized and scheduled to work less than 40 hours per workweek without any defined termination date and is not eligible for benefits.~~



## Shakopee Public Utilities

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(Continued)

- A seasonal employee is one who is hired and scheduled to work up to a full 40 ~~hour~~hour week or more and is subject to layoff as the ~~work~~load/workload/seasons change. The work schedule for a seasonal employee is established by Shakopee Public Utilities. Seasonal employees are not eligible for benefits.
- A temporary employee is one who is hired and scheduled to work any number of hours per week and may work on a special project or for a certain length of time. The work schedule for a temporary employee is established by Shakopee Public Utilities. Temporary employees are not eligible for benefits.

The employment relationship is further defined by eligibility for overtime, in accordance with the Federal Fair Labor Standards Act:

- Exempt/Salaried employees are paid on a salaried basis and receive a pre-determined compensation regardless of the number of hours worked per week. Exempt employees are not paid overtime.
- Non-exempt/Hourly employees may be regular full-time, regular part-time, part-time, temporary, or seasonal. Non-exempt employees are paid for all hours worked and are normally required to account for hours and fractional hours worked. Non-exempt employees are eligible for overtime pay and under federal and/or state law must be compensated for overtime hours worked. (See Overtime section)

Employees who have questions about the employment category for their position should contact Human Resources.

### Position Descriptions.

-SPU will maintain position descriptions for each regular position. The position description will include such information as deemed advisable by the General Manager in accordance with Human Resources best practices.

The General Manager may approve revisions to existing position descriptions provided revisions do not increase the classification of the position. Assignment of position titles, establishment of minimum qualifications, and the maintenance of position descriptions and related records is the responsibility of the General Manager

**Shakopee Public Utilities**

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The Commission must approve new positions and revisions of position descriptions resulting in a higher classification.

# Shakopee Public Utilities

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### COMPENSATION

~~Position Descriptions. SPU will maintain position descriptions for each regular position. The position description will include such information as deemed advisable by the General Manager in accordance with Human Resources best practices.~~

~~The General Manager may approve revisions to existing position descriptions provided revisions do not increase the classification of the position. Assignment of position titles, establishment of minimum qualifications, and the maintenance of position descriptions and related records is the responsibility of the General Manager~~

~~The Commission must approve new positions and revisions of position descriptions resulting in a higher classification.~~

#### Position Classification and Compensation

It is the responsibility of the General Manager to develop and maintain a Compensation Plan and a Job Classification Plan in accordance with state and federal laws for all applicable positions within SPU, subject to review and approval by the Commission. SPU maintains these plans as policies separate from this policy. Employees may review the plans upon request to Human Resources.

1. The Job Classification Plan will classify positions, rating process and an appropriate range will be assigned. The process and the factors utilized are intended to provide a systematic methodology for evaluating all positions within SPU.
2. The Compensation Plan provides that employees will be assigned an appropriate pay range, which corresponds to their job classification. Pay ranges carry minimum and maximum rates of pay. An employee shall not be paid less than the minimum rate nor more than the maximum rate for his or her assigned job description, except in certain circumstances deemed allowable by the General Manager

#### Hours of Work and Breaks

Normal working hours are 7:30 a.m. to 4:00 p.m. Monday through Friday. However, due to business needs, the Department Head may need to schedule employees to accommodate the demands in various departments and specific



# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS

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hours may vary from department to department. Full time employees are expected to work 40 hours in a week. In some situations, flexible scheduling may be arranged, with approval from the Department Head and the Utilities General Manager, based on the needs of the employee and the needs of the business. For recordkeeping purposes, the work week starts Friday at 4:00 p.m. and ends the following Friday at 4:00 p.m.

Employees are provided with two (2) rest breaks: one (1) in the morning and one (1) in the afternoon, each for a maximum of 15 minutes in length. Since this time is paid as time worked, employees should not extend the allotted time away from their work areas.

Employees working in Shakopee Public Utilities' buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout their territory may stop along the assigned route for their 15-minute break. Exceptions must be approved by the employee's Department Head.

In addition, an unpaid meal break of no less than 30 minutes is provided to employees each day. Non-exempt employees are relieved of all active work responsibilities during the meal period and therefore are not compensated for that time.

Departments with unique job or coverage requirements may have additional rules, issued by their Department Head and subject to approval by the General Manager, on the use of meal breaks and rest periods.

Unless approved by their Department Head, employees are not allowed to skip or combine their break times in order to start late, leave early or extend another break.

Employees should see their supervisor or Department Head for the appropriate time for breaks to accommodate operating requirements.

### Introductory Period

An employee's first 180 calendar days of employment are considered an Introductory Period. During this time, the employee has an opportunity to evaluate Shakopee Public Utilities as a place to work and management has an opportunity to evaluate the employee. It is important to note however, that completion of the Introductory Period does not guarantee employment for any

## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

period of time thereafter. All employees are employed at-will both during and after completion of this period.

Shakopee Public Utilities follows veterans' preference laws regarding introductory periods.

Upon successful completion of the Introductory Period, employees are eligible for certain benefits.

#### Overtime & Compensatory Time

Business demands may sometimes require employees to work extra hours, beyond those for which they are usually scheduled. Whenever possible, Shakopee Public Utilities will notify employees in advance if overtime will be necessary. However, employees are expected to be available, and to work the extra time when needed, regardless of what notice has been given. (See Outside Employment section)

Federal and state laws determine employee eligibility for overtime pay. If a non-exempt employee anticipates a need to work extra hours, an he/she employee must receive the Superintendent, Department Head's or Utilities-General Manager's approval in advance. -Management approval is required because of the potential added expense of overtime and public accountability. An employee who works overtime without prior approval may be subject to corrective action, up to and including termination.

Overtime is paid in the form of either pay or compensatory time off. Pay is at a rate of time and one-half the normal base pay for all hours worked over 40 in a workweek. Compensatory time off is at a rate of one and one-half hours off for hours worked over 40 in a workweek. Overtime worked on Sundays or Holidays is paid at a double time rate.

~~All hours worked in excess of forty (40) hours per week shall be referred to as overtime. In the case where scheduled work time has been modified, such as summer work hours, overtime would not be paid unless hours worked exceeded (40) hours per week. Overtime will be paid in half hour increments for overtime worked in continuation of scheduled hours. Overtime time sheets must show starting and ending time and the locations and reasons for work. The supervisor must evaluate and validate such overtime before payment.~~

~~Overtime is paid in the form of either pay or compensatory time off. Pay is at a rate of time and one-half the normal base pay for all hours worked over 40 in a workweek. Compensatory time off is at a rate of one and one-half hours off for~~



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

~~hours worked over 40 in a workweek. Overtime worked on Sundays or Holidays is paid at a double time rate. Pay rates are set by the Utilities Commission.~~

~~The maximum compensatory time accumulation is 40 hours. Once an employee reaches this maximum no further compensatory time may accumulate and all further overtime will be paid. All accumulated compensatory time will be paid when the employee terminates employment at the hourly pay rate the employee is earning at the time of termination. All accumulated compensatory time may be converted into pay at the option of management at any time.~~

~~Non-exempt employees shall be compensated for work their supervisor requires them to undertake in excess of 40 hours per work week. Overtime must be assigned by or approved by an employee's supervisor prior to being worked. Unless otherwise established for an individual employee or group of employees, the work week begins on Friday at 4:00 p.m. and continues through to the following Friday at 4:00 p.m. Hours taken as Sick leave, Vacation leave, Floating Holiday, Bereavement paypay, or Federal observed holidays are considered hours worked. The compensation shall be in pay or compensatory time at one and one-half times the regular rate of pay. The employee may choose whether to receive the pay or compensatory time.~~

~~An employee's department head may require the employee to take compensatory time off within a specified period. Compensation time may not be used until Vacation time is down to the allowable carry over amount. A maximum of 40 hours of compensatory time off may be accumulated, and any additional overtime shall be paid out. Compensatory time off may be taken in half-hour increments subject to prior approval of the employee's Department Head. The General Manager may authorize accumulating compensatory time beyond the 40-hour maximum, but maximum but may require that the employee take time off within a limited time to reduce the balance of compensatory time off to the 40-hour maximum.~~

~~Part-time employees are ineligible for compensatory time; however, they will be paid at the rate of one and one-half time their base wage for any hours worked in excess of 40 hours in a single week.~~

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees are not eligible for overtime pay or compensatory time off. (See Employee Classifications section).

## Shakopee Public Utilities

### EMPLOYEE HANDBOOK

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(Continued)

#### Call In Pay

Call ins will be paid for at least two hours for the first two hours worked or any part thereof and then half hourly increments for any subsequent ~~hours-time~~ worked past the initial two hour period. Hours worked during call in count toward overtime. —Work scheduled in advance is not subject to the two hour call in. Call in pay will start at the shop or at the arrival of the field/work location and the pay will end 30 minutes after leaving the shop or if leaving the field/work location and returning home. New call outs start when off payroll. For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded or paid twice for the same hours worked.

#### Reconnect/Remote Work Pay

Reconnect or Remote-wWork -Twill be paid for one-hour minimum overtime pay.  
Remote work will be paid for one-hour minimum overtime pay. Reconnect or  
Remote work hours may not be pyramided.30-minute

#### Rest Time

Employees required to work four (4) or more hours between the hours of 11:00 p.m. and 7:00 a.m. on a normal work-dayworkday shall be granted a rest period of (1) hour for each hour worked between 11:00 pm and 7:00 am. While on such rest period, employees shall not suffer a loss of their regular workday's pay. This time should be work taken at the beginning of the next scheduled work shift. No employee shall be required to come back to work for less than 2 hours at the end of the day. The employee must notify their supervisor if taking rest time.B

#### Mutual Aid

When providing mutual aid to another electric municipality in case of major storms, SPU will pay its employees at their regular rate of pay and then time and



# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

a half or double time when applicable for all hours worked. (Any overtime, Saturdays, Sundays and/or Holidays).

T

### Paydays / Direct Deposit / **Payroll** Deductions

Employees are paid bi-weekly on every other Friday. Each paycheck covers the two (2) previous weeks ending on Friday. T For exempt employees bi-weekly rates will change when the year has 27 pay periods. (The annual salary will remain the same, the bi-weekly amount will change for that year).

As allowed by Minnesota law, all ~~new~~ employees are ~~required~~ required to participate in direct deposit.

Shakopee Public Utilities is ~~required~~ required by law to make deductions from pay for ~~F~~ederal and ~~S~~tate income tax, Medicare, Social Security, ~~and the~~ Public Employees Retirement Association (PERA) and Health Care Savings Plans. Shakopee Public Utilities must also make payroll deductions in accordance with court orders, for purposes such as child support withholding or garnishments. Shakopee Public Utilities will make only legally required deductions from pay, unless the employee has signed an authorization for other deductions.

### **Health Care Savings Plan**

~~May have to add HCSP plan if we add that~~  
**Rest / Meal Breaks**

~~Employees are provided with two (2) rest breaks: one (1) in the morning and one (1) in the afternoon, each for a maximum of 15 minutes in length. Since this time is paid as time worked, employees should not extend the allotted time away from their work areas.~~

~~Employees working in Shakopee Public Utilities' buildings will normally take their break at the place provided for that purpose in each building. Employees working out of doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout their territory may stop along the assigned route for their 15-minute break. Exceptions must be approved by the employee's Department Head.~~

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

~~In addition, an unpaid meal break of no less than 30 minutes is provided to employees each day. Non-exempt employees are relieved of all active work responsibilities during the meal period and therefore are not compensated for that time.~~

~~Departments with unique job or coverage requirements may have additional rules, issued by their Department Head and subject to approval by the Utilities Manager, on the use of meal breaks and rest periods.~~

~~Unless approved by their Department Head, employees are not allowed to skip or combine their break times in order to start late, leave early or extend another break.~~

~~Employees should see their supervisor or Department Head for the appropriate time for breaks to accommodate operating requirements.~~

### Standby Duty

Standby duties are assigned to qualified employees on a rotating basis. Weekly standby duties include being within ~~twenty~~thirty ~~(20)~~(30) minutes travel time of the Shakopee Public Utilities Service Center. The standby person is to be available at all times to receive and answer calls from the answering service or Scott County Sheriff's Office and to be in mental and physical condition to safely perform work that may arise in responding to a call. A vehicle is supplied for use ~~to~~by the electric and water standby person to respond to calls. If for any reason a substitute is arranged by the scheduled standby person, this must be reported to the dispatcher, Human Resources and also the Superintendent, if available.

The pay rate for standby duties and holiday duties ~~are~~is set by the Utilities Commission and will be paid to the person assigned, unless other arrangements have been made in advance and communicated to the appropriate staff. ~~without regard to individual arranged substitutions. Holidays are included in standby duty.~~

### Time Reporting

State and ~~F~~federal laws require Shakopee Public Utilities to keep accurate records of time worked by all non-exempt employees. Our time keeping system works not only to assure we comply with the law, but also to assure that

## Shakopee Public Utilities

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employees are paid in full for all the time they have actually worked. The approved time record is used to compute earnings on the basis of hours worked.

Non-exempt employees must accurately record the time they have worked, in addition to any departure from work for any non-business reasons. Overtime work must be approved before it is performed. Exempt employees must record all benefit hours, including holidays, on the time record provided to them.

Employees should consult with their Department Head for accurate time reporting instructions.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in corrective action, up to and including termination of employment.

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# Shakopee Public Utilities

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### **BB BENEFITS**

#### **General Information**

In addition to contributing to employees' benefits, Shakopee Public Utilities contributes substantial sums toward various government programs that provide further benefits to employees, such as Medicare, Social Security, Workers Compensation Insurance, Unemployment Compensation, PERA, and a Health Care Savings Plan. ~~and PERA.~~

No benefit establishes a contract or promise of employment, or of any particular terms, benefits or duration of employment, nor is it intended to modify the at-will nature of anyone's employment with Shakopee Public Utilities. Unless otherwise prohibited or required by law, Shakopee Public Utilities reserves the right to add to, amend, change benefit providers and/or eligibility and coverage provisions or terminate any benefit at any time, in its sole discretion without notice.

#### **Continuation of Coverage (COBRA) & Certificate of Portability (HIPAA)**

Federal and certain state laws provide some opportunities for employees to continue coverage in the ire group insurance plans under the Consolidated Omnibus Budget Reconciliation Act (COBRA), at their own expense and with, ~~after they leave their employment with Shakopee Public Utilities and in~~ certain changes in family status. In addition, the employee's dependents may be eligible for insurance continuation, at their own expense, should they become ineligible for insurance under the employee. Employees are required to notify the Human Resources Department of Shakopee Public Utilities when these situations occur. ~~Employees who are eligible for insurance continuation will be provided specific information about availability and cost and should see Human Resources for more information.~~

~~When coverage under the group health insurance plan ceases, employees will be provided with a Certificate of Insurance Portability by our insurance provider as required by federal law (HIPAA). This certificate may help eliminate or reduce the waiting periods for coverage of preexisting conditions under other insurance plans.~~

#### **Deferred Compensation Plan**

Shakopee Public Utilities participates in the Minnesota State Retirement System (MSRS) Deferred Compensation Plan. The Plan is designed as a long-term savings program, principally to help employees save for retirement. The plan is voluntary and allows eligible employees to make contributions both on a before

## Shakopee Public Utilities

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tax and after-tax basis. Dollars deposited in the plan as a before-tax contribution are not included in the employee's taxable income. Each participant may elect to contribute a ~~percentage or~~ dollar amount of gross wages subject to limitations within in the plan. Shakopee Public Utilities may also match employee pre-tax contributions up to 4% of gross wages to a maximum of \$2,000 as a contribution to the Plan.

The employee's contributions are always 100% vested. Vesting of the employer contributions varies depending on length of service and is described in more detail in the plan documents. Employees have a choice of various investment options within the plan. Once enrolled, changes can be made at any time during the year.

Employees should see Human Resources for more information on this plan. (See Employee Benefits Guide for more information).

#### Dental Insurance

Regular full-time and regular part-time employees are eligible to participate in the dental insurance plan, subject to the waiting period and other eligibility qualifications. In general, these employees become eligible to participate in Shakopee Public Utilities' dental insurance plan effective on the first of the month following 30-calendar days of their first date of employment. Dental insurance premiums are deducted pre-tax.

Employees will be provided detailed information about this benefit before they become eligible. The specific eligibility requirements and provisions of coverage are detailed in the summary plan documents prepared by the insurance provider. These and other plan documents will be the final determinant of eligibility and coverage.

#### Disability Programs

Shakopee Public Utilities provides long-term disability insurance to provide financial security for regular full-time and regular part-time employees in the event of extended illness and injuries not covered by workers' compensation or other disability funds. The benefit pays a percentage of the employee's current base earnings up to a maximum amount.

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There is a 90 calendar day waiting period and other eligibility requirements for participation in the long-term disability program. During the waiting period, employees may use their vacation and sick time or take this time without pay.

Disability insurance claims are subject to third party administrator approvals. During the period of a disability absence, the employee must be under the regular care and attendance of a licensed physician. The employee may be required to furnish Shakopee Public Utilities a statement from the physician from time to time. Employees should contact Human Resources for more detailed information.

#### Educational Assistance

Shakopee Public Utilities is committed to investing in its employees through continued education and training. If employees are considering attending a class or seminar, they should discuss it with their Department Head in advance.

Required paperwork must be completed before attending any class and/or being reimbursed.

~~I~~In order to receive reimbursement, all seminars, training and/or classes must be directly related to their current position as determined by their Department Head and Human Resources. Approval will be determined on a case-by-case basis. For graded courses, employees must receive a grade of "C" or better in order to receive reimbursement. Reimbursable items include tuition, fees and books up to an annual maximum dollar amount determined by the Utilities-General Manager. The current annual education assistance reimbursement maximum is \$2,5005,250.00 and is subject to change.

Employees who wish to pursue additional training and/or development must complete an Educational Assistance Application form and give this form to their Department Head prior to beginning the course. The course must be pre-approved to be eligible for reimbursement. After the employee and Department Head have signed the form, it should be forwarded to Human Resources.

Upon completion of the seminar, training and/or class, the employee must submit a check request to Human Resources and attach documentation indicating completion of the class and the grade received. Human Resources Director of Finance and Administration must approve the check request.

Shakopee Public Utilities invests in educational assistance with the expectation that the investment be returned through enhanced job performance. If the employee voluntarily resigns his or her position with Shakopee Public Utilities within 3 years of completing the class, the amount of that payment will be



# Shakopee Public Utilities

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considered a loan and the employee will be required to repay the educational assistance on a pro-rated basis.

### Employee Assistance Program

Confidential and voluntary services are available to employees and their immediate family through this program for any personal, legal, or financial problems that persist and continue to affect health, home and work relationships, or work performance where some type of professional help may be needed.

This assistance is available through Shakopee Public Utilities' insurance policy and employees should directly contact the insurance carrier for more information.

### Expense & Travel Reimbursement

All business expenses and/or travel must be pre-approved by the employee's Department Head. Shakopee Public Utilities reimburses employees for reasonable expenses that were incurred while conducting business on behalf of Shakopee Public Utilities. Such expenses include transportation, meals and lodging. Employees must complete an expense report with the original receipts or other documentation attached in order to be reimbursed. Mileage reimbursement will be made using reimbursement rates as set by the Internal Revenue Service.

#### 1. Conferences and Seminars.

- a. In General. SPU may pay for conferences and seminars that the employee's supervisor determines will contribute to the better performance of the employee's job and SPU's business. A conference or seminar is a course that occurs in one continuous block of time. Appropriate itemized receipts must be kept, and all other travel expenses must be documented. Sufficient money must be available and budgeted in the departmental line item for travel and subsistence.

#### 2. Criteria. Employees must meet the following criteria:

- a. To be eligible to attend a national conference, an employee must have been employed as a full-time employee by SPU for one year, unless approved by the department head. Part-time

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employees and those employed less than one year are encouraged to attend state or local conferences. If the employee voluntarily resigns his or her position with Shakopee Public Utilities within one year of completing the class, the amount of that payment will be considered a loan and the employee will be required to repay the (conference fee hotel, registration, mileage, meals and any other related expense.)

- b. The employee's supervisor shall recommend that there will be a benefit to SPU for the attendance by the employee at the conference.
- c. While attending a national or out-of-state conference, employees are presumed to work eight-hour workdays and are ineligible for overtime compensation.
- d. Holidays which occur during the scheduled conference shall be charged against holiday leave. Use of sick leave is not permitted.
- e. Overnight travel must be pre-approved by the employee's supervisor.

### 3. Purpose and Scope.

It is the purpose of this policy statement to establish adequate internal controls to satisfy Internal Revenue Service (IRS) regulations, State laws and to provide a framework to use as a guide to prescribe circumstances for which travel reimbursements or travel purchasing card transactions will be authorized. Only claims for accommodations and services actually incurred or in accordance with the Standard Federal Per Diem Rate in the case of meals and incidental expenses would be reimbursed once the Travel Expense Report has been approved. All persons conducting official SPU business are expected to show good judgment in the nature and amount of expenses incurred while conducting SPU business. Per Minnesota Statute, purchases of alcoholic beverages cannot be reimbursed.

### Travel Costs/Per-Diem

SPU Reimbursement of Travel Costs. SPU will pay or reimburse all travel costs that are both reasonable and necessary. Travel must be by the most direct or normally traveled route unless approved in advance by the



# Shakopee Public Utilities

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employee's supervisor. Reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. The employee will be responsible for any additional costs exceeding the business purpose related expenses. The following expenses may be approved for reimbursement:

- a. Transportation. Coach airplane passage is considered standard for travel out of the five--state region, as air travel is usually more economical in time and money than other modes of transportation when making long trips.
- b. Traveling by Automobile (SPU & Personal). When traveling in a SPU vehicle, the employee should use an assigned purchasing card for fuel expenses or their own credit card if a purchasing card is not available. Due to potential liability considerations, transportation of persons not on official SPU business are prohibited in SPU vehicles. SPU is not responsible for damage to personal vehicles while on official business, as the employee's vehicle is not covered by SPU's insurance. When personal automobiles are used as a mode of transportation for travel within the five--state region, reimbursement will be made at the mileage or allowance rate in effect at the date of travel. Payment of mileage will be based on the most direct route from the point of departure (home or office) to the point of destination.
- c. Car Rental. Prior approval by the department head is required if it is necessary to rent a car at the travel destination.
- d. Lodging. Hotel or motel accommodations should be appropriate to the purposes of the trip. Where multiple occupancy by other than a SPU employees/officials occurs, only the actual cost of the single room rate (if different from the double room rate) may be claimed for reimbursement or charged. When assigned, a SPU mobile device or cell phone should be used for telephone calls. Expenses that are not deemed reasonable and necessary will not be reimbursed. Some non-reimbursable examples are: movies, in your hotel room, fees to use the hotel's health club, dry cleaning, and personal items (such as toothpaste, shampoo, etc.)
- e. Per-Diem. The per diem allowance is a daily payment for meals and related incidental expenses when overnight travel

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accommodations are necessary, in accordance with published Federal per diem rates instead of receipt-based reimbursements. An employee may claim an amount not to exceed the allowable per diem rate in accordance with the Standard Federal Per Diem Rate Schedule in effect at the time of travel. SPU assigned purchasing card may NOT be utilized to pay for meal expenses when per diem is claimed. The per diem allowance is separate from lodging, transportation and other miscellaneous expenses. The per diem allowance covers all charges, including taxes and service charges where applicable for:

- i. Meals. Expenses for breakfast, lunch, dinner, snacks and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- ii. Incidental expenses. Fees and tips given to porters, baggage carriers, bellhops, and hotel maids.

Employee is entitled up to the allowable daily Federal per diem amount for the area. Employees may claim Per Diem amounts as stated in the Federal Per Diem guidelines. However, for meals provided by the conference or training event, the daily per diem amounts are adjusted by the following guideline:

- If one meal is provided at no cost, the employee is still eligible for full per diem.
- If two meals are provided at no cost, per diem is reduced to two-thirds
- If three meals are provided at no cost, per diem is reduced to one-third.

Per Diem cannot be used for travel related costs that do not involve an overnight stay.

SPU Reimbursement of Travel Costs that do not Require Overnight Travel. Travel plans involving expenses that do not require overnight travel accommodations will be reimbursed based on actual cost substantiated by appropriate receipts. The employee is entitled to reimbursement of meal expenses after submitting actual receipts. No reimbursement is authorized if meals are provided during the meeting or event. When available, SPU purchasing card should be used for these type of activities these types of activities. This includes training or meetings within the metro area.



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Other. Falsification of travel documents/expense reporting, resulting in overpayment of SPU's assets, may be cause for disciplinary action. It is the employee's responsibility to:

- Maintain accurate records:
- Make a conscious effort to minimize expenses while maintaining an adequate level of comfort and convenience:
- Request reimbursement in an accurate and timely manner, 60 days or less.
- Promptly (within 30-days), reimburse SPU any travel related expenses paid by SPU that do not qualify as travel expenses in accordance with the travel policy.

#### Limited Employee Recognition

~~On a periodic annual basis, Shakopee Public Utilities Commission at its expense will sponsor events for the purpose of employee recognition.~~

#### Flexible Spending and Dependent Flex Spending Accounts

Limited Flexible Spending Accounts allow employees to make pre-tax payroll deductions up to a certain amount to pay for eligible dependent care and/or eligible healthcare expenses not covered by insurance. Employees must use this money during the current calendar yearyear, or they will forfeit it. Regular full-time and regular part-time employees are eligible to participate in the plan subject to the waiting period and other eligibility qualifications. Employees should contact Human Resources for more detailed information.

#### Life Insurance

Shakopee Public Utilities believes that life insurance is an important part of an employee's financial security and therefore provides life insurance toen all employees. This life insurance also includes Accidental Death & Dismemberment (AD&D) as an additional amount of coverage that is paid if the death is due to an accident or if an employee is seriously injured. Shakopee Public Utilities also offers life insurance for the employee's spouse and dependents at the employee's expense. Other life insurance, including Optional Life, may be available for employees to purchase. The participant must select a

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beneficiary, which may be changed at any time, by completing a beneficiary change form.

Full time and permanent part-time receive \$25,000.00 life insurance provided by SPU. Directors/Superintendents and General Manager receive \$62,000.00 life insurance provided by SPU.

Regular full-time and regular part-time employees become eligible to participate in the plan subject to a waiting period and other eligibility qualifications. Employees should contact Human Resources for more detailed information.

#### Medical Insurance

In accordance with federal health care reform laws and regulations, the Utility shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 20 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

~~Regular full-time and regular part-time~~ Eligible employees are ~~eligible to participate in the medical insurance plan,~~ subject to the waiting period and other eligibility qualifications. Medical insurance premiums ~~may be~~ are deducted pre-tax.

Employees will be provided detailed information about this benefit before they become eligible. The specific eligibility requirements and provisions of coverage are detailed in the summary plan documents prepared by the insurance provider. These and other plan documents will be the final determinant of eligibility and coverage.

#### Health Savings Accounts

Health Savings accounts are offered to qualifying employees who elect Shakopee Public Utilities High Deductible Health Plan. The Commission determines, on an annual basis, the amount to be contributed into an employee's Health Savings Account. t. Employees hired after the first of the year will receive a pro-rated contribution amount. Employees hired after the first of the year will

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receive an accrued contribution amount. Health Savings accounts are a pre-tax benefit from Shakopee Public Utilities, an employee may also elect deductions from each paycheck pre-tax to contribute to their Health Savings Account, up to the IRS limits each year.

#### **Public Employees Retirement Association/PERA**

Shakopee Public Utilities participates in the Public Employees Retirement Association (PERA) to provide pension benefits ~~retirement benefits~~ for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. SPU and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (SPU matches the employee's Social Security and Medicare withholding for many employees). ~~Shakopee Public Utilities and the employee contribute to PERA each pay period as determined by state law.~~

For information about PERA eligibility and contribution requirements, contact Human Resources.

#### **Phased Retirement**

Individuals who have been employed by Shakopee Public Utilities for 5 years or more and who are age 55 or older may be offered a phase retirement benefit, upon the recommendation of the General Manager and approval of the Commission. The purpose of phased retirement is to allow long-term employees to work reduced hours while maintaining their benefits and assisting in the training of a new employee in their specialized skills and knowledge. In order to be eligible, the employee must hold a specialized position that will require significant training of a new or promoted employee. Employees offered and accepting a phased retirement benefit shall work no more than an average of 20 hours per week, but shall receive full insurance benefits, at the level they enjoyed prior to phased retirement, as well as pro-rated vacation, holiday and sick leave for a period not to exceed 6 months.

PERA retirement benefits may be affected, please check with PERA prior to discussing this option.



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#### Post-Employment Health **Care Savings Plans (HCSP)**

Shakopee Public Utilities participates in the Post Employment Health **Care** Saving Plan administered by the Minnesota State Retirement System (**MSRS**) by contributing ~~an equal dollar amount monthly~~, as determined by the **Council Commission annually**, for all benefit-eligible employees. This money shall be deposited in employees' accounts in accordance with the terms and conditions of the plan. Additionally, all benefit-eligible employees shall contribute a percentage of their wages to the plan through **pre-tax** payroll deductions, this percentage amount is based on the number of years an employee is enrolled in PERA (that would include at SPU and any other government position) according to the contribution schedule Listed below outlines the timetable of when percentages will increase.-

<u>Years of Service with PERA</u>	<u>0 – 10 years</u>	<u>Beginning 11 – 15 years</u>	<u>Beginning 16 – 20 years</u>	<u>Beginning 21 + years</u>
<u>% of Payroll Contribution</u>	<u>1%</u>	<u>2%</u>	<u>3%</u>	<u>4%</u>
<u>SPU Contribution</u>	<u>\$22.50/pay period</u>	<u>\$22.50/pay period</u>	<u>\$22.50/pay period</u>	<u>\$22.50/pay period</u>

#### Footwear

Shakopee Public Utilities shall provide up to **\$250.00** per year toward the purchase of work boots. An itemized receipt must be submitted and signed by their department head in order to receive the reimbursement. Footwear purchased with these funds must meet OSHA and uniform policy requirements for the individual's regular job duties. If the desired boot costs more than SPU's allowance, the employee shall be responsible for the difference.

#### Required Licenses/**Membership Fees and Health Cards**

Shakopee Public Utilities will pay the difference between a standard driver's license, and CDL driver's license, with required endorsements at the time of renewal. Employee must submit an itemized receipt in order to receive reimbursement.



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Positions requiring a Health Card in order to hold a CDL license will be reimbursed, with proof of passed and completed physical.

Upon approval of the department head, SPU will pay for membership in professional organizations where membership is required by law or is deemed beneficial to SPU.

#### **Prescription Safety Glasses**

Prescription Safety Glasses are reimbursable by Shakopee Public Utilities, if part of required safety equipment. Supervisory approval is required. Shakopee Public Utilities will provide up to **\$500.00** every other year toward the purchase of Safety glasses. Employees must submit an itemized receipt in order to receive ~~reimbursement~~, reimbursement; this must be done within 60 days.

#### **Community Center Membership**

Full time and permanent part time, benefit eligible employees are allowed to receive a free annual membership (employee only) to the Shakopee Community Center. Employees will be taxed on the value of the annual membership via payroll.

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## CONDUCT IN THE WORKPLACE~~ATTENDANCE & TIME AWAY~~ ~~FROM WORK~~

### General Information

Shakopee Public Utilities' ability to meet customer needs is dependent on employees being at work during their scheduled work hours. An employee who is going to be absent or tardy is responsible for reporting the absence or tardiness to his/her Department Head as soon as possible, but no later than their normal starting time. Reporting the absence or tardiness does not excuse the ~~absence, but~~ absence but will allow the Department Head to arrange work crews. Punctual and consistent attendance is an important factor in determining an employee's continuation and potential advancement within Shakopee Public Utilities.

Employees absent for two (2) consecutive days, without notifying their Department Head, will be considered to have voluntarily terminated their employment. The Utilities-General Manager may allow exceptions to this policy due to extenuating circumstances.

Employees should make arrangements with their Department Head if they need to miss work for personal appointments.- These appointments should be scheduled so as to avoid the least amount of work disruption.

### Compensatory Time

~~Compensatory time off may be taken in half-hour increments subject to prior approval of the employee's Department Head.~~

### Emergency Closings

Due to the nature of its operations, Shakopee Public Utilities will generally be open during adverse weather conditions or other emergency situations. Employees will generally be required to report to work regardless of conditions.

If weather conditions or other emergency situations make it impossible to come to work, or cause a late arrival or early departure, employees must contact their Department Head as soon as possible. Employees may take this time without pay or use vacation or compensatory time off hours according to the policy. If it becomes necessary to close any portion of the Utilities operations, such decisions will be made at the Utilities-General Manager's discretion.

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#### Holidays

Shakopee Public Utilities provides paid time off to all regular full-time and regular part-time employees for certain ~~F~~ederally observed holidays and ~~F~~loating holidays. These holidays are:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- ~~Labor Day~~
- ~~Columbus Day~~
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Two (2) ~~Personal Floating~~ Holidays scheduled by the employee

When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. Employees will be notified at the beginning of each calendar year of the holiday schedule. It is important to note that there may be times when business needs may override Shakopee Public Utilities' ability to close for the holiday.

Employees must schedule ~~personal Floating~~ holidays, subject to their Department Head's approval. ~~Floating Personal~~ holidays may only be used in 8-hour increments and must be used by the end of the calendar year. Unused ~~personal Floating~~ holidays will be forfeited. Floating holidays must be used prior to submitting a resignation. Once a resignation has been accepted any unused Floating holiday will be considered forfeited.

Employees are eligible for holiday pay as soon as employment begins. Employees hired before July 1<sup>st</sup> will receive two ~~personal Floating~~ holidays in that calendar year. Employees hired after July 1<sup>st</sup> will receive one ~~personal Floating~~ holiday in that calendar year.

Full-time exempt employees will be compensated in a manner proportional and consistent with their base salary and shall not suffer loss of earnings when the Utility is closed for the observance of a holiday.

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Full-time exempt employees, because of the nature of their work, may even be permitted or required to work on an observed holiday, at the discretion of the supervisor.

Regular nonexempt full timefull-time employees will be paid eight (8) hours holiday pay based on their regular rate of pay at the time of the holiday. Holiday pay for regular part-time employees will be pro-rated.

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### Leaves of Absence

Shakopee Public Utilities recognizes that employees may need time off from their job for various reasons. Some of the most commonly requested leaves include:

- Bereavement Leave
- Bone Marrow/Organ Donation Leave
- Family and Medical Leave
- Jury Duty & Witness Leave
- Military Leave
- Parental Leave
- Personal Leave
- School Conference & Activity Leave
- Time Off to Vote Leave
- Time off to Serve as Election Judge

The leaves may have varying effects on benefits. In certain situations, employees will be expected to use all remaining vacation or compensatory time during a leave of absence and arrange for continuation of insurance benefits as applicable.

Shakopee Public Utilities will provide employees with any leave of absence required by law, in accordance with provisions of the law. Any other request for leaves of absence, not legally required, will be reviewed against overall business needs and Shakopee Public Utilities' ability to replace the employee during their absence, and will be approved on a case-by-case basis at the sole discretion of Shakopee Public Utilities.

For any leave of absence described above, an employee must request approval from the Department Head and Human Resources as far in advance as possible. Failure to return from a leave will be considered a voluntary termination.

### Bereavement Leave

Employees may use upon approval by their ~~d~~Department ~~h~~Head up to twenty four (24) hours of Bereavement pay/sick time off for a death ~~of a spouse, child, step-children, sibling, brother, sister, parent, in-laws of the same degree, step-parent, grandparent, grandchild of the employee or of the employee's spouse, or for any other relative residing permanently with and dependent upon the employee, and in-laws of the same degree.~~ Employees may use one day of



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bereavement leave for all other funerals, not listed above, (with a cap of three (8-hour) days per calendar year).}

Employees may use up to 3 hours of company Utility paid time to attend services for a death of a co-worker, subject to Department Head approval.

~~Employees should use vacation or compensatory time off to cover other bereavement absences not listed above.~~

Bereavement pay will be calculated on the basis of eight (8) hours at the employee's normal rate of pay and ~~and do not~~ count as hours worked for overtime purposes. Employees are expected to notify their Department Head immediately if they will be absent from work and need to take Bereavement leave.

#### Bone Marrow/Organ Donation Leave

Employees who work an average of 20 hours per week can receive up to 40 hours of paid sick leave to undergo a medical procedure to donate bone marrow or to donate an organ. Verification by a physician for the purpose and length of the leave may be required. The employer shall not retaliate against an employee for requesting or obtaining a leave of absence as provided by this section.

#### Family and Medical Leave

Shakopee Public Utilities provides a leave of absence in accordance with the Federal Family and Medical Leave Act (FMLA) of 1993, as amended. An employee may request a ~~leave, or leave or~~ may provide the Utility with sufficient information to make the Utility aware of an absence that may be eligible for FMLA protection. The Utility may seek additional information from the employee to determine whether FMLA applies.

In accordance with the FMLA, eligible employees are those who have ~~worked at a site that employs 50 or more employees within a 75 mile radius,~~ completed at least twelve (12) months of service and worked at least 1,250 hours during the twelve (12) consecutive months preceding the date the leave is scheduled to begin. They may take up to 12 workweeks of family and/or medical leave during

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a rolling 12-month period, except for Military Caregiver Leave. Eligible employees may take up to 26 workweeks in a single 12-month period for a Military Caregiver Leave, according to applicable law. A leave of absence that is foreseeable ordinarily requires thirty (30) days' notice. Leave beyond that extended under FMLA may be granted as a reasonable accommodation or under other leave laws that specifically extend leave beyond FMLA. A reasonable accommodation may only be afforded in the event the leave would not cause undue hardship on the employer as determined by the employer through the interactive process.

Family and Medical Leave is available for any of the following purposes:

- For the birth and care of a son or daughter or for the placement of a son or daughter with the employee for adoption or foster care. Such leave must conclude within twelve (12) months of the birth or placement.
- To care for the spouse, son, daughter, or parent of the employee because of a serious health condition.
- Because of the employee's own serious health condition, which makes him/her unable to perform the essential functions of their job.
- Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of an eligible employee is deployed or called to active duty in a foreign country.
- Because an eligible employee is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness.

If the Utility is aware that the reason for an absence from work qualifies under FMLA, the absence must be designated as FMLA leave, even if the employee does not request it. Employees must also complete the required forms and provide copies as noted in the policy.

Medical and dental benefits will be maintained during the leave so long as the employee intends to return and does actually return to work. Employees on an FMLA leave continue to be responsible for paying their share of premiums for benefit plans.



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Medical leave may be taken on an intermittent or reduced leave schedule if medically necessary for an employee's serious health condition or that of a covered family member. If foreseeable leave is required on this basis, however, the employee may be required to transfer temporarily to an alternative position with equivalent pay and benefits which better accommodates recurring periods of absence or a part-time schedule.

Employees will be entitled to return to the same or an equivalent position at the conclusion of the leave, if they are able to perform the essential function of the position.

For information regarding FMLA leave policy, eligibility, qualifying reasons, forms and FMLA processing, employees should contact Human Resources.

#### **Leave Donation Policy**

~~This policy applies to all full-time, benefit-eligible employees of Shakopee Public Utilities. The purpose establishes a leave donation program, through which eligible employees may voluntarily donate a portion of their accrued sick or vacation time to a bank to be converted to assist another employee who has exhausted all forms of paid leave due to a medical emergency.~~

~~Medical emergency consists of a physician's diagnosis of a major life-threatening event of an employee or immediate family member that will require the employee to be absent a prolonged period from their employment duty.~~

~~Immediate family for the purpose of this policy shall include employee's spouse, children, parents, and includes the children, parents, of the employee's spouse, and any person regularly residing in the employee's immediate household.~~

~~Qualifying major life-threatening event includes but is not limited to heart attack, stroke, cancer, organ transplant, life-threatening illness or condition as defined by a physician's diagnosis using the FMLA medical certification of the catastrophic health problem.~~

~~In accordance with the terms and conditions of this policy, employees having accrued vacation and sick time can donate a portion of accrued leave to a bank of hours to be used to assist fellow employees experiencing a medical emergency. SPU has the right to deny or limit use of donated leave if it is determined to be in the best interest of Shakopee Public Utilities.~~

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~~Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family Medical Leave Act (FMLA). This program is to run concurrently with FMLA.~~

#### **Eligibility:**

~~**Donors:** Donor employees must be benefit eligible to participate in the leave donation program. Donors must have more than 120 total hours of accrued vacation, sick and compensatory time available after the donation.~~

~~**Recipients:** Recipient employees must be benefit eligible to participate in the leave donation program. Recipients must have a documented medical emergency and must have a combined balance of less than 40 hours in accrued sick, vacation and compensatory time. Employees receiving worker's compensation benefits from SPU-related injuries or illnesses are not eligible to receive donations.~~

#### **Conditions:**

~~The terms and conditions governing the Leave Donation Program are as follows:~~

~~———Requests for leave donation: Request and donation forms are in the Human Resource office. Completed forms must be submitted to Human Resources. Human Resources will review the request and review it with the General Manager. The approval of a request remains valid until the employee notifies Human Resources to annul the approval or the employee becomes ineligible to participate in the program.~~

~~———Participation: Participation is voluntary and no employee shall pressure or otherwise attempt to influence another employee to donate accrued time. Human Resources may post information and general request information to inform employees of the program and inform employees if there is a need for donated leave hours. All donations will be kept confidential and SPU will not inform the recipient of the names of those donating hours or the number of hours, which have been donated.~~

~~———Recipient: An employee is eligible to receive donated leave only for time lost from normal work hours and only to make them financially whole once their own paid leave banks have been exhausted. The Leave~~



## Shakopee Public Utilities

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~~Donation Program wages shall be limited to the amount equal to that individual's regular gross earnings per pay period. (i.e. current hourly base pay rate multiplied by regular scheduled hours of work per pay period.)~~

~~Leave donations can be made only after an employee is forced by a medical emergency to be absent from work for more than five scheduled working days. Transfers of leave hours will be on an hour-by-hour basis; each hour of donor leave will be credited as an hour leave for the recipient, paid at the recipient's current wage, regardless of any differences in pay levels. The IRS has ruled that these payments are considered wages and taxable income for the recipient.~~

~~An employee may only receive leave donations once per 12-month period and may not receive more than a total of 30 work days or 240 hours of donated leave for any single major life-threatening disease or condition.~~

~~Donated leave hours will not be counted toward seniority or leave accrual for the recipient. The recipient's anniversary date will be extended by the length of absence while participating in the Leave Donation Program. Donated hours will not count toward leave accumulation for the recipient or be used to extend medical benefits while using donated time. Employees will not accrue time while using donated leave.~~

~~Receipt of donated leave will not be allowed once an employee is judged to be disabled by the major medical condition and will not be returning to work. Donated time cannot be used for severance pay, deposited into a sick leave bank, paid to an employee in the form of cash or used in any other manner other than what is stated in this section of the policy.~~

~~Donor: An eligible employee who donates vacation and/or sick time understands this time is a "gift" and that the donated leave will be irrevocable, that the donating employee does not control the employee receiving the donated leave once donated, and any receiving employee has no obligation to pay it back. The IRS has ruled that the employee donating the leave realizes no income and incurs no tax-deductible expense or loss, either upon donation of leave or payment to the recipient.~~

~~Donation of accrued time must be in whole hours, and will be donated to a bank. An employee may donate no more than 40 hours of leave per calendar year. Donated leave hours will be processed in the order of the date the donated leave was received by the pool; with the earliest date process first. Donated leave will be held until the following pay period(s),~~

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~~when it is needed, and processed at that time. Once donated time has been transferred to the donated leave bank, the donor may not revoke the transaction, even if it has not yet been paid.~~

~~— Exceptions: Exceptions to these requirements must be approved by the General Manager and will only be granted in rare and unusual circumstances. Any questions regarding this program should be directed to Human Resources.~~

~~SPU retains the right to administer the program in the manner it deems to be in the best interest of the city, including the right to amend, to alter, to further limit or to eliminate the program.~~

#### Jury Duty & Witness Leave

Employees are eligible for ~~j~~Jury ~~d~~duty leave for the time they serve on a jury. They are expected to provide their Department Head and Human Resources with a copy of the jury duty summons at least one week in advance. In addition to jury pay provided by the court, these employees will be paid their regular earnings up to a maximum of 40 hours per week. The jury duty benefit is paid for a maximum of two (2) weeks in any calendar year. Employees are expected to return to work any time they are released from ~~J~~Jury ~~d~~duty during their regularly scheduled work hours.

Jury duty will ~~not~~ count as hours worked for overtime purposes.

Should an employee be subpoenaed to appear in court as a witness in a non-work-related matter, he/she must use vacation or compensatory time according to the policy guidelines. Anyone subpoenaed in a work-related matter will not be paid unless directed to appear by the Shakopee Public Utilities.

#### Military Leave for Duty or Training

Shakopee Public Utilities complies with all applicable federal and state laws relating to military leave. Military Duty Leave applies to regular full time and regular part time employees who are members of the uniformed services (Armed Forces and the Army National Guard and Air National Guard). These are only examples and not exhaustive.

Employees engaged in military duty as described in M.S. 192.26 are eligible for military leave without loss of pay, seniority status, efficiency rating, vacation, sick



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leave, or other benefits for the time when engaged in military training or active service for, up to 15 days in any calendar year.

Employees subject to these obligations will be expected to notify Human Resources in writing as far in advance of the training period as possible. Members of the military, who are required to report for duty, will be granted an unpaid leave of absence for the duration of their duty and training. 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.

~~When they are again available for work, the Company/Utility will make every effort to return them to their former position, or a comparable position, in accordance with requirements of the law.~~

Employees should contact Human Resources for more details.

#### **Military Leave for Family Members**

Immediate family members of military personnel who are injured or killed while engaged in active service are provided unpaid leave of up to 10 days. Immediate family members include parents, children, grandparents, siblings or spouse. The employee should provide as much notice as is practical. The employee may request paid leave; however, the unpaid leave may be reduced by any paid leave the employee uses.

An employee may request unpaid leave to attend the send-off or homecoming ceremony for an immediate family member who is mobilized to active military service in support of a war or other national emergency unless the leave would unduly disrupt the operations of Shakopee Public Utilities. Shakopee Public Utilities may need to limit the amount of leave to the actual time necessary to attend the ceremony to a maximum of one (1) day's duration in a calendar year. Immediate family members for this leave are parents, legal guardians, children, grandparents, siblings, spouse, fiancé, fiancée, or grandchildren.

#### **Parental Leave**

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As prescribed by Minn. Stat. Sec 181.940 – 181.944 certain Eligible employees are entitled to up to twelve (12) weeks of unpaid parenting leave upon the birth or adoption of a child.

—Eligible Employees, who have worked for Shakopee Public Utilities for at least one year and an average of at least half time per week, may request an unpaid Parental Leave in conjunction with the birth or adoption of a child. ~~This leave is available for a maximum of six (6) weeks.~~

1. Employees must give the SPU at least 30 days advance notice if the leave is foreseeable. If the leave is not foreseeable, the employee must give as much notice as is practicable.

2. Start of Leave. The leave begins at the time requested by the employee and must begin within twelve months of the birth or adoption, the time must also be taken in consecutive days not intermittent. In the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six weeks after the child leaves the hospital.

3. Length of Leave. The length of leave is determined by the employee, but employee but may not exceed twelve (12) weeks. If the employee has any FMLA Leave eligibility remaining at the time this commences, this leave will also count toward FMLA Leave. The two leaves will run concurrently until eligibility is exhausted.

4. Use of Accrued Sick Leave, Vacation Leave &/or Compensatory Time. While on parenting leave, an employee must use any vacation leave and compensatory time which they have accrued. However, an employee may request to go on unpaid leave once they reach a balance of 40 hours or less of vacation leave. All accrued compensatory time must be used prior to requesting unpaid leave.

5. The use of accrued vacation or compensatory time occurs simultaneously with the parenting leave and does not extend the length of the parenting leave.

—Insurance Continuation. Employees utilizing sick, vacation or compensatory time while on parenting leave will have their

6. benefits maintained under the same conditions and at the same level of contribution as before the employee goes on leave. Employees utilizing unpaid parenting leave may choose to continue coverage under the utilities group health plan at their own expense.



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7. Status of Benefits. An employee will not accrue sick and vacation leave while on unpaid parenting leave. An employee using a combination of paid and unpaid leave will accrue sick and vacation leave on a pro-rated basis. An employee using paid leave will continue to accrue sick and vacation leave.
8. Return to Work. An employee returning from parenting leave will be reinstated to the same position or an equivalent position of comparable duties, number of hours and pay.
9. Impact on Family Medical Leave Act (FMLA). In most cases the Family Medical Leave Act (FMLA) policy will be applied to the employees at the time of a birth or adoption because the provisions of FMLA are more beneficial to the employee. However, employees working between 20-24 hours per week are not eligible for FMLA but are eligible for parenting leave. In addition, an employee who has used the twelve (12) week allotment under FMLA for a serious health condition remains entitled to parenting leave for the birth or adoption of a child.

~~Employees requesting such leave should give reasonable written notice to Human Resources and may continue all group insurance during the leave by paying the necessary premiums.~~

~~Employees requesting a Parental Leave will retain the accrued benefits they had prior to the leave. When the Parental Leave ends, Shakopee Public Utilities will make every reasonable effort to return the employee to the same or a comparable position and pay. If the leave is more than one (1) month, Shakopee Public Utilities requests at least two (2) weeks' notice prior to returning to work.~~

Employees should contact Human Resources to discuss any need they may have for a Parental Leave.

### Personal Leave

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Shakopee Public Utilities understands that employees may need time off for personal obligations and may provide employees unpaid time off in these situations.

Eligible employees must be regular full-time and have been employed at Shakopee Public Utilities for a minimum of one year. All requests for Personal Leave should be submitted in writing as soon as possible – preferably at least 2 weeks prior to the start of such leave – unless a medical necessity does not permit it. The leave request should specify the start and end date of such leave. If the leave is for a medical reason, a physician's certification is required. The length of time for Personal Leaves will be evaluated and approved by management in consideration of anticipated workload requirements and staffing considerations.

Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by Shakopee Public Utilities for Personal Leaves not exceeding 30 days. Should the leave need to extend beyond 30 days, employees will be responsible for the full costs of these benefits through COBRA if they wish to continue them. When the employee returns from a Personal Leave, benefits will again be provided by Shakopee Public Utilities according to the applicable plan(s).

When a Personal Leave ends, Shakopee Public Utilities will make every reasonable effort to return the employee to the same or a similar position for which the employee is qualified. However, such assignments cannot be guaranteed. If an employee fails to report to work promptly after the approved leave has expired, Shakopee Public Utilities will assume the employee has resigned effective the date the leave commenced.

Employees should contact Human Resources for more details about Personal Leave.

#### **School Conference & Activity Leave**

As prescribed by Minn. Stat. Sec. 181.9412, Employees may receive up to 16 hours of unpaid leave during any ~~12-month~~ 12-month calendar period to enable them, as a parent, to attend a child's special education, pre-school, school conference, or school-related activities if those conferences or activities cannot be scheduled during non-work hours. Employees are eligible for this leave if they have worked for Shakopee Public Utilities on at least a half-time basis.



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Employees are required to notify their Department Head as soon as dates become known.

#### Time Off for Voting Leave

Shakopee Public Utilities believes that each employee should have the opportunity to exercise his/her right to vote in a general election. Since the polls are open extended hours, in most instances, employees will be able to vote before or after work. However, if an employee's work schedule does not provide him/her with time to vote during non-working hours, he/she will be granted reasonable paid time off to vote during work hours according to legal requirements. ~~No employee may be absent from work for more than one hour to vote without prior approval of the employee's department head.~~ Shakopee Public Utilities asks that the employee notify his/her Department Head in advance if he/she anticipates a need to take time off work to vote.

#### Time Off to Serve As Election Judge

Employees may receive time off to serve as an election judge. Employees who are selected to serve as election judges should provide at least 20 days written notice to their Department Head. Shakopee Public Utilities may reduce the salary or wages of an employee serving in this capacity by the amount paid to them as an election judge. Shakopee Public Utilities reserves the right to restrict the number of persons to be absent from work to serve as election judges to no more than 20% of the total workforce.

#### Sick Leave

~~Regular full-time employees are allowed up to 96 hours of paid leave per calendar year if they miss work due to illness. Regular part-time employees are allowed paid sick leave on a pro-rated basis. The number of sick leave hours will be prorated for the first year of employment for all eligible new employees. Sick leave accumulates from year to year up to a maximum of 720 hours. Unused sick leave will be paid out at termination according to the Sick Leave Severance Payout schedule for employees who have been employed five years~~

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~~or longer is not paid at termination.~~ Sick leave hours may be used in half-hour increments. Employees must use vacation or personal leave for any additional days missed or take these days without pay.

~~Shakopee Public Utilities does not provide short term disability coverage. The intent of the sick leave accumulation is to encourage employees to build a bank of sick leave that can be used in the event of a serious illness. Sick leave may be allowed for the employee's own illness or for that of a dependent child. A dependent child is defined as a minor unmarried child under the age of 18 years and dependent students under the age of 25 years dependent upon the employee.~~

~~Sick leave may be used upon approval by the Department Head for a maximum of three days in a row, to be taken for the serious illness of a spouse, child, brother, sister, parent, grandparent, and in-laws of the same degree. Time taken will be deducted from accumulated sick leave. The three day limitation does not apply to the illness of a dependent child.~~

### 1. Use of Sick Leave.

- a. For the employee, an employee may use sick leave when the employee is unable to perform work duties due to illness, disability, the necessity for medical, dental or chiropractic care, childbirth or pregnancy disability, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties. Illness or injury occurring while an employee is on vacation shall not be charged to sick leave, but leave but shall remain as vacation.
- b. For a child or spouse. An employee may use sick leave to care for an ill child under the age of 18 (or who is incapable of self-care because of a physical or mental disability) or spouse when the employee's attendance with the child or spouse may be necessary.
- c. For other relatives. An employee may use up to 160 hours of accrued sick leave per calendar year to care for an adult child, sibling, parent, mother or father-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-parent, stepparent, step-children, stepchildren or any other relative residing permanently with and dependent upon the employee, who is ill or injured.
- d. For safety leave. An employee may use sick leave for reasonable absences in order to receive assistance needed because they are



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the victim of sexual assault, domestic abuse or stalking. Employees may also use sick leave to provide or receive assistance for a child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or step-parentstepparent, step-childstepchild/ren who is the victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's minor child or spouse, is limited to 160 hours in any 12- month period.

- e. Abuse of Sick Leave. In cases where an employee is found to have taken sick leave absent one of the eligible uses listed above, the employee's time away from work will be charged against their vacation time and the employee shall be subject to discipline.

#### 2. Proof.

- a. To be eligible for sick leave with pay, an employee shall: (a) report as soon as possible (and in any event within one hour of the start of the employee's shift or workday) to the employee's supervisor the reason for the absence for each day of absence; and (b) keep their supervisor informed of the sick person's condition, and condition and submit a medical certificate or other evidence from a physician for any absence more than three days.

~~A physician's certification may be requested by the employee's Department Head or the Utilities Manager for any sick leave absence. Employees may take reasonable time without loss of pay for doctor or dentist appointments. Every effort should be made to schedule appointments outside of working hours. Prior approval must be obtained from the Department Head. Excessive use will be charged against the employee's sick leave.~~

Employees that meet the requirements for long-term disability insurance must use long-term disability insurance as provided under the terms of the insurance policy.

Any employee qualifying for workers compensation or long-term disability shall receive the difference between their salary and their benefits, which shall be deducted pro rata from their accumulated sick leave.

#### Sick Leave Bank

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On January 1st of each year any employee who will be receiving their new 96 hours of sick and therefore exceeding the 720-hour 720-hour maximum will have those excess hours converted into an amount based on that employee's current hourly rate of pay, deposited into that employee's individual Health Care Savings Plan account.

Upon termination all employees will be required to deposit their unused sick hours (based on the sick leave severance pay out schedule listed below) into their Health Care Savings Plan. (See Separation section)

~~as % of accumulated sick leave~~

## Shakopee Public Utilities

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#### VVacation

Shakopee Public Utilities wants to provide employees an opportunity for rest and recreation and believes it is an important part in maintaining health and well-being. Vacation is available to all regular full-time and regular part-time employees and is available any time during the year upon approval of management. All vacation for regular part-time employees is pro-rated.

Vacation is pro-rated during the first year of employment. After the first year, vacation is granted at-on the employee's anniversary date. Vacation may be used in half-hour increments or more. Employees may carry over one half of what will be earned on that year. Any vacation hours over one half will be forfeited. The vacation and carry over schedules are as follows: (Exceptions may apply)

<u>Step</u>	<u>Employee's Length of Service</u>	<u>Vacation Days Earned Each Year</u>	<u>Carry-over hoursTotal hours allowable for carry over.</u>
<u>Step 1</u>	<u>0 to 5 years</u>	<u>up to 80 hours/year</u>	<u>40 hours may be carried over each year up to 5 years</u>
<u>Step 2</u>	<u>After 5 years of service</u>	<u>120 hours/year</u>	<u>60 hours may be carried over each year 5-9 yearhours</u>
<u>Step 3</u>	<u>After 10 years of service</u>	<u>160 hours/year, up to a maximum of 25 days/year</u>	<u>80 hours may be carried over each year 10-14hours</u>
<u>Step 4</u>	<u>After 15 years of service</u>	<u>200 hours/year, up to a maximum of 25 days/year</u>	<u>100 hours may be carried over each year after 15 years</u>
			<u>Carry-over hours</u>



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<b>Employee's Length of Service</b>	<b>Vacation Days Earned Each Year</b>	
After 5 years of service	5 additional days/year	60 hours may be carried over each year 5—9 year
After 10 years of service	5 additional days/year, up to a maximum of 25 days/year	80 hours may be carried over each year 10-14
After 15 years of service	5 additional days/year, up to a maximum of 25 days/year	100 hours may be carried over each year after 15 years

Employees may request vacation by completing a vacation request form and submitting it to their Department Head for approval. Vacation requests should be made with as much advance notice as possible. In general, vacations lasting a week or more require a 2-week advance notice. Prior approval of management is required for vacation time.

Vacations must not interrupt workflow. Every effort will be made to honor requests; however, Shakopee Public Utilities must reserve the right to limit the number of employees absent at any one time in order to meet customer needs.

separation separation from, Earned unused vacation will be paid to an employee in a one lump sum check or deposited into their Health Care Savings Plan account at the end of employment except for those employees who fail to provide the required notice of intent to resign as set forth in the section entitled "Termination of Employment" and those employees who are involuntarily terminated for reasons other than job elimination or staff reduction will.



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## **EMPLOYEE RECRUITMENT AND SELECTION**

1. **Scope:** Shakopee Public Utilities will hire and promote employees in accordance with this policy. The ~~H-uman Resource~~ Specialist or designee will manage the hiring process for all positions with ~~-in~~ the utilities. All hires will be made in accordance with merit and experience related to the position being filled.

The General Manager is the final authority regarding recruitment, selection and promotion of employees.

2. **Selection Process:** ~~the~~The Superintendent/Director will decide upon the selection process. Any, all or none of the candidates may be interviewed.

The Superintendent/Director has the right to make ~~recommendations~~the final hiring decision to the General Manager based on qualifications, abilities, experience and the needs of Shakopee Public Utilities.

The Superintendent/Director will in writing recommend to the General Manager the selected candidate.

~~\_\_\_\_\_The~~ General Manager makes the final decisions and will sign off must approve on ~~all the~~ \_\_\_\_\_ recommendation of all new hires.

3. **Applications:** All applicants applying for a position with Shakopee Public Utilities must complete an application form. Any applicant giving false information or making false or misleading statements on the application or any materials shall not be considered for the position or will be subject to immediate discharge.
4. **Pre-employment Background Check:** In accordance with ~~f~~s Federal, State and local law, Shakopee Public Utilities will conduct a pre-employment background check on all employees. This pre-employment background check may include a credit check and criminal record check, depending upon the job duties of the position being filled.
5. **Pre-employment Drug/Alcohol Test:** After a written conditional offer of employment is made, Shakopee Public Utilities will require any candidate holding a CDL to take and pass a drug/alcohol test. Successful completion of the test will finalize the hiring process

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~~6. **Awarding Accrued Leave at the Time of Hire:** At the time of hire, the General Manager may grant a new employee extra time up to 40 hours per year, if it is deemed necessary to do so in order to attract the most well qualified candidate. The commission may approve a greater grant of accrued leave or faster accrual of leave if necessary.~~

7.6. **Temporary Appointments Positions:** Whenever a position is vacant or the position holder is absent for two consecutive pay periods or more, the General Manager may designate an individual to temporarily fill the vacant position as "Acting". If the General Manager determines it is appropriate, and budgeted funds are available; the General Manager may approve a temporary pay increase for "acting" positions of no more than 5% of the employee's current salary to recognize extra duties related to the "acting" position.

8.7. **Internal Promotions:** Department Heads may recommend to the General Manager that an opening within their ~~Department~~department be filled by an internal candidate without an external posting of the position. Such opportunities shall be ~~publically~~publicly posted, within the building for a minimum of three-days and all applicants meeting the minimum qualifications shall be interviewed prior to a hiring recommendation.

#### 8. Internal Job Opportunities

Job openings will be posted internally on the employee bulletin boards and the companyUtility website. Employees who are interested in applying for a current job opening should contact Human Resources for an application or download one from the companyUtility website. REPEATED—LOOK UNDER Employee Recruitment Sec.

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### **TIME AT WORK**

#### **Americans with Disabilities**

Shakopee Public Utilities is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities which may include

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providing reasonable accommodation where appropriate. In general, it is the employee's responsibility to notify Human Resources of the need for an accommodation. Upon doing so, Human Resources may ask the employee for their input, the type of accommodation they believe may be necessary, or the functional limitations caused by the disability. Also, when appropriate, Shakopee Public Utilities may require additional information from their physician or other medical or rehabilitation professional. Any information obtained is kept in a confidential employee file.

#### **Bulletin Boards**

Shakopee Public Utilities has established official bulletin boards as one means of communicating ~~information~~information, they feel an employee should know. It is the responsibility of all employees to regularly check the bulletin board for current information.

Employees should check with their Department Heads for the bulletin board location in their facilities.

#### **Business Ethics**

The successful business operation and reputation of Shakopee Public Utilities is built on the principles of fair dealings and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Shakopee Public Utilities will comply with all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit, and intent of all laws and to refrain from any illegal, dishonest or unethical conduct.

Utility employees have the right to express their views and to pursue legitimate involvement in the political system to the extent permitted by law. However, Utility employees cannot use Utility resources, working time, or their position with the Utility while participating in or to participate in personal political activity or influencing other Utility employees on political matters. While engaging in such actions, Utility employees must also comply with other workplace expectations, including other personnel policies

Employees are prohibited from receiving any payment, compensation, gift, employment, or other valuable consideration when they know or should know



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that it was given with the expectation that the donor receive more favorable treatment than normally would occur to similarly situated individuals.

The use of good judgment based on high ethical principles will guide employees with respect to lines of acceptable conduct. Compliance in this area is the responsibility of every employee. Employees should discuss any situations that arise which do not meet this code of ethics with their Department Head, Human Resources or any other member of management. Failure to meet or comply with this code of ethics will lead to corrective action, up to and including termination of employment.

#### Confidentiality

The identity of customers, potential customers or their representatives, employees, the services being performed, pricing, etc. are confidential information disclosed to employees in connection with their employment. All such information belonging to Shakopee Public Utilities or its' customers must be received in strict confidence.

While employed, or thereafter, employees may not copy or distribute any confidential program, material, or other information which comes into their possession as a result of employment with Shakopee Public Utilities, other than for an approved use.

Employees may not disclose to others for use of anyone's benefit, confidential information including, but not limited to trade secrets, plans, proposals, financial statements, customer or employee lists and any other information pertaining to the business of Shakopee Public Utilities or any of its customers, consultants, licensees, or affiliates, acquired during their employment, unless it is determined to be necessary in the ordinary course of performing their duties as an employee of Shakopee Public Utilities.

If in doubt as to whether any program, material or other information is confidential, employees must ask Human Resources or the Utilities General Manager prior to such disclosure.

~~Upon termination of employment, employees will be required to return all materials and information, and any copies of such materials, to their Department Head or Human Resources.~~



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### Corrective Action

It is our expectation that all employees will perform their jobs satisfactorily, and comply with Shakopee Public Utilities rules and policies. The management of Shakopee Public Utilities would like to work with employees in communicating and attempting to correct work-related problems. However, if an employee does not satisfactorily perform his/her job, or is found in violation of Shakopee Public Utilities rules, policies, or core values, Shakopee Public Utilities may implement corrective action.

Corrective action may take several forms, including, but not limited to, verbal warnings, written warnings, coaching, reassignment of duties, demotion, lack of salary increase or a salary decrease, suspension, or termination.

Shakopee Public Utilities reserves the right in its sole discretion to omit any or all of these actions, or add to or modify actions in any particular situation. Shakopee Public Utilities will take whatever corrective action it determines is appropriate in response to the circumstances of any given situation consistent with applicable state law. If the corrective action involves a qualified veteran, the appropriate due process will be provided in accordance with the law. The Human Resources Department and/or the Utilities-General Manager will be involved in all instances of corrective action.

Nothing in this section or in Shakopee Public Utilities' disciplinary policies or practices changes an employee's right to terminate his/her employment with Shakopee Public Utilities at any time, with or without notice, for any or no reason, nor does it modify Shakopee Public Utilities' right to terminate any employee's employment at any time, with or without notice, for any reason not prohibited by law.

### Drugs & Alcohol

It is the policy of Shakopee Public Utilities to maintain a drug and alcohol-free workplace~~workplace that is free from the health and safety-related consequences of drug and alcohol use and abuse.~~

—Employees are required to report to work in appropriate mental and physical condition to perform their jobs.

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

While on Shakopee Public Utilities premises and/or conducting business-related activities at any location, employees may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. Employees may be subject to drug and alcohol testing according to Shakopee Public Utilities' drug and alcohol testing policy.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees using prescription medication must ask the prescribing physician whether the medication may impair their ability to perform the essential functions for their job in a safe and/or effective manner. If the prescribing physician indicates that such impairment might occur, the employee must immediately notify their Department Head or Human Resources. Employees must also notify their Department Head or Human Resources if they observe any violation of this policy.

### Drug Testing

~~Shakopee Public Utilities Drug and Alcohol Program follows a compliance guide made up of a Consortium with Minnesota Municipal Utilities Association (MMUA). All CDL license holders are required to register with the Federal Motor Carriers Safety Administration (FMCSA) as required by law.~~

~~—Types of Testing. All employees with CDL license are subject to drug and alcohol testing in the following circumstances~~

- ~~—Job Applicant Testing. Shakopee Public Utilities requires all applicants who have received conditional offers of employment and hold a CDL license undergo drug and alcohol testing. If the offer of conditional employment is subsequently withdrawn, SPU will notify the applicant of the reason for the withdrawal.~~
- ~~—Random Testing. An employee in a position in which impairment caused by drug or alcohol usage would threaten the health or safety of any person may be required to undergo random drug and alcohol testing. In addition, quarterly random tests are required by Federal Law and SPU's policy.~~
- ~~—Reasonable Suspicion Testing. Any employee may be required to undergo drug and alcohol testing if there is a reasonable suspicion that the employee: (a) is under the influence of drugs~~



## Shakopee Public Utilities

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or alcohol; or (b) has engaged in the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on SPU property or operating a company utility vehicle, machinery or equipment; or (c) has sustained a personal injury arising out of and in the course of employment, or caused another person to sustain a personal injury; or (d) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

—Treatment Program Testing. Any employee may be required to undergo drug and alcohol testing if the employee has been referred by SPU for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under SPU's insurance, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

—Testing Procedure. Any department head or the General Manager may order drug and alcohol testing. Before undergoing drug or alcohol testing, the employee shall complete a form (1) acknowledging that the employee has been given a copy of SPU's drug and alcohol policy, and (2) indicating consent to undergo the drug and alcohol testing.

—Testing Laboratory. A laboratory meeting all requirements of state law, including those set forth in Minn. Stat. Sec. 181.953, shall handle all drug and alcohol testing.

—Test Results. Within three days of obtaining the final test results, the testing laboratory shall provide SPU with a written report indicating the drug(s), alcohol or their metabolites tested for, the types of test conducted, and whether the test produced negative or positive results.

Within three working days after receipt of the test result report, SPU shall inform the employee in writing of a negative test result on an initial screening test, or of a negative or positive test result on a confirmatory test.

—Rights of Employees and Job Applicants. Employees and applicants have a right to request and receive a copy of the test result report. If an



## Shakopee Public Utilities

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employee or applicant test positive for drug use, SPU will give written notice of the right to explain the positive test.

Within three working days after notice of a positive test result on a confirmatory test, the employee or applicant may submit information to SPU to explain that result or may, within five working days after notice of the positive test result, request a confirmatory retest at the employee's or the applicant's own expense. If the confirmatory retest does not confirm the original positive test result, SPU will not take any adverse personnel action against the employee or applicant based on the original confirmatory test and will reimburse the employee for the expense of the retest.

—Consequences for Refusal to Test. Employees and job applicants have the right to refuse to undergo drug and alcohol testing. However, failure to comply with SPU's drug and alcohol policy, and refusal to take a drug and alcohol test upon request shall subject an employee to discipline, including discharge. If an applicant refuses to test, the job offer will immediately be withdrawn.

—Discipline. An employee who has a positive test result on a confirmatory test, when this is the first such result for the employee, will be subject to discipline but shall not be discharged unless (1) the employee has been given an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by SPU after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency, and (2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program as evidenced by withdrawal from the program before its completion or a positive test result on a confirmatory test after completion of the program.

Participation in the specified program will be at the employee's own expense or pursuant to coverage under SPU's insurance. All other employees obtaining a positive test result will be subject to discipline including discharge.

—Classification of Data. Test result reports are private data on individuals as defined by Minnesota Statutes Chapter 13.

Electronic Communications and Computer Use Policy



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

~~Shakopee Public Utilities provides electronic and technological equipment to facilitate efficient operations. By using any of Shakopee Public Utilities' electronic and technological equipment, an employee is voluntarily consenting to being monitored, and voluntarily authorizing Shakopee Public Utilities to inspect, monitor, and access all information or communications he/she has made with that equipment. Shakopee Public Utilities, by the direction of the Utilities Manager or Human Resources, must reserve the right to monitor and access any and all communications made through its equipment, and the contents of any Shakopee Public Utilities computer, as needed for compliance with policies and for any other business reason.~~

~~Employees will be required to comply with the Shakopee Public Utilities Computers and Internet Access Policy.~~

~~E-mail is not a private communication system. Improper use of the e-mail system could expose employees to personal liability as well as corrective action. It is important to note that e-mail may be recovered as evidence in legal proceedings. Employees should be aware that even though a message may be deleted from the e-mail system, a record of it may remain on the computer system.~~

~~Internet access is provided to those who need it for their job duties. Internet use must be limited to job-related duties accessing trusted sites and content. The use of chat rooms, blogs and the like via the Internet for non-work purposes is strictly prohibited. Downloading or uploading from the Internet (other than by authorized personnel for legitimate business reasons) is restricted. Employees must seek approval from their Department Head and the IT Coordinator before downloading or uploading outside information to their computer. Downloading or uploading any other programs, software, graphics or picture of any kind is prohibited as they may carry computer viruses or may violate Shakopee Public Utilities' license agreements.~~

~~Electronic and technological communications are not to be used in ways that may be disruptive, offensive or harmful to others or in ways that conflict with any of the Shakopee Public Utilities' policies, including the Equal Employment, Harassment & Offensive Behavior, and Security policies. Violation of these policies will lead to corrective action up to and including termination. E-mail is not to be used to send jokes or other comments that may be discriminatory, harassing or offensive to others, or to send material that defames an individual, company Utility, or business, etc.~~



# Shakopee Public Utilities

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~~It is not Shakopee Public Utilities' practice or intent to eavesdrop on private communications or data. However, Shakopee Public Utilities must protect its legitimate business interests and remind employees that the equipment and services available in the workplace are to be used to support Shakopee Public Utilities' legitimate business interests and the interest of the public.~~

~~Shakopee Public Utilities reserves the right to record phone conversations for quality control and training purposes.~~

### Employee Appearance ~~(Dress for your Day)~~

Managerial, administrative and field personnel should be aware that they represent Shakopee Public Utilities to our customers, the public and co-workers. "Dress for your Day" will allow non-uniformed employees to dress in an appearance according to their scheduled workday which can vary depending on their position. Business casual attire is acceptable which includes dress slacks, corduroys and jeans. Field employees wear clothing that is appropriate for their positions, tasks and safety considerations. Employees are expected to present a clean, neat and professional appearance at all times. Managers will be expected to wear SPU logo apparel at commission meetings and other outside attended meetings/events. All other employees will be required to wear issued SPU logo apparel on Friday's. Any and all SPU issued clothing must be returned upon termination.

Depending on the season, it is likely that many employees will spend time outside and need to be prepared to work in unexpected inclement weather – hot, cold, wet or windy conditions. Shakopee Public Utilities ~~encourages~~ requires employees to wear appropriate clothing including safety equipment, hats, gloves, waterproof footwear and layers of clothing for comfort. Boots or shoes that are comfortable and provide support are recommended. Individual department and safety procedures may further define requirements and must be followed accordingly.

The following are examples of clothing and shoe choices that are never acceptable, but it is not an exhaustive list. When in doubt, consult your department head or Human Resources.

- Clothing and/or accessories that include offensive/inappropriate images or words including images/words that are discriminatory or sexual
- Sweatpants, yoga pants and other exercise apparel
- Leggings unless combined with a top that reaches at least mid-thigh
- Beach wear



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

- Shorts (exception would be meter readers)
- Overalls
- Very short skirts
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater
- Crop tops, tank tops, halter tops or any clothing showing midriffs
- Sheer or revealing clothing
- Hats or caps worn in the office, if not a field employee
- Sports jerseys (unless part of a planned employee event)
- Flip-flops, house slippers, moccasins, crocs shoes  
will

Employees are allowed to wear jeans that are clean and free of rips, tears, fraying and not excessively tight or revealing.

Employees who need an accommodation associated with a protected status such as religion or disability should speak with the General Manager or Human Resources to obtain approval to deviate from this policy.

### Employee Relations & Communication

Shakopee Public Utilities is committed to providing a positive work environment for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork - individuals working together to attain a common goal.

Should an issue arise, it is an employee's obligation to bring it forward by contacting his/her/their Department Head or Human Resources and explaining the facts. More investigation may be required to resolve the issue.

### Employment of Relatives

The employment of relatives is permitted, except those of Shakopee Public Utilities Commissioners. No person shall be appointed, promoted, demoted or transferred to a position where that person would be on a daily basis supervising, or receiving supervision from that person's spouse, any person permanently residing with the employee, a child, parent, sibling, grandparent, or grandchild of either the employee or of the employee's spouse, or in situations where a person would be under the supervision of a relative or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion or compensation. "Relative" is defined as a spouse, parent, child/children, sibling or any of these relationships by marriage.

### Expense & Travel Reimbursement

## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

~~All business expenses and/or travel must be pre-approved by the employee's Department Head. Shakopee Public Utilities reimburses employees for reasonable expenses that were incurred while conducting business on behalf of Shakopee Public Utilities. Such expenses include transportation, meals and lodging. Employees must complete an expense report with the original receipts or other documentation attached in order to be reimbursed. Mileage reimbursement will be made using reimbursement rates as set by the Internal Revenue Service.~~

- ~~a. — If the employee voluntarily resigns his or her position with Shakopee Public Utilities within one year of completing the class, the amount of that payment will be considered a loan and the employee will be required to repay the conference fee. (hotel, registration, mileage, meals)workdaysineligibleFederalthat~~

### Fire Calls

Employees that are on the Shakopee Fire Department may attend fire calls under limited circumstances and subject to guidelines developed by management.

1. No more than two employees of Shakopee Public Utilities ~~Commission~~ shall be unavailable for work at any time due to fire calls or to a combination of sick, vacation, or comp time with a fire call during normal working hours.

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### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

- ~~1.~~
- ~~2.~~ 2. At the time priority work is scheduled, either regular or overtime, employees involved with this work will be so advised by the supervisor and will not be permitted to leave to attend fire calls until such priority work is completed.
- ~~2.~~
- ~~3.~~ 3. If overtime work is scheduled to meet a deadline or to co-ordinate with other parties, this will be considered priority work. Any outage is considered priority work.
- ~~3.~~
- ~~4.~~ 4. No employee shall attend fire calls other than working hours while "on duty" call, but shall be allowed to attend meetings or drills. The responsibilities of standby duty are not lessened by this section
- ~~4.~~
- ~~5.~~ 5. Employees leaving their work station shall notify the Superintendent or acting Superintendent in the Superintendent's absence. Breaks and lunches missed due to a fire call will not be made up.
- ~~5.~~
- ~~6.~~ 6. The employer and employees agree to jointly make a reasonable attempt to resolve any difficulty associated with this program; however, the responsibility of staying within the work policies is placed on the employee. The decision of which employee(s) will answer a fire call is to be based on the least disruption of work to Shakopee Public Utilities.
- ~~6.~~
- ~~7.~~ 7. This program will be re-evaluated periodically and nothing herein shall prevent the Utilities Commission from altering the provisions of the program where they deem it advisable for the good of the Utilities Commission.
- ~~7.~~
8. Non-observance of the above rules will result in corrective action and possible suspension of permission to attend fire calls during working hours.

### Harassment & Offensive Behavior

Shakopee Public Utilities is committed to providing a workplace that is free of discrimination, illegal harassment and offensive behavior. All employees are expected to treat their customers, co-workers, subordinates and managers with respect at all times. In accordance with this commitment, Shakopee Public Utilities prohibits harassment of one employee by another employee, manager, or a third party for any reason



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including, but not limited to: race, color, creed, religion, sex, sexual orientation, marital status, age, national origin, status in regard to public assistance, membership or activity on a local human rights commission, disability, genetic information or any other legally protected characteristic.

This policy applies to employees, applicants for employment, and temporary or contract workers, Commissioners, customers, suppliers, vendors, visitors or any other person associated with Shakopee Public Utilities.

Harassment includes, but is not limited to: offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing as well as written or pictorial materials. It also includes behavior that is personally offensive, impairs morale, and interferes with work effectiveness.

Sexual harassment is a violation of federal and state laws. It is a violation of this policy for an employee or any other person associated with Shakopee Public Utilities to sexually harass any employee or any other person affiliated with Shakopee Public Utilities. It includes unwelcome sexual behavior by either males or females toward either males or females.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, verbal or physical conduct or communication where:

- submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions impacting that individual's employment
- the conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates a hostile, intimidating or offensive work environment.

Examples of behavior that could be sexual harassment include, but are not limited to:

- deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
- sexual flirtations, advances or propositions;
- verbal abuse of a sexual nature;
- subtle pressure or requests for sexual favors;



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- unnecessary touching or physical closeness;
- graphic or suggestive comments about an individual's dress, body or sexual activities;
- using sexually degrading words to describe an individual;
- displaying or sending sexually suggestive objects (including pornography of any type), pictures or offensive jokes in any way including electronically, interoffice mail, or otherwise;
- physical assault

No individual will be denied nor receive special employment opportunities based on going along with or rejecting sexual advances or other conduct of a sexual nature contrary to this policy.

Any individual who believes he or she has experienced or observed hostile or offensive behavior contrary to this policy should feel free to object to the behavior. He/she is expected to report the displayed behavior to his/her Department Head, Human Resources or the Utilities Manager.

All such reports of action contrary to this policy will be taken seriously and investigated promptly and in as confidential a manner as possible. Individuals found to have violated Shakopee Public Utilities' harassment & offensive behavior policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

Every employee of Shakopee Public Utilities is to support this commitment to a workplace free from harassment and offensive behavior by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

#### Internal Job Opportunities

Job openings will be posted internally on the employee bulletin boards and the company **Utility** website. Employees who are interested in applying for a current job opening should contact Human Resources for an application or download one from the company **Utility** website. REPEATED — LOOK UNDER Employee Recruitment Sec.

#### Nursing Breaks and Pregnancy Accommodations

- Paid nursing breaks: Paid break times for nursing mothers to express milk during the 12 months after childbirth, unless it would cause undue



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business disruption. The paid breaks are required to run concurrently with any break times already provided to the employee (i.e., if the employer already provides paid break times, these should be used to express milk).

- Pregnancy Accommodations: Employees are eligible immediately upon hire to reasonable accommodations, including more frequent restroom, food, and water breaks; seating arrangements; and limits on lifting more than 20 pounds.

#### Outside Employment

Although it is not encouraged, Shakopee Public Utilities recognizes that personal circumstances or interests may result in an employee seeking additional employment outside Shakopee Public Utilities. If someone is considering outside employment, including self-employment, ~~he/she~~that employee should talk with ~~his/her~~their Department Head and Human Resources about the possible ramifications.

Shakopee Public Utilities employees are not permitted to accept outside employment that creates either the appearance of, or the potential for, a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of Shakopee Public Utilities.

Any employment outside of Shakopee Public Utilities must not compromise Shakopee Public Utilities' interests or the confidentiality of information. In addition, Shakopee Public Utilities will not accept outside employment as an excuse for poor job performance, absenteeism, tardiness, the inability to work required hours for their position at Shakopee Public Utilities, or any other failure to meet the performance expectations and legitimate business demands.

If an employee's work at Shakopee Public Utilities suffers, he/she will be asked to discontinue the outside employment or risk termination of employment.

#### Performance Evaluations

Utility employees are essential to providing services to the public. To provide high quality, efficient and cost-effective services, the performance of employees is crucial. Therefore, the Utility is committed to a performance management system for its employees that communicates performance expectations for job duties and responsibilities, workplace standards and goals and objectives;



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

identifies an employee's strengths and areas for improvement in meeting these expectations; and fosters an employee's job development. To meet this commitment, the Utility promotes the following:

Ongoing feedback to and candid discussions with employees and about performance throughout the year; developing and rewarding good performance; formal personnel actions as necessary to address performance problems through coaching, counseling, performance improvement plans and/or progressive discipline; and an annual performance evaluation that addresses prior and future performance of the employee.

An objective performance review system will be established by the General Manager or designee for the purpose of evaluating the performance of Utility employees. Employee performance evaluations shall be conducted annually, as needed for a step advancement, or as determined necessary. The Human Resource specialist shall notify each Supervisor, Department Head, and the General Manager each time an employee evaluation and/or step increase is due. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the Utility's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training period, informal performance meetings should occur frequently between the Supervisor and the employee. Conducting these informal performance meetings provides both the Supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well. Shakopee Public Utilities provides a formal evaluation of performance for all regular full-time and regular part-time employees after 180 days in a new position and thereafter each year of continuous employment. Performance evaluations are used to promote a continuing evaluation of employees' work performance and provide a standardized approach to promote a consistent evaluation of employees throughout Shakopee Public Utilities. Items such as work output, customer satisfaction, attendance, quality of work, etc. will represent some of the criteria for judging in reviewing employee performance.



# Shakopee Public Utilities

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~~Reviews are designed to provide a dialogue and employees are encouraged to discuss items of mutual concern in this confidential setting.~~

### **Personal Conduct**

Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a Utility employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Any policy violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the Utility of. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate Supervisor.
- Maintain good attendance while meeting the goals set by an employee's Supervisor.

~~The efficiency and productivity of Shakopee Public Utilities requires that every employee maintains discipline and proper standards of conduct at all times.~~ This is necessary to protect the health and safety of everyone in the workplace, to meet our customers' needs, to protect property and to maintain a climate of cooperation among employees.

~~Therefore, employees are expected to conduct themselves in a professional, ethical and productive manner while at work, and to maintain an awareness of the rights of others, a respect for the people they work with and for, and a~~

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~~commitment to Shakopee Public Utilities' values, mission statement, goals and policies.~~

Obviously, it is impossible to anticipate every situation that might occur. Shakopee Public Utilities reserves the right to respond to any performance or behavior which, in its judgment, compromises the safety or well-being of any individual in the workplace, diminishes good order, discipline and morale, or detracts from Shakopee Public Utilities' overall business goals. If Shakopee Public Utilities' expectations about conduct are unclear, employees should talk to their Department Head or Human Resources.

#### PPersonnel Data

It is the responsibility of each employee to update ~~his/her~~their personal information as warranted by ~~his/her~~their circumstances. This includes, but may not be limited to changes to— dependents, marital status, address, or telephone number changes, emergency contact information, as well as revocation of driver's license if required to drive on Shakopee Public Utilities business. Failure to notify Shakopee Public Utilities may result in critical time-sensitive mail not being delivered or other information not being received.

Employees may review their personnel records once every six months upon written request to Human Resources. Access to personnel data is governed by the Minnesota Government Data Practices Act.

#### Property

Some employees will be provided with various property and equipment that they need to perform their job, including vehicles, computers, safety equipment, clothing, software, pagers, cellular telephones, keys, credit cards, etc. Employees are responsible for using such property and equipment for its intended business purposes. If any such property appears to be damaged, defective or in need of repair, employees are to promptly report this to their Department Head. The improper, careless, negligent, destructive or unsafe use of property can result in: 1) the employee's need to personally replace the property; or, 2) corrective action, up to and including termination of employment.



# Shakopee Public Utilities

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### Property

~~Some employees will be provided with various property and equipment that they need to perform their job, including vehicles, computers, safety equipment, clothing, software, pagers, cellular telephones, keys, credit cards, etc. Employees are responsible for using such property and equipment for its intended business purposes. If any such property appears to be damaged, defective or in need of repair, employees are to promptly report this to their Department Head. The improper, careless, negligent, destructive or unsafe use of property can result in: 1) the employee's need to personally replace the property; or, 2) corrective action, up to and including termination of employment.~~

~~Upon termination of employment, employees will be required to account for and surrender all Shakopee Public Utilities property and equipment he/she has been provided. Failure to do so will result in Shakopee Public Utilities taking legal action to obtain the return of its property.~~

### Employee References

All requests regarding references for any past or present employee are to be directed to Human Resources. Only pertinent, factual information, such as dates of employment, job title, etc. will be released.

### SafetySafety, Incident Report and Workers' Compensation

All employees are expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition, accidents, illnesses and injuries to the appropriate Department Head. Employees, who violate safety standards, cause hazardous or dangerous situations or fail to report or remedy such situations, will be subject to corrective action, up to and including termination of employment.

Employees must strictly adhere to all safety requirements established by management and all applicable federal and state laws and policies. Employees are required to attend safety training as directed. -The Safety Bulletin Board, located in the hallway near the locker rooms, is a resource available to all employees and contains important safety information.



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All accidents, no matter how minor, must be reported immediately to the employee's supervisor or the Department Head. -Lack of notification could affect the employee's workers compensation benefits.

Employees are required to follow these general safety rules:

- Any illness or injury, no matter how slight, must be reported to the Department Head. Employees should never attempt to treat their own or another employee's injury unless they have received formal first aid training.
- Any activity that may result in injuring an employee will not be tolerated.
- Employees are responsible for using ergonomic equipment provided by Shakopee Public Utilities.
- Illegal drugs or alcohol will not be permitted on the premises at any time.
- Employees should always lift objects using the proper lifting techniques.
- Employees should only use tools that are in good working order. They should never use tools that are defective in any way.
- Employees are responsible to keep their work areas clean at all times.
- Employees should always know the location of fire exits and fire extinguishers in their work area.
- Wear required PPE (Personal Protective Equipment).

The Safety Manager is responsible to implement, administer, monitor and evaluate Shakopee Public Utilities' Safety Program. Employees should feel free to discuss any suggestions or comments regarding the program with him/her at any time.

### Security

All individuals must adhere to any and all security measures and/or guidelines of the facility they are working in. This includes following any security guidelines that are established.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of Shakopee Public Utilities.

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Accordingly, the Utility-General Manager or his/her/their designee may inspect them or any articles found within them at any time, with or without prior notice.

In addition, Shakopee Public Utilities will not tolerate theft or unauthorized possession of the property of employees, Shakopee Public Utilities, visitors and customers and therefore, may also inspect persons entering and/or leaving the facility, packages or other belongings. Employees who wish to avoid any such inspection should not bring such items onto Shakopee Public Utilities' premises.

Employees may need keys and/or access cards or codes to enter a Shakopee Public Utilities facility. It is extremely important that these keys or cards/codes be kept only in the employee's possession – not anyone else's-. If you lose/misplace your keys and/or access cards immediately notify your supervisor.

If an employee works after hours, he/she-they should take any safety/security precautions available. Employees should see their Department Head or Human Resources for more information.

#### Telephones and Texting

Employees should practice discretion when using telephones or making for personal calls. All calls should be kept to a minimum and made during a rest or meal break. In case of an emergency, any call would be given to the employee immediately without question.

~~Personal long distance calls should be made only with personal calling cards and/or personal cellular phones Employees should not use a Shakopee Public Utilities phone for personal long distance calls.~~

Use of personal cellular phones should be kept to a minimum during working hours. Out of respect for co-workers, all cellular phones should be placed on a vibrating ring mode or placed at a low volume.

Use of cell phones is not permitted while driving a motor vehicle, unless using a hands-free device. In addition, individual department procedures regarding use of cell phones and/or radio communication devices must be adhered to. – Safety should always come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should safely park the vehicle before placing or accepting a call, message or text.

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK

### TABLE OF CONTENTS

(Continued)

#### Termination of Employment

~~If an employee elects to leave Shakopee Public Utilities, he/she should put their intent in writing. Shakopee Public Utilities requires a two (2) week notice so they can begin the process to adequately fill the position. two-week notice.~~

~~Employees will be paid for any earned, but unused vacation hours and compensatory time in addition to hours worked~~

~~In the event Shakopee Public Utilities terminates the employment of a qualified veteran, the appropriate due process will be provided in accordance with applicable state law.~~

~~Employees must return any and all Shakopee Public Utilities property and/or materials, information, etc. no later than their last day worked. (See Shakopee Public Utilities Property section)~~

#### Tobacco-Free Environment

Because Shakopee Public Utilities wants to provide employees with a safe and healthy work environment, employees are encouraged to be tobacco-free. Per Minnesota State Statutes, Clean Indoor Air Act, ~~smoking is not permitted inside the SPUC facilities, the warehouse garage, or vehicles, used for work purposes during the hours of operation if more than one person is present in the vehicle. Employees must smoke outside the buildings and are responsible to keep the area outside the building free of cigarette butts and other debris. All Utility buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited for employees while on duty in a Utility facility or vehicle. Employees 18 and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.~~

~~In addition, when entering a customer's premise/home employees must follow the smoking policy~~Clean Indoor Air Act ~~of customers when working on their premises.~~



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

#### SPU Owned Vehicles

Employees using vehicles owned by Shakopee Public Utilities are expected to use and maintain the vehicles in a conservative, non-wasteful manner. Regular inspections for oil consumption, water and other fluids are the responsibility of the driver. If any vehicle is to be repaired, it is a requirement to seek the Department Head's approval before commencing repairs. Vehicles are expected to be kept clean and orderly. Vehicles are for companyUtility use only.

When driving Shakopee Public Utilities' vehicles, employees are expected to drive in a careful, courteous manner and must wear their seat belts. A clean driving record is expected and will be verified prior to receiving permission to drive a Shakopee Public Utilities' vehicle and annually thereafter. Traffic violations incurred while driving Shakopee Public Utilities' vehicles must be reported immediately to the employee's Department Head and any such violations are the responsibility of the employee. If an accident occurs, insurance, accident & registration forms are located in the glove box. The accident reporting form should be completed at the accident site and the Department ~~Head~~Head, or another member of management notified. All accidents should be ~~re~~reported immediately and the employee should not make any statements regarding the accident.

The Utility will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

#### Employee-owned Vehicles for work

SPU recognizes that certain employees, because of their job requirements, will have to operate their own personally owned vehicle while conducting companyUtility business. Use of a personal vehicle for work-related business is strictly-prohibited without prior written-permission from management. In emergency situations, such as serious illness or a medical emergency, the authorized employee may designate an unauthorized operator to use their personal vehicle strictly on an emergency-only basis

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### Visitors

In an effort to provide safety and security for employees and Shakopee Public Utilities' facilities, members of the public or authorized visitors should be escorted by a Shakopee Public Utilities employee. By doing this, Shakopee Public Utilities provides public access to its operations while at the same time helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, and avoids potential distractions.

### Respectful Workplace

1. Applicability. Maintaining a respectful work environment is a shared responsibility. This applies to the expectations for respectful conduct in the workplace and other SPU sponsored social events.
2. Abusive Customer Behavior. While SPU has a strong commitment to customer service, SPU does not expect employees to accept verbal and other abuse from the public. An employee may request that a supervisor intervene when a customer is abusive, or the employees may defuse the situation themselves, including professionally ending the contact. If there is a concern about the possibility violence, the individual should use his/her discretion to call 911, and as soon as feasible;feasible, a supervisor, Human Resources or SPU General Manager. Employees should leave the area immediately when violence is imminent unless their duties require them to remain.
3. Types of Disrespectful Behavior. The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:
  - Violent behavior: includes the use of physical force, harassment, bullying or intimidation.
  - Discriminatory behavior: includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.
  - Offensive behavior: may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior



# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. 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 considering 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, 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, Human Resources or General Manager.

- Sexual harassment: can consist of a wide range of unwanted and unwelcomed sexually directed behavior such as unwelcome sexual advances, request 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, making jokes or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

where such comments go beyond mere courtesy, telling "dirty jokes" or any tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc. that are about or may be seen by employees, customers, etc.

- Request 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.

4. Employee Response to Disrespectful Workplace Behavior. All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police, ask the individual to leave the area and/or take other reasonable action.

If employees see or overhear what they believe is a violation of this policy employees should advise a supervisor, Human Resources or General Manager promptly.

Employees who believe disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence, the individual should use their discretion to call 911, and as soon as feasible a supervisor. In the event the disrespectful behavior occurring involves the employee's supervisor, the employee should contact Human Resources the supervisor's manager or the General Manager.

- Step 1. If you feel comfortable doing so, professionally, 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, or uncomfortable. If practical, bring a witness with you for this discussion.
- Step 2. 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, Human Resources, your supervisor's manager or the General Manager. The person to who you speak is responsible for documenting the issues and for giving you a status report on the matter. In some situations, such as with an offender from the public, it is



# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

- Step 3. SPU urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

5. 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 promptly to the General Manager, 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 guideline 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 the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.
- Step 2. Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note SPU cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.
- Step 3. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. Formal investigations will be prompt, impartial, and thorough. –The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigation will obtain the following description of the incident, including date, time and place:

a. Corroborating evidence



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

- b. A list of witnesses
- c. Identification of the offender

To facilitate fostering a respectful work environment, all employees are encouraged to respond to questions or to otherwise participate in investigations regarding alleged harassment.

- Step 4. The supervisor must notify the General Manager about the allegations (assuming the allegations do not involve the General Manager). For more information about what to do when allegations involve the General Manager, see "Special Reporting Requirements" section below.
- Step 5. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. SPU will follow any other applicable policies or laws in the investigatory process.
- Step 6. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.
- Step 7. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.
- Step 8. SPU will take reasonable and timely action, depending on the circumstances of the situation.

SPU is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. 363A.28 Subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

6. 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 General Manager who will determine how to proceed in the addressing of the complaint as well as appropriate discipline. If the General Manager is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the Utilities attorney who will confer with the commission regarding appropriate investigation and action. If a commissioner is perceived to be the cause of a disrespectful workplace behavior incident involving SPU personnel, the report will be made to the



# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

General Manager and referred to the utilities utility's attorney. In cases such as these, it is common for the commission to authorize an investigation by an independent investigator (consultant). The independent investigator will report his/her findings to the commission. SPU will take reasonable and timely action depending on the circumstances of the situation. Pending completion of the investigation, SPU's General Manager may, at their discretion, take appropriate action to protect the alleged victim, other employees or citizens.

7. 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).
8. Retaliation. Retaliation is strictly prohibited. Retaliation includes but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report harassing conduct, participate in investigations or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfer to less prestigious or desirable work or work locations because an employee has engaged in activity in furtherance of EEO laws. It can also include threats or reassignment, removal of supervisory responsibilities, filing civil actions, deportation or other action with immigrant authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

- a. Immediate supervisor; supervisor
- b. Your supervisor's manager
- c. Commissioner



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

- d. In the event an employee feels retaliation has occurred by the General Manager or a commissioner, then reporting may be made to the Utilities attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations to General Manager, or if the complaint is against the General Manager to the Utilities attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and SPU policies, the utilities may discipline any individual who retaliates against any person who reports alleged violations of this policy. SPU may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

### Workplace Violence

Shakopee Public Utilities is committed to maintaining a safe workplace free from all forms of violence, including verbal or physical threats, as well as other forms of intimidation. As part of this commitment, Shakopee Public Utilities takes a "zero tolerance" posture with regard to any actions that threaten, its employees, non-employees, customers, vendors or others in the workplace. This includes verbal and physical harassment, verbal and physical threats, verbal confrontations, and any actions that cause others to feel unsafe or threatened in the workplace including abuse or destruction of property.

Employees who are aware of others involved in any of these practices or who observe a situation of potential or actual workplace violence must immediately report it to their Department Head, Human Resources or General Manager.

No employee should bring any item on the premises that would violate any Shakopee Public Utilities policies. The General Manager or their designee must reserve the right to inspect, with or without notice for any business reason, all persons' packages, automobiles and other items that come onto Shakopee Public Utilities premises to ensure compliance with policies.

Employees who violate this policy will be subject to corrective action, up to and including termination of employment.

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### Firearms

Employees are strictly prohibited from bringing any type of weapons to work, or from possessing them on Shakopee Public Utilities premises. Premises are defined as the facilities, work sites, customer property, and Shakopee Public Utilities owned vehicles.

The following exception:

- Employees legally in possession of a firearm for which 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 SPU property.



## Shakopee Public Utilities

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(Continued)

## SeparationSEPARATION

### Termination of Employment

If an employee elects to leave Shakopee Public Utilities, he/she should put their intent in writing. Shakopee Public Utilities requires a two (2) week notice so they can begin the process to adequately fill the position. An employee may use 40 hours of vacation in place of hours worked when given a two-week notice. Employees who have submitted their resignation may use no more than 40 hours of vacation leave between the date their resignation was submitted and the effective date of the resignation. Exceptions to this policy may be allowed for special circumstances, contingent upon approval by the General Manager.

Employees will be paid for any earned, but unused vacation hours and compensatory time in addition to hours worked.

In the event Shakopee Public Utilities terminates the employment of a qualified veteran, the appropriate due process will be provided in accordance with applicable state law.

Employees must return any and all Shakopee Public Utilities property and/or materials, information, etc. no later than their last day worked. (See Shakopee Public Utilities Property section)

### Property

Upon termination of employment, employees will be required to account for and surrender all Shakopee Public Utilities property, SPU issued clothing, materials and equipment they have been issued. Failure to do so will result in Shakopee Public Utilities taking legal action to obtain the return of its property.

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### Continuation of Coverage (COBRA)

Federal and certain state laws provide some opportunities for employees to continue coverage in the group insurance plans under the Consolidated Omnibus Budget Reconciliation Act (COBRA), at their own expense, after they leave their employment with Shakopee Public Utilities. Employees who are eligible for insurance continuation will be provided specific information about availability and cost upon termination.

### Sick Leave Severance Payout

Shakopee Public Utilities appreciate employees, who through long-term service and dedication, contribute to making the SPU a successful and positive service provider. In recognition thereof, SPU acknowledges such long-term service by providing a sick leave payout formula (into your Health Care Savings Plan) listed below if the employee meets all the following conditions:

- Full-time or part-time benefit-eligible employee with SPU for 5 continuous years or more.
- Employee is separating employment in good standing
- The percentage of the severance pay-out shall be based on a maximum of 720 hours of accumulated sick leave calculated on the basis of the employee's current annual base pay.
- The severance payment will be deposited in the employee's HCSP account not later than the first regularly scheduled payday following the employee's final day of employment.

<u>Completion of Continuous Service</u> <u>With SPU</u>	<u>Severance Payout formula as</u> <u>% of accumulated sick leave</u>
--	--

<u>0-4 years</u>	<u>0%</u>
<u>5-14 years</u>	<u>45%</u>
<u>15 years</u>	<u>55%</u>
<u>16 years</u>	<u>57%</u>
<u>17 years</u>	<u>59%</u>
<u>18 years</u>	<u>61%</u>



## Shakopee Public Utilities

### EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

19 years	63%
20 years	65%
21 years	67%
22 years	69%
23 years	71%
24 years	73%
25 years	75%
30 years	100%

Anniversary date of full-time employment or part-time benefit-eligible date is used to compute years of service with SPU.

#### Compensatory Time

An employee who is separated for any reason shall be paid for any accumulated compensatory time.

#### Vacation Time

An employee who is separated for any reason shall be paid for any accumulated vacation leave.

Upon the separation from employment 50% of all earned unused vacation will be paid to an employee in a one lump sum check and 50% will be deposited into their Health Care Savings Plan account, except for those employees who fail to provide the required notice of intent to resign as set forth in the section entitled "Termination of Employment" and those employees who are involuntarily terminated for reasons other than job elimination or staff reduction will not receive this benefit.

#### Educational Assistance Payment Plan (If applicable)

If an employee voluntarily resigns his or her position with Shakopee Public Utilities within 3 years of completing the class, and receiving assistance the amount of that payment will be considered a loan and the employee will be required to repay the educational assistance on a pro-rated basis. A plan payment will be made upon termination.

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### Workplace Violence

Shakopee Public Utilities is committed to maintaining a safe workplace free from of all forms of violence, including verbal or physical threats, as well as other forms of intimidation, such as sexual harassment or abusive language. As part of this commitment, Shakopee Public Utilities takes a “zero tolerance” posture with regard to any actions that threaten its employees, non-employees, customers, vendors or others in the workplace. This includes verbal and physical harassment, verbal and physical threats, verbal confrontations, and any actions that cause others to feel unsafe or threatened in the workplace including abuse or destruction of property.

In addition, employees are strictly prohibited from bringing any type of weapons to work, or from possessing them on Shakopee Public Utilities premises. Premises are defined as the facilities, work sites, customer property, and Shakopee Public Utilities owned vehicles.

## Shakopee Public Utilities

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~~Employees who are aware of others involved in any of these practices or who observe a situation of potential or actual workplace violence must immediately report it to their Department Head, Human Resources or a member of management, including the Utilities Manager.~~

~~No employee should bring any item on the premises that would violate any Shakopee Public Utilities policy. The Utilities Manager or his/her designee must reserve the right to inspect, with or without notice for any business reason, all persons' packages, automobiles and other items that come onto Shakopee Public Utilities premises to ensure compliance with policies. The Utilities Manager or his/her designee also reserves the right to inspect all Shakopee Public Utilities property, with or without notice.~~

~~Employees who violate this policy will be subject to corrective action, up to and including termination of employment.~~



# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of Shakopee Public Utilities' Employee Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in this Employee Handbook are subject to change in accordance with applicable laws but employees will be advised of any changes.

I have entered into my employment relationship with Shakopee Public Utilities voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with Shakopee Public Utilities at any time, with or without notice, for any reason. With the exception of qualified veterans, Shakopee Public Utilities has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. Shakopee Public Utilities retains sole discretion to add, delete, or change anything contained in this handbook except employment-at-will.

I understand and agree that no employee or representative of Shakopee Public Utilities has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with this Employee Handbook or any of these statements, and that no person other than the Utilities General Manager has the authority to change any policy, benefit, rule or procedure as stated in this Handbook.

I understand it is my responsibility to read and understand the contents of this Employee Handbook including the Harassment & Offensive Behavior policy. If I do not understand any provision of the Handbook, I shall contact my Department Head or Human Resources for clarification.

Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.**



**Shakopee Public Utilities**

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**- This copy is to remain in the Handbook -**

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK TABLE OF CONTENTS (Continued)

### EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of Shakopee Public Utilities' Employee Handbook Personnel Policies. I understand that the contents of this Handbook ~~T~~ these personnel policies are for general information and guidance, and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in this Employee Handbook Personnel Policies booklet are subject to change in accordance with applicable laws, but employees will be advised of any changes.

I have entered into my employment relationship with Shakopee Public Utilities voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with Shakopee Public Utilities at any time, with or without notice, for any reason. With the exception of qualified veterans, Shakopee Public Utilities has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. Shakopee Public Utilities retains sole discretion to add, delete, or change anything contained in this handbook ~~T~~ these personnel policies, except employment-at-will.

I understand and agree that no employee or representative of Shakopee Public Utilities has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with these ~~is~~ Employee Handbook Personnel policies or any of these statements, and that no person other than the Utilities General Manager has the authority to change any policy, benefit, rule or procedure as stated in this Handbook ~~T~~ these personnel policies.

I understand it is my responsibility to read and understand the contents of this Utility Employee Handbook Personnel Policy including the Harassment & Offensive Behavior policy. If I do not understand any provision of the Handbook, I shall contact my Department Head or Human Resources for clarification.

I agree to return these Personnel Policies to Shakopee Public Utilities upon my separation from employment.

# Shakopee Public Utilities

## EMPLOYEE HANDBOOK

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Employee Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Employees will be required to acknowledge receipt of the Employee Handbook Personnel Policies by signing this acknowledgement.

- This copy is ~~to be removed and placed in the employee's personnel file for the employee~~ —

## EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of Shakopee Public Utilities' Personnel Policies. I understand that the contents of these personnel policies are for general information and guidance, and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in these Personnel Policies are subject to change in accordance with applicable laws, but employees will be advised of any changes.

I have entered into my employment relationship with Shakopee Public Utilities voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with Shakopee Public Utilities at any time, with or without notice, for any reason. With the exception of qualified veterans, Shakopee Public Utilities has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. Shakopee Public Utilities retains sole discretion to add, delete, or change anything contained in these personnel policies except employment-at-will.

I understand and agree that no employee or representative of Shakopee Public Utilities has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with these Personnel policies or any of these statements, and that no person other than the General Manager has the authority to change any policy, benefit, rule or procedure as stated in these personnel policies.

I understand it is my responsibility to read and understand the contents of this Utility Personnel Policy including the Harassment & Offensive Behavior policy. If I

**Shakopee Public Utilities**

**EMPLOYEE HANDBOOK**  
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**(Continued)**

do not understand any provision of the book, I shall contact my Department Head or Human Resources for clarification.

I agree to return these Personnel Policies to Shakopee Public Utilities upon my separation from employment.

Employee Signature

\_\_\_\_\_

Print Name

Date

**Note: Employees will be required to acknowledge receipt of the Employee Personnel Policies by signing this acknowledgement.**

**- This copy is to be removed and placed in the employee's personnel file –**





# Personnel Policies

PRESENTED BY CINDY MENKE ACCOUNTING TECH/HR SPECIALIST

# Agenda:

- ▶ Review changes and additions
- ▶ Ask for input
- ▶ Approve new Personnel Policies

# Process of updating handbook

- ▶ Reviewed old handbook
- ▶ Met with City HR Director Alissa Frey and reviewed their handbook
- ▶ Used League of MN Cities (LMC) for legal questions and templates
- ▶ A committee of SPU employees was formed, they reviewed the old handbook and suggested changes
- ▶ Flaherty and Hood law office reviewed the Personnel Policy for legal compliance
- ▶ SPU finance reviewed the changes and incorporated changes into the budget going forward

## Call in Pay, Reconnect/Remote Work and Rest Time – Page 14 - 15

- ▶ Changed to add 30 minutes to end of shift to eliminate some confusion on when a new call out starts
- ▶ Rounded to 30 minutes after the 2 hr min. (was rounding in 1 hr increments)
- ▶ New - Remote work and reconnects minimum of 1 hour instead of a call out
- ▶ New - If an employee is required to work more than 4 hours between 11 p.m. and 7 a.m. the employee shall be granted one hour of rest for each hour worked. This is for safety concerns.



## Educational Assistance – Page 18

- ▶ Increased the state allowed maximum reimbursement for Educational Assistance from \$2,500.00 to \$5,250 per year.

## Expense & Travel Reimbursement/Travel costs and Per-Diem – Page 19 -20

- ▶ All travel must be pre-approved (mirrored the cities policy)
- ▶ Expense reports will be required with detailed receipts
- ▶ Out of town travel will have a Per-Diem (In accordance with published Federal per diem rates)

## Phased Retirement – Page 24

- ▶ Individuals who have been employed by SPU 5 years or more and who are age 55 and older may be offered a phased retirement benefit, upon the recommendation and approval of the GM and Commission.

## Post-Employment Health Care Savings Plan (HCSP) – Page 25

- ▶ Survey had over 90 percent of SPU employees wanting to participant in this program.
- ▶ Administrated by MN State Retirement System
- ▶ Money goes in tax free, grows tax free and as long as used for medical expenses it comes out tax free
- ▶ Employees will put a percentage of their own check in their personal account each pay period
- ▶ SPU will contribute \$22.50 per pay check
- ▶ Upon termination one half of vacation time remaining will be deposited into employee's account
- ▶ Excess sick hours (over 720 hours) at the beginning of each year, will be calculated by employee's hourly rate and the determined amount will be deposited into the employee's personal account
- ▶ Severance payout will be contributed into individual HCSP (Severance Payout formula apply)



## Bereavement Leave – Page 29

- ▶ Employee will now get Bereavement Leave rather than using sick leave for loss of a loved one. (followed cities)
- ▶ Employee may use additional days (3 days) maximum for all other funeral leave.

## Sick Leave Bank and Sick Leave Severance payout – Page 35 - 37

- ▶ If SPU employee has been employed for more than 5 years and has sick leave on the books when they leave the organization's said employee is eligible for a severance payout
- ▶ If an employee accumulates more that 720 hours, the excess hours would be deposited into their HCSP one time per year

# Employee Appearance (Dress for your day)

## – Page 43

- ▶ Non uniformed employees should represent SPU in a professional manor, this means when in meetings outside the organization they should be wearing SPU logo wear
- ▶ Not all employees have meetings outside the organization, but the public comes in for various reasons and SPU staff should be dressed professionally

## Respectful Workplace – Page 52

- ▶ Mirrored the League of MN Cities
- ▶ Aligned with City of Shakopee



## Additional Benefits, not listed in Personnel Policies Will be included with new SPU Employee Benefit Guide for 2023

- ▶ We wanted you aware of these benefits, but the attorneys removed them from the original version
- ▶ **Community Center Membership - Worked with the City and got a reduction on premiums for community center memberships**
- ▶ **Employee has to pay the taxes on the amount of the benefit for the Community Center membership**



► Questions ?