

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
January 6, 2025
at 5:00 PM

1. **Call to Order** at 5:00pm in the SPU Service Center, 255 Sarazin Street 1a)
Roll Call

2. **Communications**

- 2a) Customer Communications Received – AMI Opt-Out Appeal (GD)
- 2b) Solar Grid Access Charge – Customer Letter (SW)

3. **Consent Agenda**

- C=> 3a) Approval of December 2, 2024 Minutes (GD)
- C=> 3b) Approval of January 6, 2025 Agenda (JK)
- C=> 3c) January 6, 2025 Warrant List (KW)
- C=> 3d) MMPA December 2024 Meeting Updates (GD)
- C=> 3e) Monthly Water Dashboard for November 2024 (LS)
- C=> 3f) Nitrate Results (LS)
- C=> 3g) 2024 Audit Schedule (KW)
- C=> 3h) Resolution #2024-36 Correction (KW)
- C=> 3i) 2025 Solar Grid Access Charge (JA)
- C=> 3j) 2023 CIP Results – Opening of 2025 Program (SW)
- C=> 3k) 15 kV Pad Mount Switchgear Bid Award (JA)

*** Motion to approve the Consent Agenda***

4. **Public Comment Period.** Please step up to the table and state your name and address for the record.

5. **Liaison Report** (JD)

6. **Reports: Water Items**

- 6a) Water System Operations Report – Verbal (LS)

7. **Reports: Electric Items**

- 7a) Electric System Operations Report – Verbal (BC)

8. Reports: General

- 8a) Marketing/Key Accounts Report – Verbal (SW)
- 8b) 2025 Handbook Revisions (GD)

*** Motion to approve the revisions to the 2025 Handbook ***

- 8c) General Manager Report – Verbal (GD)
- 8d) NEW WTP Site Search Update (GD) *

- * A portion of this meeting may be closed under Minnesota Statutes, Section 13D.05, subdivision 3(c) to review confidential or protected nonpublic appraisal data and to develop or consider offers or counteroffers for the purchase of property located at 1776 Mystic Lake Drive.

9. Items for Future Agendas

10. Tentative Dates for Upcoming Meetings


- February 3, 2025
- March 3, 2025
- March 17, 2025 Workshop


11. Adjournment



PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

January 2, 2025

TO: Greg Drent, General Manager 

FROM: Sharon Walsh, Director of Marketing, Key Accounts and Special Projects 

SUBJECT: Customer Communications Received – AMI Opt-Out Appeal from 4th Ave E

Overview

Attached are all communications to and from a customer residing on 4th Ave E who opposed the installation of AMI meters due to RF, safety of personal property, financial and data privacy concerns. These written communications were received following a phone conversation with the customer on 11/12. During that call the benefits of AMI and SPU's decision to move forward with this technology were discussed, as well as the research that was done prior to making this decision and setting an opt-out policy. When questions remained at the end of this discussion, the appeal process was shared with this customer.

SPU's written responses to this customer's appeal request were both emailed and sent First Class USPS mail to ensure receipt of information.

This customer has indicated they would like to meet with the Commission.

Neither their electric nor water meter has been exchanged. During the appeal process they have been exempt from any resulting penalties.

Lastly, staff has not responded to specific questions raised by this customer. Our responses have provided more general information only.

Action Requested

Staff is sharing this customer communication for Commission awareness and discussion as the Commission deems appropriate. No requested action by staff.

November 18, 2024

Shakopee Public Utilities
Attention: Greg Dent, General Manager
P.O. Box 470
255 Sarazin Street
Shakopee, Minnesota 55379-1470

RE: Written Appeal Regarding SPU Meter Exchange Program

Dear Mr. Dent,

We have serious concerns with the roll-out of the SPU Meter Exchange Program. Based on information we have received to date regarding the new "Advanced" equipment, it appears that critical information was missing, overlooked, or denied in the Commission's decision to change out the analog/electromechanical meters and replace them with "smart" meters, and communicating such critical information to SPU customers.

It is common knowledge and fully supported by evidence, peer reviewed and published research, science and facts that "Advanced" utility meters including all electronic utility meters and all utility meters which contain any digital or electronic components whatsoever, are problematic for many reasons:

Health and Safety of Persons

1. Emit biologically harmful “pulsed” EMF radiation continually (whether transmitting data or not).
2. Fatally disrupt and disable medical devices such as Pacemakers.
3. Cause wasted electricity and health-damaging transients by the improper placement and use of a of a switch mode power supply within the utility meter.
4. Cause heating and antenna effects upon any metal body implants which damage body tissues.
5. Cause damage to health and life by placing high-energy radio transmitters in close proximity to human living spaces.

Safety and Integrity of Personal Property

1. Are fire hazards due to lack of surge protectors in violation of necessary standards for utility meters.
2. Cannot withstand typical grid surges.
3. Cause damage to, or destroy, homes, lives and structures when damaged by grid surges.

Privacy of Persons

1. Create and collect personal data of private activities in the home in violation of law.
2. Allow sharing of data of personal living habits with utility personnel and others without authorization of the property owner and occupants.
3. Represent unlawful invasion of privacy by the harvest and exploitation of databases of information about the personal and private activities inside the home without the consent of the owners, occupants and guests (4th Amendment, Bill of Rights).

Financial

1. Represent excess equipment costs with more expensive meters and represent more frequent replacement of the more expensive meters, all of which costs will be passed on to ratepayers via excess and unnecessary charges when this alternate "advanced" metering is unnecessary.
2. Represent unnecessary higher service costs in the processing and storing of data collected and general maintenance of the wireless grid network.

We respectfully request that *before replacing our existing, fully functioning analog/electromechanical meters*, that each of the above concerns be specifically and adequately answered in writing, with supporting factual documentation to prove the new "Advanced" meters cause no harm, detriment and/or additional risk to our persons or property.

Thank you in advance for your fair, consistent and respectful consideration of our concerns.

Sincerely,

Walsh, Sharon

From: Walsh, Sharon
Sent: Wednesday, December 4, 2024 9:31 AM
To:
Cc: Drent, Greg
Subject: SPU Response to Appeal Letter
Attachments: AMI Appeal Response-Safety and Privacy-

Tracking:	Recipient	Delivery	Read
	Drent, Greg	Delivered: 12/4/2024 9:35 AM	Read: 12/4/2024 12:59 PM

We have received your written communication to Mr. Drent objecting to the technology being installed with SPU's meter exchange program. Your letter has been reviewed and attached is Mr. Drent's response to this communication. We have also mailed this response to you via USPS First Class mail.

If after reading this response you do not agree with the decision you have the right to request an audience with our commission as part of SPU's appeal policy.

Thank you,



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December 3, 2024

Re: Appeal to SmartMeter Opt-Out Policy

Dear :

Thank you for contacting SPU regarding our technology upgrade to an Advanced Metering Infrastructure (AMI) metering system. Prior to implementing a system of this nature and scope, significant research was completed, including the use of this technology on a national basis and a comparison of radio frequency (RF) emissions from these meters relative to other RF transmitting devices.

As a public service provider, we follow guidelines and standards set by U.S. federal governmental agencies responsible for the control and safety of RF devices. We further rely on the manufacturer's compliance to these standards imposed on the manufacturing of RF devices. We can confidently share the meters being installed in our service territory comply with both.

SPU is not on the forefront of this technology. According to the U.S. Energy Information Administration (EIA), in 2022, approximately 119,000,000 AMI meters were installed in the United States. This represents about 72% of all electric meter installations, with residential customers accounting for about 88% of the AMI installations.

In comparison to other RF sources, AMI meters are significantly lower in exposure. The FCC limit for RF exposure is 1 milliwatt per square centimeter (mW/cm²). Using this formula, exposure from a wi-fi router is 67 times greater than a smart meter. A microwave – 313 times greater. A cell phone – 12,667 times greater. Two of the greatest reasons for the significantly lower exposure from smart meters is the combination of infrequent signal transmission and the physical distance between human and smart meter. These meters do not transmit constantly as many people believe. The sum of their transmissions is less than one minute per day. Also, these electric meters are placed outside your home, with a wall separating the living space from the meter. This is why we offer an Opt-Outside option for water meter installations. The communication module can also be mounted on the exterior of your home. (See ShakopeeUtilities.com>Residential>AMI Meter Upgrade for more information.)

We respect the views and opinions of all customers. Our decision to proceed with this technology was in response to customers' expectations and additional requests for data, managing increased costs and safety concerns related to manual meter reading, and utilizing the benefits of enhanced data for managing a public utility and serving our growing community. The data acquired from these meters will not be shared and/or used differently with regard to customer privacy. Usage patterns or reasons for usage are not public information and will remain the private information of individual account holders. These meters will not be used to limit or "stutter" power to individuals.

For these reasons, your request to prevent SPU from accessing our equipment and upgrading our technology has been denied. If you do not agree with this decision you have the right to attend a public commission meeting. If you choose to do so, please contact me by phone or email and request to be added to the January 6, 2025 agenda.

Sincerely,

A handwritten signature in black ink that reads "Gregory Drent".

Greg Drent, General Manager
952-233-1511, gdrent@shakopeeutilities.com



December 13, 2024

Shakopee Public Utilities
Attention: Greg Drent, General Manager
P.O. Box 470
255 Sarazin Street
Shakopee, Minnesota 55379-1470

RE: Appeal Regarding SPU Meter Exchange Program

Dear Mr. Drent,

Thank you for your December 3, 2024 reply to our November 18, 2024 communication regarding the SPU Meter Exchange Program. In the closing of that letter, you indicate that our “request to prevent SPU from accessing our equipment and upgrading our technology has been denied.”

To clarify, we are not requesting *prevention of SPU from accessing your equipment* for the technology upgrade. We only request that *before* replacing our existing analog/electromechanical meter you address each of our concerns with factual evidence to prove the new equipment causes no harm.

Please add us to the January 6, 2025 public commission meeting agenda. In respect for those leading and attending the meeting, please provide the following information so we can adequately prepare:

- City and Commission leaders attending, with names and titles
- Time allotted for presentation of information related to our concerns, including follow-up discussion
- Presentation equipment available, if any (i.e., projection for PowerPoint slides)

Thank you in advance for the opportunity to meet with the Commission.

Sincerely,

Walsh, Sharon

From: Walsh, Sharon
Sent: Thursday, December 19, 2024 8:02 AM
To: Drent, Greg
Subject: RE: Appeal Regarding SPU Meter Exchange Program

Yes, I will get that printed and mailed this morning.

From: Drent, Greg <gdrent@shakopeeutilities.com>
Sent: Thursday, December 19, 2024 7:56 AM
To: Walsh, Sharon <swalsh@shakopeeutilities.com>
Subject: FW: Appeal Regarding SPU Meter Exchange Program

I sent this to the

Can we also mail them this response as I want to make sure they have it.

Greg

From: Drent, Greg
Sent: Wednesday, December 18, 2024 8:31 AM
To:
Cc:
Subject: RE: Appeal Regarding SPU Meter Exchange Program

Thank you for your letter dated December 13, 2024. I can confirm that this matter will be placed on the agenda for the January 6, 2025 Commission meeting. The commission meeting starts at 5:00pm at 255 Sarazin St Shakopee, Mn. Under SPU's appeal policy, this time is designed for you to bring your concerns to the Commission. The Commission does not typically engage in a dialogue or make a decision immediately. Instead, the Commission may direct staff to return with recommendations or information at a future meeting.

In response to your three questions, here is a listing of Commissioners and titles:
Justin Krieg – President
B.J. Letourneau – Vice President
Kayden Fox – Commissioner
Jim DuLaney – Commissioner (and City Council Member)
Kathi Mocol – Commissioner

Unless directed differently by the Commission, fifteen minutes may be allocated for this agenda item. The meeting room has equipment available for PowerPoint slides that you may use.

I look forward to seeing you at the January 6, 2025 meeting. Please let me know if for any reason you are unable to attend.

Sincerely,

Greg Drent

From

Sent: Friday, December 13, 2024 12:14 PM

To: Drent, Greg <gdrent@shakopeeutilities.com>

Cc:

Subject: Appeal Regarding SPU Meter Exchange Program

You don't often get email from

Please see the attached letter, which is also being sent by US mail.

Best Regards,

outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



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December 19, 2024

Thank you for your letter dated December 13, 2024. I can confirm that this matter will be placed on the agenda for the January 6, 2025 commission meeting. The commission meeting starts at 5:00 p.m., at the SPU Service Center, 255 Sarazin Street, Shakopee, MN. Under SPU's appeal policy, this time is designated for you to bring your concerns to the Commission. The Commission does not typically engage in a dialogue or make a decision immediately. Instead, the Commission may direct staff to return with recommendations or information at a future meeting.

In a response to your three requests for information,

- Here is a listing of commissioners and titles:
 - Justin Krieg – President
 - B.J. Letourneau – Vice President
 - Kayden Fox – Commissioner
 - Jim Dulaney – Commissioner (and City Council Member)
 - Kathi Mocol – Commissioner

- Unless directed differently by the Commission, fifteen minutes may be allocated for this agenda item.

- The meeting room has equipment available for PowerPoint slides that you may use.

I look forward to seeing you at the January 6, 2025 meeting. Please let me know if for any reason you are unable to attend.

Sincerely,



A handwritten signature in black ink that reads "Gregory J Drent".

Greg Drent, General Manager



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January 2, 2025

TO: Greg Drent, General Manager 
FROM: Sharon Walsh, Director of Marketing, Key Accounts and Special Projects 
SUBJECT: Customer Communications – Solar Grid Access Charge

Overview

This memo is intended to share a recent customer communication mailed to SPU's DER customers.

Following a rate study recommending the implementation of a Solar Grid Access Charge (SGAC) and the Commission's acceptance of a recommendation to phase in this charge, the attached letter was mailed to every active SPU DER (solar) customer, regardless of system size. This letter was mailed in advance of the SGAC appearing on applicable customer billing statements this month.

This letter announced the SGAC; explained how and why the charge is being implemented; and detailed the phased-in approach for existing DER customers in 2025*.

Action Requested

No further action is required.

**In the December 2, 2024 meeting, the Commission approved option 2.a presented by staff in a memo. With this option, existing customers would only be billed 50% of the established SGAC, which is \$2/kW in excess of a 5kW system size. Effective January 2026, existing customers would be charged the full \$4/kW in excess of a 5kW system size. All new connections to the distribution grid as of January 1, 2025 will be charged the full SGAC.*



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December 20, 2024

Re: Solar Grid Access Charge

Hello DER Customer,

To establish fairness among rate payers, SPU is making a change to our DER (solar net metering) customer billing. Effective with the January 2025 billing statement a Solar Grid Access Charge will be added to your utility billing account.

This charge is to provide an equitable solution to recover fixed system costs that are collected through usage rates. Due to decreased - or possibly eliminated - usage resulting from a DER system, as well as increased administrative expenses associated with DER accounts, net metering customers are no longer paying a similar amount toward these fixed costs as are non-DER customers.

The Solar Grid Access Charge will only be added to net metering accounts with a DER nameplate capacity greater than 5kW ac. The charge is based on \$4.00/per kW in excess of 5kW ac and will be calculated on your system size. (Example: A system size of 5.46 kW will result in an access charge of \$1.84/month.*)

SPU is implementing this fee following a formal electric rate study conducted by Dave Berg Consulting, LLC. The fee was recommended as an outcome of this study and is substantiated by Minnesota Statute 261B.164 that authorizes municipal utilities such as Shakopee Public Utilities to charge a cost recovery fee on Distributed Energy Resources (DER) generation facilities, like a solar photovoltaic array, interconnected with SPU's electric distribution grid.

*To allow time to adjust to this new charge, SPU is phasing in the fee for existing DER customers affected. In 2025, the fee will be based on \$2.00/kW in excess of 5Kw ac. (New DER customers connecting in 2025 will pay a fee based on \$4.00/kW in excess of 5kW.) Beginning in 2026, the full fee will take effect for all applicable DER accounts.

In adopting this fee SPU is not intending to discourage DER development but rather is seeking a fair and equitable way to recover system costs. Please contact SPU at 952-445-1988 should you have any questions regarding this information and how it may affect your utility bill.

Sincerely,

A handwritten signature in black ink that reads "Gregory Drent".

Greg Drent, General Manager



MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
December 2, 2024
Regular Meeting

1. Call to Order. President Krieg called the December 2, 2024 meeting of the Shakopee Public Utilities Commission to order at 5:00 P.M. President Krieg, Vice President Letourneau, Commissioner DuLaney, Commissioner Fox, and Commissioner Mocol were present.
2. Communication. Greg Drent, General Manager, explained two items. Item (2a) included staff information in response to the question raised at the last Commission meeting in public comments about Water Capacity Charges. Item (2b) was a draft response to a customer's request to avoid AMI meters. The Commissioners indicated support for the draft, which reflected past Commission discussions.
3. Consent Agenda. President Krieg pulled items 3(m -p). Commissioner Mocol moved to approve the consent agenda as amended:
 - (a) November 4, 2024 minutes;
 - (b) December 2, 2024 Agenda;
 - (c) December 2, 2024 Warrant List;
 - (d) Monthly Water Dashboard for October 2024;
 - (e) Tower 3 Reconditioning Bid Award Recommendation;
 - (f) MMPA November Meeting Update;
 - (g) MMPA Master Agreement Amendment;
 - (h) Res #2024-31 Resolution Approving of the Estimated Cost of Pipe Oversizing on the Water Main Project: Whispering Water 2nd Addition;
 - (i) Res #2024-32 Resolution Regulating Wage Ranges;
 - (j) Res #2024-33 Resolution Setting the Amount of the Trunk Water Charge, Approving of its Collection and Authorizing Water Service to Certain Property Described as: Maras Addition, Lot 3, Bock 1;
 - (k) Res #2024-34 Resolution Designating an Official Means of Publication;
 - (l) Res #2024-35 Resolution Designating Official Depositories of the Shakopee Public Utilities Commission.
 - (q) 2025 – 2029 Final Capital Improved Plan;
 - (r) 2025 Capital Project and Equipment – Final;
 - (s) 2025 Final Budget Approval.

Commissioner Fox seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

For item (3m), Approval of Ehlers Water Connection Fee Study Report, Joseph Adams, Director of Planning and Engineering, explained that the presentation at the November 4, 2024 meeting inadvertently included a slide that showed the issuance of debt, which affects the cash balance. The revised study corrected this issue. Vice President Letourneau moved, seconded by Commissioner DuLaney, to accept to the Ehlers Water Connection Fee Study Report. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

For item (3n) Dave Berg Consulting, LLC Rate Study, Kelley Willemssen, Director of Finance and Administration, explained the minor revisions to the study presented on November 4, 2024 and clarified that the rate resolutions did not include the economic development rate discussed in the study. Commissioner Fox moved to accept the Dave Berg Consulting LLC Rate Study. Commissioner Mocol seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

President Krieg noted that he pulled items (3o) and (3p) because they related to the reports in items (3m) and (3n). Commissioner Fox moved to approve item (3o), Resolution #2024-36 Adjusting Fees Applied Under the Water Availability Charge Policy and Establishing Water Rates, Water Meter and Installation Fees, and Charges for Customers Service by Shakopee Public Utilities for 2025. Commissioner Mocol seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None. Commissioner Fox moved to approve item (3p), Resolution #2024-37 Adjusting the Underground Electrical Distribution Charge for Development and Establishing Electric Rates, Fees, and Charges for the Customers Served by Shakopee Public Utilities for 2025. Commissioner DuLaney seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

4. Public Comment Period. No public comments were offered.

5. Liaison Report. Commissioner DuLaney reported that Councilmembers Whiting and Loral will be starting their 4-year term in January. He also reported that the City Council approved the tax increment financing for the Gravel Pit development.

6. Water Report. Lon Schemel, Water Superintendent, reported that staff shifted from flushing hydrants to bagging them. He reported that the valve repair at Blue Jay and Ponds Way was over \$33,000, with \$20,000 for addressing the blacktop.

7. Electric Report. Brad Carlson, Electric Superintendent, reported one outage since the last Commission meeting, affecting one customer. He provided an update of projects, including Betaseed, joint trench work at Countryside 3rd Addition and Gateway Townhomes, primary underground facilities installed at SMSC Dockendorf site, completing phase I work at Bonnevista Terrace, and SPU setting/hanging lights for the holiday tree downtown.

8. Solar Grid Access Charge. Mr. Adams noted that Dave Berg's recent rate study recommended adopting a Solar Grid Access Charge in 2025, and the Commission's resolution established a charge going forward. He explained options to address SPU's 239 current customers with solar systems over 5 kW, including phasing in the charge. The Commission discussed alternatives. Commissioner Mocol moved to direct staff to prepare a resolution phasing in the charge for existing customers with 50% in 2025 and 100% in 2026, for consideration at the next Commission meeting. Vice President Letourneau seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

9. Marketing/Key Account Report. Sharon Walsh, Director of Marketing/Key Accounts/Special Projects, reported that for the AMI project, SPU has 17,354 electric meters and

8,281 water meters being read on the AMI system. The targeted end date for residential customers is February 2026. Ms. Walsh noted that SPU will participate in the Holiday Fest community event.

10. 2025 Commission Meeting and Workshop. Mr. Drent presented the proposed regular meeting schedule and workshop dates. Commissioner Fox moved, seconded by Commissioner DuLaney, to approve the 2025 Commission meeting and workshop schedule. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

11. General Manager Report. Mr. Drent provided updates on pending projects, including benefits, rates, water treatment facility options, new position job descriptions and point systems, as well as recent meetings with Ryan Hentges from Dakota Electric and Mr. Reynolds from the City. Mr. Drent also noted a recent meeting with a potential data center customer.

12. Adjourn. Motion by Commissioner Fox, seconded by Commissioner Mocol, to adjourn. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

Greg Drent, Commission Secretary

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REGULAR MEETING
January 6, 2025
at 5:00 PM

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Roll Call

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- 2b) Solar Grid Access Charge – Customer Letter (SW)

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- C=> 3j) 2023 CIP Results – Opening of 2025 Program (SW)
- C=> 3k) 15 kV Pad Mount Switchgear Bid Award (JA)

*** Motion to approve the Consent Agenda***

4. **Public Comment Period.** Please step up to the table and state your name and address for the record.

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6. **Reports: Water Items**

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*** Motion to approve the revisions to the 2025 Handbook ***

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- 8d) NEW WTP Site Search Update (GD) *

- * A portion of this meeting may be closed under Minnesota Statutes, Section 13D.05, subdivision 3(c) to review confidential or protected nonpublic appraisal data and to develop or consider offers or counteroffers for the purchase of property located at 1776 Mystic Lake Drive.

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- March 3, 2025
- March 17, 2025 Workshop

11. Adjournment

WARRANT LISTING

January 6, 2025

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:

WEEK OF 11/27/2024

BORDER STATES ELECTRIC SUPPLY	\$10,583.89 6FT PLASTIC TAPE(E)
CDW GOVERNMENT LLC	\$2,484.78 WO#2848 COMM RM DESKTOP MIC
ELECTRICAL PRODUCTION SERVICES	\$80,000.00 WO 2912 SPU SUB OLD BRICK RD OVERPULL
FENUXLABS INC	\$2,000.00 2025 SOFTWARE MAINT KESTRAL ARCGIS
GLOBAL INDUSTRIAL	\$50.93 BALL END T-HANDLE(E)
GRAYBAR ELECTRIC COMPANY INC	\$41.79 PIPE 3" PVC COUPLING
HAWKINS INC	\$140.00 CHLORINE CYLINDERS
INTERSTATE POWER SYSTEMS	\$2,598.68 GENERATOR SERVICE(W)
IRBY - STUART C IRBY CO	\$7,882.50 METER SOCKET 9S
JT SERVICES	\$576.18 SODIUM LAMP
JOSHUA KLEIN	\$200.00 IRRIGATION CONTROLLERS REBATE
APRIL LAGRO	\$75.00 ENERGY STAR REFRIGERATOR REBATE
LOFFLER COMPANIES - 131511	\$209.67 POSTAGE EQUIP AGREEMENT INVOICE
LOCH LY	\$150.00 ENERGY STAR DISHWASHER REBATE
SVITLANA MELNICHUK	\$175.00 ENERGY STAR CLOTHES WASHER REBATE
MINN VALLEY TESTING LABS INC	\$260.00 WATER TESTING NITRATES
MINNESOTA SECURITY CONSORTIUM	\$3,000.00 VCUSCO SVCS Q4 OCT-DEC 2024
GERRY NEVILLE	\$95.81 REIMBURSE 143 MILES
DAVE PUMPER	\$500.00 ENERGY STAR COOLING/HEATING REBATE
RESCO	\$510.40 CONN TRANSFORMER EYEBOLT
DYLAN RICHARDS	\$206.50 PER DIEM MARSHALL MN TRFMR SCHOOL
SCOTT COUNTY TREASURER	\$2,100.00 NOVEMBER FIBER CHARGE
BRAD VERKE	\$238.28 WO#2472 AMI REIMB DAMAGED FRIDGE
WESCO RECEIVABLES CORP.	\$538.62 FUSE 20A STREET LIGHT
FURTHER - ACH	\$19.21 DAYCARE FLEX CLAIM REIMB
ZAYO GROUP, LLC	\$5,010.27 T1 LINE, S SUB, PIPE LAKE NOVEMBER
PAYROLL DIRECT DEPOSIT 11.27.24	\$130,917.84
BENEFITS & TAXES FOR 11.27.24	\$125,486.70

Total Week of 11/27/2024

\$376,052.05

WEEK OF 12/06/2024

AAR BUILDING SERVICE CO.	\$4,298.63	DECEMBER SPU CLEANING
AMARIL UNIFORM COMPANY	\$1,014.31	SPU UNIFORM T.BREEZINA
B & B TRANSFORMER INC	\$61,534.00	22 - 25 PAD TRANSFORMERS
BARR ENGINEERING CO.	\$25,990.86	WO2683 WATER TANK 9 OCT SVCS
BORDER STATES ELECTRIC SUPPLY	\$32,222.35	AMI 2718 WATER METER INSTALL
CITY OF SAVAGE	\$10.77	MIN. WATER INCREMENT DUE
CRYSTEEL TRUCK EQUIPMENT	\$44,008.72	WO#2697 14' x 100"CRYSTEEL DUMP BODY
CULVER COMPANY	\$313.63	LINEMEN PENS
DAVE BERG CONSULTING, LLC	\$10,000.00	10/21-11/27 2024 ELEC/WATER RATE STUDIES
DSI/LSI	\$503.61	DEC TRASH SERVICE
FERGUSON US HOLDINGS, INC.	\$204.79	PARTS(W)
GRAYBAR ELECTRIC COMPANY INC	\$812.82	UA9FLB PRIME CONDUIT
RYAN HALVERSON	\$624.08	REIMB FOR ST PAUL RIVERCENTRE EXPENSES
HAWKINS INC	\$220.00	CHLORINE CYLINDERS
HIGH POINT NETWORKS, LLC	\$706.40	BUILT NEW VCSA
JOAN HORSMANN	\$75.00	ENERGY STAR REFRIGERATOR REBATE
HREXPERTISEBP LLC	\$1,050.00	NOVEMBER HR CONSULTING
INT'L UNION OF OPER ENGINEERS LOCAL 49	\$885.00	MONTHLY UNION DUES
INTERSTATE POWER SYSTEMS	\$1,404.93	SPU GENERATOR INSPECTION
IRBY - STUART C IRBY CO	\$94,511.85	1/0 PRIMARY CABLE UG SOL ALUM 15KV EPR
JOHNSON ANDERSON @ ASSOCIATES	\$1,158.20	#10 WINDOW SPU ENVELOPES
KATAMA TECHNOLOGIES, INC.	\$281.25	AMI 2472 GENERAL CONSULTING FEES
DAVE KLEIN	\$125.00	ENERGY STAR DISHWASHER REBATE
KRB DEVELOPMENT VIII LLC	\$44,484.90	OVERSIZING PAYOUT REF. RES #2024-31
LEAGUE OF MINN CITIES INS TRUST	\$50,000.00	S.M. CLAIM 5.1.2023
LLOYD'S CONSTRUCTION SERVICES	\$562.75	803 CANTERBURY RD 10/24-11/15 RENTAL PD
METRO TESTING METRO MECHANICAL CONSULTAN	\$175.00	RETEST FEE A.BRAZINA
MILSOFT UTILITY SOLU, INC.	\$5,604.84	WINDMIL SUPPORT 1/25-12/25
MINN VALLEY TESTING LABS INC	\$260.00	WATER TESTING COLIFORM
MPOWER TECHNOLOGIES, INC.	\$350.00	MPOWER CLOUD HOSTING SERVER
NAGEL COMPANIES LLC	\$8,164.00	WO#2951 BORING 6TH AVE E
NCPERS GROUP LIFE INS.	\$176.00	NOV. LIFE INS.
GERRY NEVILLE	\$102.51	REIMBURSE 153 MILES
BRIAN OLSON	\$175.00	ENERGY STAR CLOTHESWASHER REBATE
ONE TECH ENGINEERING INC.	\$11,392.50	WEEK WORKED 11/18-11/22/24
PARK CONSTRUCTION COMPANY	\$4,032.11	SUMP PUMP REPLACEMENT TANK 7
RESCO	\$12,189.55	PULL BOX TIER 22
SCOTT-CARVER-DAKOTA CAP AGENCY	\$2,000.00	RESID. CUSTOMER DEPOSIT ASSISTANCE
SMSC	\$21,271.53	WO2931 SMSC PUBLIC WRKS EV REFUND
JONNAI THOMPSON	\$150.00	ENERGY STAR DISHWASHER REBATE
TOM KRAEMER, INC	\$628.59	AMI 2472 DECEMBER RENT
UPS STORE # 4009	\$471.20	SHIPMENTS GROUNDS/CRIMPER REPAIRS(E)
MATTHEW VAN FOSSEN	\$175.00	ENERGY STAR CLOTHES WASHER REBATE
BRAD VERKE	\$60.00	BAL DUE TO CUSTOMER FRIDGE AMI 2472
WATER CONSERVATION SERVICE INC	\$567.04	LEAK LOCATE @ 1217 JEFFERSON 11/20/24
WESCO RECEIVABLES CORP.	\$8,468.21	CONNECTOR #1/0
KEVIN WETHERILLE	\$225.00	ENERGY STAR REFRIGERATOR REBATE
CENTERPOINT ENERGY - ACH	\$1,056.56	GAS USAGE 10TH AVE 10/8-11/6 2024
FURTHER - ACH	\$322.00	NOV. ADM. FEES
DELTA DENTAL PLAN OF MN	\$5,649.22	NOV. DENTAL PREMIUMS
HEALTHPARTNERS	\$71,209.55	DEC. PREMIUMS, NOV. CHARGE MONTH
MINNESOTA LIFE	\$1,120.79	MN LIFE PREMIUMS FOR NOV.
PRINCIPAL LIFE INS. COMPANY	\$4,743.17	NOV. PREMIUMS AND DEDUCTIONS

Total Week of 12/06/2024

\$537,743.22

WEEK OF 12/13/2024

CREDIT REFUNDS	\$7,503.52 CREDIT REFUNDS
ABDO LLP	\$5,047.50 NOVEMBER FS ACCOUNTING SERVICES
ALL ELEMENTS INC.	\$3,100.00 ROOF REPAIRS @ SPU
WILLIAM BLUHM	\$500.00 RESIDENTIAL SOLAR REBATE
BORDER STATES ELECTRIC SUPPLY	\$133,656.73 WO#2718 WATER METER INSTALL
SKYLOR BOUALAPHANH	\$500.00 RESIDENTIAL SOLAR REBATE
ALEXIA BOYSEN	\$175.00 ENERGY STAR CLOTHES WASHER REBATE
CITY OF SHAKOPEE	\$502,042.46 NOV SW \$387,989.76 SD \$114,052.70
CITY OF SHAKOPEE	\$338,400.00 NOVEMBER 2024 PILOT TRANSFER FEE
CITY OF SHAKOPEE	\$1,080.04 NOVEMBER STORM DRAINAGE/SPU PROPERTIES
CORE & MAIN LP	\$6,839.01 WATER METER INSETTER
CULVER COMPANY	\$1,205.41 KIDS WATER CONSERVATION PUZZLE
CUSTOMER CONTACT SERVICES	\$472.07 ANSWERING SVC 12/10/24-1/6/25
DIGITAL IMPACT SOLUTIONS, LLC	\$352.22 ENVELOPES W/ SCORED NOTECARDS
DHONDUP DORJEE	\$500.00 RESIDENTIAL SOLAR REBATE
EHLERS COMPANIES	\$6,626.25 NOVEMBER CONNECTION FEE STUDY
FLYTE HCM LLC	\$52.00 NOV COBRA/PLAN CHANGE NOTICE
FRONTIER ENERGY, INC.	\$7,871.25 NOV PROF SVCS C&I IMPLMENTATION
GOPHER STATE ONE-CALL	\$589.95 NOVEMBER TICKETS
GRAYBAR ELECTRIC COMPANY INC	\$836.60 PRIME CONDUIT
HAWKINS INC	\$4,637.62 CHEMICALS
IRBY - STUART C IRBY CO	\$1,362.62 TOOL SHOP REPAIR
JT SERVICES	\$91,441.41 POLE STREET LIGHT BREAKAWAY 30'
DIONNE KJOME	\$500.00 RESIDENTIAL SOLAR REBATE
RANDALL A KROENKE	\$225.00 ENERGY STAR DISHWASHER REBATE
LEAGUE OF MINN CITIES INS TRUST	\$865.81 WC CLAIM# 00510713 & 0051151
SCOTT LEIS	\$225.00 ENERGY STAR DISHWASHER REBATE
ANTHONY LEONHARDI	\$500.00 RESIDENTIAL SOLAR REBATE
KEVIN MENDEN	\$219.95 REIMBURSE SAFETY BOOT EXPENSE
EMILY MILLER	\$500.00 ENERGY STAR HEATING/COOLING REBATE
MINN VALLEY TESTING LABS INC	\$166.00 WATER TESTING COLIFORM
NAPA AUTO PARTS	\$199.00 JUMP STARTER(E)
GERRY NEVILLE	\$150.75 REIMB 225 MILES
NISC	\$35,047.78 SEPT RECURRING INVOICE
NORTHERN STATES POWER CO	\$2,873.52 NOVEMBER POWER BILL
OFFICE OF MNIT SERVICES	\$734.01 NOVEMBER WAN SERVICES
POWERPLAN BF	\$314.50 TRENCHER PARTS(E)
ROBERT B HILL CO.	\$460.27 ICE MELT BAGS
RW BECK GROUP, INC, LEIDOS ENG, LL	\$4,781.50 NOVEMBER SPU LONG RANGE PLAN STUDY
SPENCER FANE LLP	\$6,011.00 NOVEMBER LEGAL FEES
SRF CONSULTING GROUP, INC.	\$1,226.47 WO#2885 NOV PROF SVCS RELOC HAWKINSON
STAR ENERGY SERVICES	\$7,265.59 2024 POLE INSPECTION
TESCO - THE EASTERN SPECIALITY COMPANY	\$250.00 1ST QTR 1/1/25-3/31/25 ADAPTIV SVCS
THE WINSTON COMPANY	\$556.08 YELLOW POLY LINER(W)
VALLEY-RICH CO., INC	\$33,695.99 VALVE REPAIR PONDS WAY/BLUE JAY ST
BRIAN VAN BEEK	\$500.00 ENERGY STAR COOLING/HEATING REBATE
VERIZON	\$614.25 NOVEMBER TRUCK TRACKING
VIVID IMAGE, INC.	\$650.00 DECEMBER ESSENTIAL+PLAN RETAINER
JAMIE VON BANK	\$50.90 REIMB PARTS FOR SPRINKLER REPAIR
WESCO RECEIVABLES CORP.	\$1,280.45 PLS BFD-050 HAWK EYE BIRD
XCEL ENERGY	\$1,623.03 GAS USAGE 10/22-11/20 VALLEY PARK DR
JULIE YANG	\$500.00 RESIDENTIAL SOLAR REBATE
AMERICAN NATL BANK_MASTERCARD_ACH	\$13,527.94 NOVEMBER CC STMT
FIRST DATA CORPORATION	\$11,033.62 NOV CC FEES FIRST DATA
FURTHER - ACH	\$680.50 FLEX CLAIM REIMBURSEMENTS
VERIZON WIRELESS SERVICES LLC	\$3,952.77 NOV CELL PHONE BILL 10/24-11/23 2024
MMPA C/O AVANT ENERGY	\$2,500,793.90 NOVEMBER POWER BILL
MN DEPT OF REVENUE ACH PAYMENTS	\$284,852.00 NOVEMBER SALES & USE TAX PAYABLE
PAYROLL DIRECT DEPOSIT 12.13.24	\$126,481.44
BENEFITS & TAXES FOR 12.13.24	\$125,977.70

Total Week of 12/13/2024**\$4,284,078.38**

WEEK OF 12/20/2024

ALTEC INDUSTRIES INC	1,422.86 HASTINGS EV-40 COMBO TEL-O-POLES
AMARIL UNIFORM COMPANY	1,628.18 SPU CLOTHING T.OBRIEN
ANCOM COMMUNICATIONS INC	658.58 RADIO FOR DUMP TRK#692(E)
B & B TRANSFORMER INC	5,594.00 2 - 25 PAD RM
B & L TRUCK REPAIR INC	20,821.75 DOT INSPECTIONS (E)
BORDER STATES ELECTRIC SUPPLY	108,552.05 AMI 2742&2718 FIELD SERVICE UNIT 5.0
BRADLEY CARLSON	147.50 PER DIEM ST CLOUD MMUA CONF
CITY OF SHAKOPPE	4,266.85 NOVEMBER FUEL BILL
COMCAST CABLE COMM INC.	2.30 CABLE FOR BREAKROOMS
CONFERENCE TECHNOLOGIES, INC.	34,310.58 WO2848 COMM ROOM REMODEL SVC
CULVER COMPANY	2,919.86 UTILITY LINEMAN PUZZLE
KURT DIEDE	500.00 ENERGY STAR COOLING/HEATING REBATE
DORAN CANTERBURY II LLC	39,917.00 INTERIOR/EXTERIOR LIGHTING REBATE
FASTENAL IND & CONST SUPPLIES	174.38 3/8-16X3 1/2S/S HCS
FERGUSON US HOLDINGS, INC.	226.77 TRACER WIRE(E)
GRAINGER INC	132.20 DRILL SET(E)
MATTHEW GRIEBEL	147.50 PER DIEM ST CLOUD MMUA CONF
HERMAN'S LANDSCAPE SUPPLIES INC.	398.50 SAND(E)
YANG HSU	175.00 ENERGY STAR CLOTHES WASHER REBATE
IDEAL SERVICE	502.50 TRBLE SHOOT SHORT CIRCUIT WELL#7
INNOVATIVE OFFICE SOLUTIONS	577.80 OFFICE SUPPLIES
RANDALL A KROENKE	50.00 WATER SENSE TOILET REBATE
MARCIA MAULWURF	500.00 ENERGY STAR COOLING/HEATING REBATE
MINN DEPT OF COMMERCE	12,004.33 3RD QTR FISCAL YEAR 2025 INDIRECT ASSESS
MINN VALLEY TESTING LABS INC	354.00 WATER TESTING NITRATE+NITRATE
MPOWER TECHNOLOGIES, INC.	350.00 MPOWER CLOUD HOSTING SERVER
MRA-THE MANAGEMENT ASSOCIATION	1,250.00 ANNUAL MEMEBRSHIP 1/1/25-12/31/25
GERRY NEVILLE	146.73 REIMBURSE 219 MILES
NORTHERN TOOL & EQUIP CATALOG HOLD INC	540.94 CONVERTIBLE HAND TR(W)
NORTHWESTERN POWER EQUIPMENT CO. INC	1,596.50 CLEAN WATER COMBO AIR VALVE
TONYA PINKARD	175.00 ENERGY STAR CLOTHES WASHER REBATE
PLUNKETT'S PEST CONT, INC.	155.89 GENERAL PEST CONTROL WELL/P.H.#4
RDO-VERMEER LLC	227.96 ROTARY BASE(E)
RESCO	167,113.86 1 - 225KVA 3PH TRANSFORMER
RICE LAKE CONSTRUCTION GROUP	258,882.04 WO#2581 P.H.#23 PYMT #10
DYLAN RICHARDS	206.99 REIMB SAFETY BOOT EXPENSE
JUSTIN ROTERT	275.00 SAFETY BOOT REIMBURSEMENT
JACK SCHINTZ	147.50 PER DIEM ST CLOUD MMUA CONF
JOHN SENIWONG	500.00 ENERGY STAR COOLING/HEATING REBATE
JORDAN STOCKER	147.50 PER DIEM ST CLOUD MMUA CONF
TEST GAUGE & BACKFLOW SUPPLY INC	1,188.00 CALIBRATION/RE-CERTIFICATION(W)
ULINE, INC.	71.71 3"WHITE CIRCLE LBL 500/RL(E)
UPS STORE # 4009	41.38 SHIPPING FOR CRIMPER REPAIR(E)
JAMIE VON BANK	147.50 PER DIEM ST CLOUD MMUA CONF
WESCO RECEIVABLES CORP.	165.81 LAMP 400W HPS ST. LIGHT
MOHAMED ZIEDAN	175.00 ENERGY STAR CLOTHES WASHER REBATE
FURTHER - ACH	540.83 MEDICAL/DEP CARE FLEX CLAIM REIMB'S

Total Week of 12/20/2024

\$670,030.63

WEEK OF 12/27/2024

AAR BUILDING SERVICE CO.	\$2,284.25	STRIP/SEAL/WAX BREAKROOM FLOORS
ALTEC INDUSTRIES INC	\$155.80	UTILITY KNIFE(E)
AMARIL UNIFORM COMPANY	\$345.36	SPU CLOTHING J.VONBANK
AMERICAN WATER WORKS ASSN	\$83.00	D.HAGEN MEMBERSHIP RENEWAL 2025
BEST BUY BUSINESS ADVANTAGE ACCOUNT	\$372.62	APC-BACK-UPS PRO 1350VA
BORDER STATES ELECTRIC SUPPLY	\$12,868.07	CONNECTOR
CDW GOVERNMENT LLC	\$431.27	TILE GRID CEIL MNT/DOME CAMERA
CHOICE ELECTRIC INC	\$12,650.00	WO#2848 COMM ROOM UPGRADES
ANGELICA CONTRERAS	\$50.00	ENERGY STAR CLOTHESWASHER REBATE
ANGELICA CONTRERAS	\$125.00	ENERGY STAR CLOTHES WASHER REBATE
CORE & MAIN LP	\$169.69	4X2 TAPT BLIND FLG(W)
GREG DRENT	\$88.50	PER DIEM MMUA CONF ST CLOUD
ELECTRICAL PRODUCTION SERVICES	\$47,142.00	WO#2912 ISP & OSP TELECOM
GRAINGER INC	\$969.54	TORCH KIT(E)
ROBERT HILLMAN	\$150.00	ENERGY STAR DISHWASHER REBATE
RANDI HOCHHALTER	\$150.00	ENERGY STAR DISHWASHER REBATE
INNOVATIVE OFFICE SOLUTIONS	\$90.68	OFFICE SUPPLIES
INTERSTATE ALL BATTERY CTR	\$242.68	BATTERY(E)
IRBY - STUART C IRBY CO	\$5,080.00	DURH 1012124 GROUND SLEEVE
BRYAN KARST	\$75.00	ENERGY STAR REFRIGERATOR REBATE
GAGANA KARUNANAYAKE	\$100.00	ENERGY STAR DISHWASHER REBATE
LOFFLER COMPANIES - 131511	\$229.35	POSTAGE EQUIP AGREEMENT INVOICE
MINN VALLEY TESTING LABS INC	\$283.00	WATER TESTING COLIFORM
NAPA AUTO PARTS	\$12.46	MAGIC ERASERS/SPONGES(E)
GERRY NEVILLE	\$97.82	REIMBURSE 146 MILES
NORTH AMERICAN SAFETY, INC.	\$540.00	GLOBAL GLOVE- CLASS 2 ANTISTATIC FR VEST
ZACH OWENS	\$125.00	ENERGY STAR CLOTHES WASHER REBATE
PEAK DEMAND INC.	\$10,722.00	CT 200/5 BAR MULTI-RANGE HIGH ACCURACY
PIPESTONE EQUIPMENT, AN IMPEL CO	\$3,288.33	ValMatic 102DISV Air/Vac Valve(W)
POWER TESTING AND ENERGIZATION INC.	\$5,756.30	WO#2920 PIKE LK SUB ATS CONTROLLER
KATHY PUETZ	\$150.00	ENERGY STAR DISHWASHER REBATE
RESCO	\$68,695.38	1 112.5KVA 3PH TRANSFORMER
RICE-STROMGREN ARCHITECTS	\$845.00	WO#2848 COMM ROOM REMODEL
RICHARD RIES	\$150.00	ENERGY STAR DISHWASHER REBATE
ABHIK SAHA	\$125.00	ENERGY STAR CLOTHES WASHER REBATE
SCOTT COUNTY RECORDERS	\$46.00	REC RELEASE WC AGREEMENT DECO SHAKO LLC
SCOTT COUNTY TREASURER	\$2,100.00	DECEMBER FIBER CHARGE
LISA SVIHEL	\$50.00	WATER SENSE TOILET REBATE
ULINE, INC.	\$234.38	STRETCH WRAP(E)
VALLEY-RICH CO., INC	\$719.70	WARNING LITES OF MN PONDS/BLUE JAY
JAMIE VON BANK	\$113.70	REIMBURSE FOR SHOP SUPPLIES
WESCO RECEIVABLES CORP.	\$4,122.51	LAMP 250W HPS ST. LIGHT
PAYROLL DIRECT DEPOSIT 12.27.24	\$127,908.25	
BENEFITS & TAXES FOR 12.27.24	\$125,234.28	

Total Week of 12/27/2024

\$435,171.92

Grand Total

\$6,303,076.20

Kelley Willemssen

Presented for approval by: Director of Finance & Administration

Approved by General Manager

Approved by Commission President



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To: SPU Commissioners

From: Greg Drent, General Manager *GD*

Date: January 2, 2025

Subject: MMPA December 2024 Meeting Update

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on December 17, 2024, at Chaska City Hall in Chaska, Minnesota and via videoconference.

The Board reviewed the Agency's financial and operating performance for November 2024.

Clean Energy Choice program participation increased from 5.9% to 6.0%.

The Board approved rates for 2025, which are the same as 2024 rates.

The Board discussed the status of renewable projects the Agency is pursuing.

Robert Striker has been engaged as MMPA's general counsel. Mr. Striker performed legal services for MMPA while at Stinson LLP and has substantial experience in MMPA matters.

The following officers were elected for 2025:

Chairman	Matt Podhradsky
Vice Chairman	Keith Mykleseth
Treasurer	Greg Drent
Secretary	Mark Hanson

Monthly Water Dashboard

As of: November 2024

Shakopee Public Utilities Commission

ALL VALUES IN MILLIONS OF GALLONS

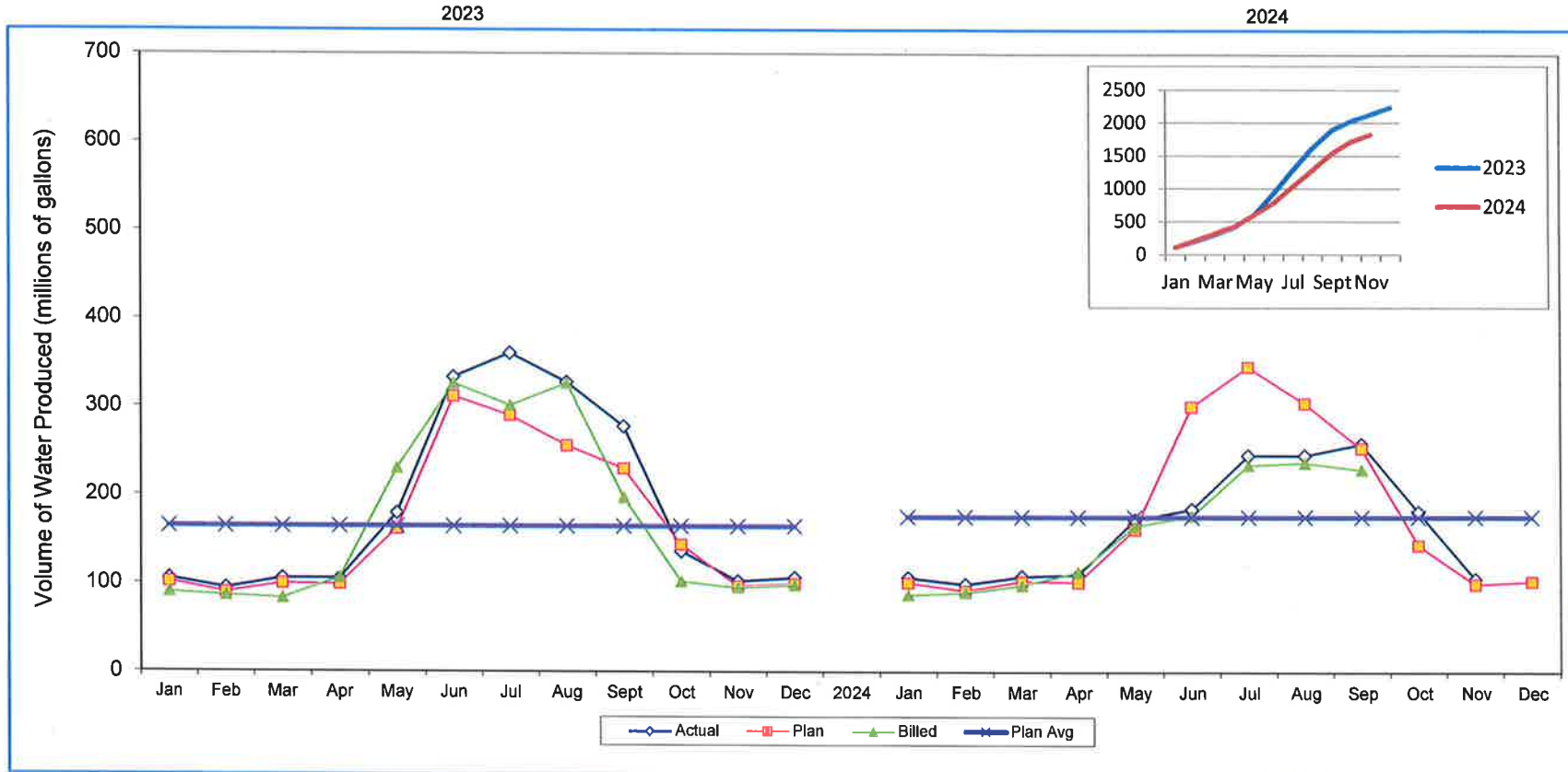
Element/Measure

Water Pumped/Metered

Monthly Avg

Last 6 months actuals	185	246	246	259	182	106
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2021	173
2022	167
2023	187



	2023												2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Actual	106	95	106	106	180	334	361	328	278	137	103	107	107	100	109	111	173	185	246	246	259	182	106	
Plan	102	90	100	99	162	312	290	256	230	144	97	100	101	92	103	102	162	301	346	305	254	144	100	103
YTD % *													106%	107%	107%	107%	107%	91%	85%	84%	87%	90%	91%	
Billed	91	87	84	107	231	327	302	327	198	103	96	99	88	91	99	114	166	178	235	238	230			

* Actual gallons pumped vs. Plan



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TO: Greg Drent, General Manager 

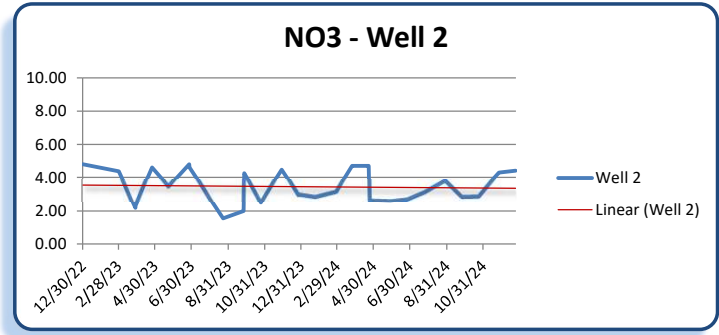
FROM: Lon R. Schemel, Water Superintendent 

SUBJECT: Nitrate Results -- Advisory

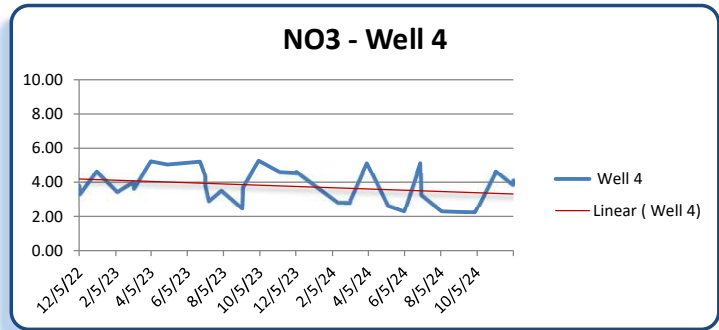
DATE: December 31, 2024

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

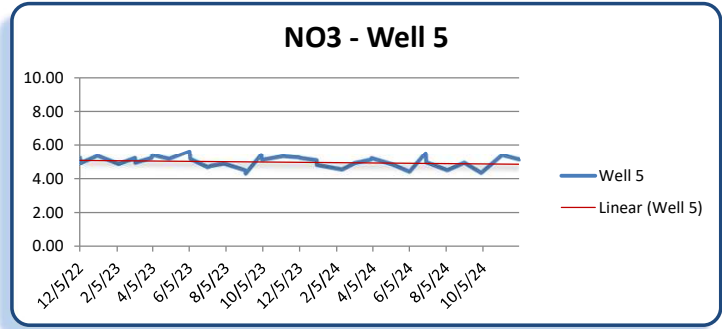
Location	Sample Collected	Results Received	Results	Lab
2	12/30/22	4/6/23	4.80	MDH
2	2/28/23	3/10/23	4.38	MVTL
2	3/28/23	4/4/23	2.18	MVTL
2	3/28/23	6/13/23	2.30	MDH
2	4/25/23	5/4/23	4.60	MVTL
2	5/23/23	6/7/23	3.44	MVTL
2	6/26/23	7/19/23	4.80	MDH
2	6/27/23	6/30/23	4.61	MVTL
2	8/22/23	10/4/23	1.55	MVTL
2	9/25/23	10/26/23	2.00	MDH
2	9/26/23	10/4/23	4.26	MVTL
2	10/24/23	10/26/23	2.51	MVTL
2	11/28/23	12/7/23	4.48	MVTL
2	12/26/23	12/27/23	2.96	MVTL
2	12/26/23	2/8/24	3.00	MDH
2	1/23/24	1/29/24	2.86	MVTL
2	2/27/24	2/29/24	3.15	MVTL
2	3/25/24	4/11/24	4.70	MDH
2	4/22/24	5/8/24	4.70	MDH
2	4/23/24	4/25/24	2.65	MVTL
2	5/28/24	6/10/24	2.62	MVTL
2	6/25/24	7/24/24	2.72	MVTL
2	7/23/24	8/14/24	3.12	MVTL
2	8/27/24	10/10/24	3.78	MVTL
2	9/24/24	10/10/24	2.86	MVTL
2	10/22/24	11/4/24	2.89	MVTL
2	11/26/24	12/2/24	4.30	MVTL
2	12/24/24	12/30/24	4.41	MVTL



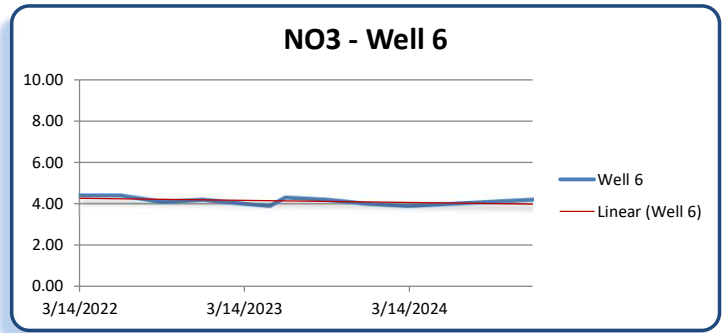
4	12/5/22	2/9/23	3.80	MDH
4	12/6/22	12/8/22	3.30	MVTL
4	1/3/23	3/10/23	4.62	MVTL
4	2/7/23	3/10/23	3.43	MVTL
4	3/6/23	4/6/23	4.00	MDH
4	3/7/23	3/10/23	3.62	MVTL
4	4/4/23	4/6/23	5.23	MVTL
4	5/2/23	5/5/23	5.03	MVTL
4	6/26/23	9/27/23	5.20	MDH
4	7/5/23	7/19/23	4.35	MVTL
4	7/5/23	7/19/23	3.80	MDH
4	7/11/23	7/14/23	2.90	MVTL
4	8/1/23	8/7/23	3.51	MVTL
4	9/5/23	9/14/23	2.47	MVTL
4	9/6/23	10/26/23	3.70	MDH
4	10/3/23	10/12/23	5.26	MVTL
4	11/7/23	11/9/23	4.59	MVTL
4	12/5/23	12/7/23	4.52	MVTL
4	12/5/23	2/8/24	4.60	MDH
4	1/2/24	1/5/24	3.88	MVTL
4	2/13/24	2/22/24	2.82	MVTL
4	3/4/24	4/25/24	2.80	MDH
4	3/5/24	3/11/24	2.95	MVTL
4	4/2/24	4/3/24	5.10	MVTL
4	5/7/24	5/9/24	2.63	MVTL
4	6/4/24	6/20/24	2.30	MVTL
4	7/1/24	7/24/24	5.10	MDH
4	7/2/24	7/24/24	3.26	MVTL
4	8/6/24	8/14/24	2.30	MVTL
4	9/3/24	9/10/24	2.26	MVTL
4	10/1/24	10/10/24	2.24	MVTL
4	11/5/24	11/13/24	4.62	MVTL
4	12/3/24	12/12/24	3.84	MVTL
4	12/4/24	12/31/24	4.10	MDH



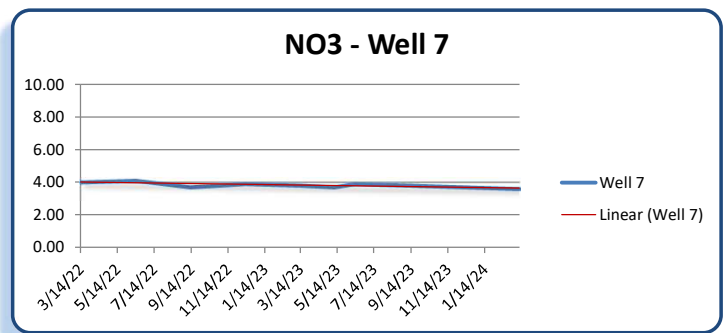
Location	Sample Collected	Results Received	Results	Lab
5	12/5/22	2/9/23	5.20	MDH
5	12/6/22	12/8/22	4.89	MVTL
5	1/3/23	3/10/23	5.32	MVTL
5	2/7/23	3/10/23	4.85	MVTL
5	3/6/23	4/6/23	5.20	MDH
5	3/7/23	3/10/23	4.92	MVTL
5	4/3/23	5/16/23	5.20	MDH
5	4/4/23	4/6/23	5.37	MVTL
5	5/2/23	5/5/23	5.15	MVTL
5	6/5/23	7/19/23	5.60	MDH
5	6/6/23	6/12/23	5.13	MVTL
5	7/5/23	7/19/23	4.67	MVTL
5	7/11/23	7/14/23	4.75	MVTL
5	8/1/23	8/7/23	4.87	MVTL
5	9/5/23	9/14/23	4.50	MVTL
5	9/6/23	10/26/23	4.30	MDH
5	10/2/23	11/2/23	5.40	MDH
5	10/3/23	10/12/23	5.08	MVTL
5	11/7/23	11/9/23	5.30	MVTL
5	12/5/23	12/7/23	5.22	MVTL
5	12/5/23	2/8/24	5.20	MDH
5	1/2/24	1/5/24	5.06	MVTL
5	1/2/24	2/8/24	4.80	MDH
5	2/13/24	2/22/24	4.53	MVTL
5	3/5/24	3/11/24	4.89	MVTL
5	4/1/24	4/25/24	5.10	MDH
5	4/2/24	4/3/24	5.19	MVTL
5	5/7/24	5/9/24	4.82	MVTL
5	6/4/24	6/20/24	4.41	MVTL
5	7/1/24	7/24/24	5.50	MDH
5	7/2/24	7/24/24	4.95	MVTL
5	8/6/24	8/14/24	4.49	MVTL
5	9/3/24	9/10/24	4.92	MVTL
5	10/1/24	10/10/24	4.34	MVTL
5	11/5/24	11/13/24	5.36	MVTL
5	12/3/24	12/12/24	5.11	MVTL



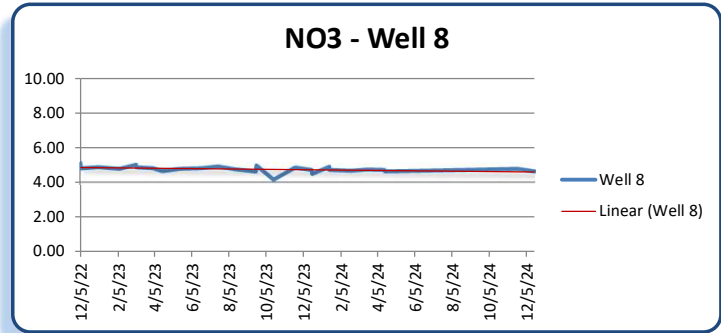
6	3/14/2022	4/6/22	4.40	MDH
6	6/13/2022	7/11/22	4.40	MDH
6	9/12/2022	10/25/22	4.10	MDH
6	12/12/2022	2/9/23	4.20	MDH
6	3/13/2023	4/6/23	4.00	MDH
6	5/9/2023	5/16/23	3.90	MVTL
6	6/12/2023	7/19/23	4.30	MDH
6	9/11/2023	10/26/23	4.20	MDH
6	12/11/2023	2/8/24	4.00	MDH
6	3/11/2024	4/25/24	3.90	MDH
6	12/11/24	12/31/24	4.20	MDH



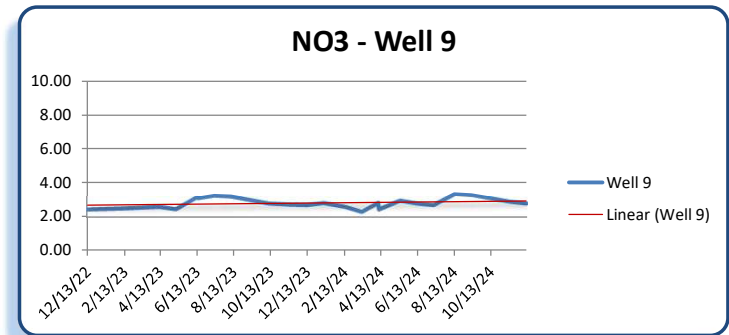
7	3/14/22	4/6/22	4.00	MDH
7	6/13/22	7/11/22	4.10	MDH
7	9/12/22	10/25/22	3.70	MDH
7	12/12/22	2/9/23	3.90	MDH
7	3/13/23	4/6/23	3.80	MDH
7	5/9/23	5/16/23	3.70	MVTL
7	6/12/23	7/19/23	3.90	MDH
7	9/11/23	10/26/23	3.80	MDH
7	12/11/23	2/8/24	3.70	MDH
7	3/11/24	4/25/24	3.60	MDH



Location	Sample Collected	Results Received	Results	Lab
8	12/5/22	2/9/23	5.10	MDH
8	12/6/22	12/8/22	4.79	MVTL
8	1/3/23	3/10/23	4.86	MVTL
8	2/7/23	3/10/23	4.76	MVTL
8	3/6/23	4/6/23	5.00	MDH
8	3/7/23	3/10/23	4.85	MVTL
8	4/3/23	5/16/23	4.80	MDH
8	4/18/23	5/4/23	4.63	MVTL
8	5/16/23	5/25/23	4.76	MVTL
8	6/21/23	9/27/23	4.80	MDH
8	7/18/23	7/20/23	4.90	MVTL
8	8/15/23	8/16/23	4.74	MVTL
8	9/18/23	10/26/23	4.60	MDH
8	9/19/23	9/27/23	4.96	MVTL
8	10/17/23	10/26/23	4.14	MVTL
8	11/21/23	12/7/23	4.84	MVTL
8	12/18/23	2/8/24	4.70	MDH
8	12/19/23	12/21/23	4.47	MVTL
8	1/16/24	1/24/24	4.89	MVTL
8	1/16/24	2/8/24	4.70	MDH
8	2/20/24	2/22/24	4.65	MVTL
8	3/19/24	3/25/24	4.72	MVTL
8	4/15/24	5/8/24	4.70	MDH
8	4/16/24	4/25/24	4.61	MVTL
8	7/16/24	7/24/24	4.68	MVTL
8	11/19/24	11/21/24	4.76	MVTL
8	12/17/24	12/23/24	4.61	MVTL

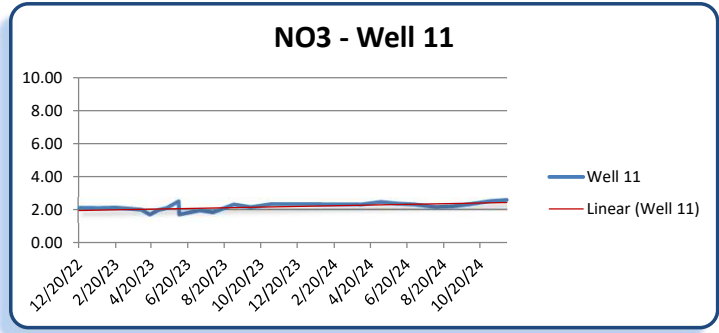


9	12/13/22	12/14/22	2.43	MVTL
9	2/14/23	2/16/23	2.49	MVTL
9	4/11/23	10/4/23	2.57	MVTL
9	5/9/23	5/16/23	2.44	MVTL
9	6/12/23	7/19/23	3.10	MDH
9	6/15/23	6/22/23	3.07	MVTL
9	7/11/23	7/14/23	3.21	MVTL
9	8/8/23	8/10/23	3.16	MVTL
9	10/10/23	10/12/23	2.76	MVTL
9	11/14/23	11/20/23	2.70	MVTL
9	12/12/23	12/13/23	2.68	MVTL
9	1/9/24	1/24/24	2.79	MVTL
9	2/13/24	2/22/24	2.58	MVTL
9	3/12/24	3/14/24	2.29	MVTL
9	4/8/24	4/25/24	2.80	MDH
9	4/9/24	4/10/24	2.43	MVTL
9	5/14/24	5/29/24	2.93	MVTL
9	6/11/24	6/20/24	2.77	MVTL
9	7/9/24	8/14/24	2.68	MVTL
9	8/13/24	8/23/24	3.31	MVTL
9	9/10/24	10/10/24	3.25	MVTL
9	11/12/24	11/14/24	2.86	MVTL
9	12/10/24	12/12/24	2.77	MVTL

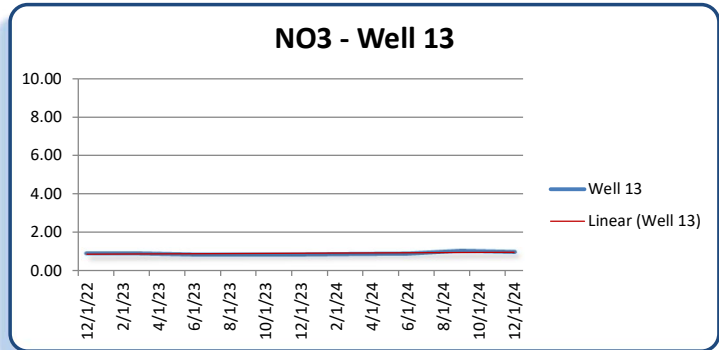


10	4/17/12	4/20/12	< 1.00	TCWC
10	1/21/14	1/29/14	< 1.00	TCWC
10	3/25/14	4/1/14	3.61	MVTL
10	4/23/14	5/7/14	< 0.20	MVTL
10	4/23/14	6/16/14	< 0.05	MDH
10	6/16/15	6/26/15	< 0.05	MVTL
10	4/11/17	4/17/17	< 0.05	MVTL
10	1/8/19	1/14/19	< 0.05	MVTL
10	7/9/19	7/24/19	< 0.05	MVTL
10	10/12/21	10/20/21	< 0.05	MVTL
10	5/9/23	5/16/23	< 0.05	MVTL

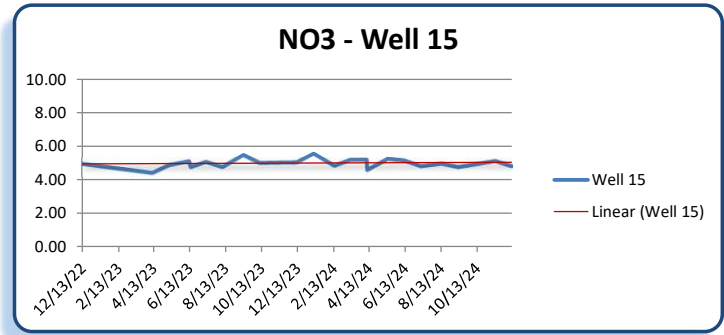
Location	Sample Collected	Results Received	Results	Lab
11	12/20/22	12/21/22	2.10	MVTL
11	1/24/23	3/10/23	2.08	MVTL
11	2/21/23	2/28/23	2.11	MVTL
11	4/4/23	4/6/23	1.98	MVTL
11	4/18/23	5/4/23	1.68	MVTL
11	5/2/23	5/5/23	1.96	MVTL
11	5/16/23	5/25/23	2.09	MVTL
11	6/5/23	7/19/23	2.50	MDH
11	6/6/23	6/12/23	1.68	MVTL
11	7/11/23	7/14/23	1.95	MVTL
11	8/1/23	8/7/23	1.82	MVTL
11	9/5/23	9/14/23	2.30	MVTL
11	10/3/23	10/12/23	2.14	MVTL
11	11/7/23	11/9/23	2.33	MVTL
11	4/1/24	4/25/24	2.30	MDH
11	4/2/24	4/3/24	2.29	MVTL
11	5/7/24	5/9/24	2.46	MVTL
11	6/4/24	6/20/24	2.36	MVTL
11	7/2/24	7/24/24	2.30	MVTL
11	8/6/24	8/14/24	2.15	MVTL
11	9/3/24	9/10/24	2.19	MVTL
11	10/1/24	10/10/24	2.32	MVTL
11	11/5/24	11/13/24	2.51	MVTL
11	12/3/24	12/12/24	2.58	MVTL



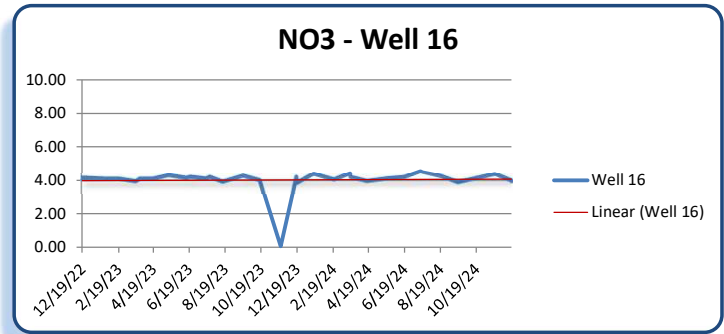
12	12/8/20	12/28/20	0.69	MVTL
12	3/9/21	3/23/21	0.60	MVTL
12	6/1/21	6/7/21	0.57	MVTL
12	9/14/21	9/29/21	0.59	MVTL
12	12/14/21	12/27/21	0.50	MVTL
12	3/23/22	4/6/22	0.48	MVTL
12	6/14/22	6/23/22	0.49	MVTL
12	9/13/22	9/21/22	0.46	MVTL
12	12/13/22	12/14/22	0.46	MVTL
13	12/6/22	12/8/22	0.89	MVTL
13	3/7/23	3/10/23	0.89	MVTL
13	6/6/23	6/12/23	0.83	MVTL
13	12/5/23	12/7/23	0.83	MVTL
13	3/5/24	3/11/24	0.86	MVTL
13	6/4/24	6/20/24	0.88	MVTL
13	9/10/24	10/10/24	1.03	MVTL
13	12/3/24	12/12/24	0.97	MVTL
14	4/23/14	6/16/14	< 0.05	MDH
14	4/11/17	4/17/17	< 0.05	MVTL
14	9/5/17	9/26/17	< 0.05	MVTL
14	12/5/17	12/22/17	< 0.05	MVTL
14	3/6/18	3/26/18	< 0.05	MVTL
14	6/5/18	6/14/18	< 0.05	MVTL



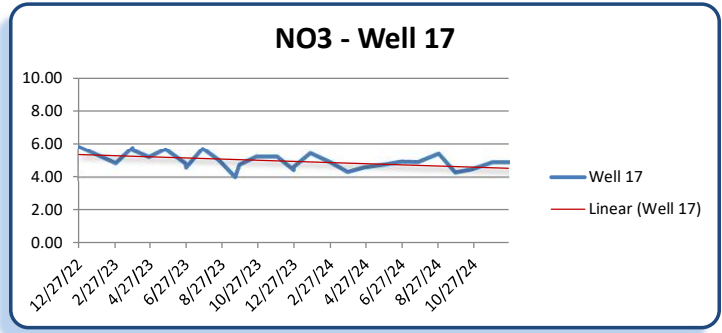
Location	Sample Collected	Results Received	Results	Lab
15	12/13/22	12/14/22	4.96	MVTL
15	4/11/23	10/4/23	4.43	MVTL
15	5/9/23	5/16/23	4.88	MVTL
15	6/12/23	7/19/23	5.10	MDH
15	6/15/23	6/22/23	4.77	MVTL
15	7/11/23	7/14/23	5.07	MVTL
15	8/8/23	8/10/23	4.77	MVTL
15	9/12/23	9/14/23	5.47	MVTL
15	10/10/23	10/12/23	5.00	MVTL
15	11/14/23	11/20/23	5.03	MVTL
15	12/12/23	12/13/23	5.04	MVTL
15	1/9/24	1/24/24	5.56	MVTL
15	2/13/24	2/22/24	4.84	MVTL
15	3/12/24	3/14/24	5.19	MVTL
15	4/8/24	4/25/24	5.20	MDH
15	4/9/24	4/10/24	4.60	MVTL
15	5/14/24	5/29/24	5.25	MVTL
15	6/11/24	6/20/24	5.15	MVTL
15	7/9/24	8/14/24	4.82	MVTL
15	8/13/24	8/23/24	4.97	MVTL
15	9/10/24	10/10/24	4.76	MVTL
15	11/12/24	11/14/24	5.12	MVTL
15	12/10/24	12/12/24	4.82	MVTL



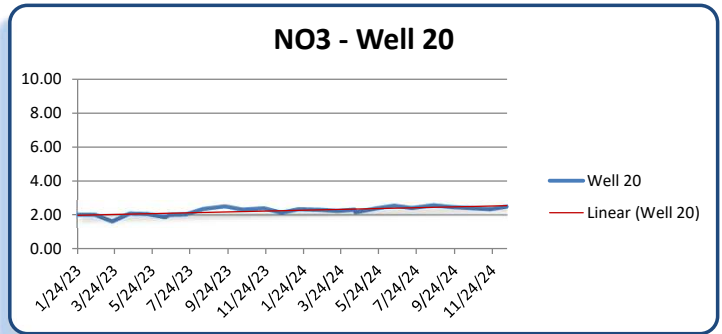
16	12/19/22	4/6/23	4.10	MDH
16	12/20/22	12/21/22	4.15	MVTL
16	1/24/23	3/10/23	4.10	MVTL
16	2/21/23	2/28/23	4.08	MVTL
16	3/21/23	3/29/23	3.95	MVTL
16	3/28/23	6/13/23	4.10	MDH
16	4/18/23	5/4/23	4.09	MVTL
16	5/16/23	5/25/23	4.28	MVTL
16	6/15/23	6/22/23	4.14	MVTL
16	6/21/23	9/27/23	4.20	MDH
16	7/18/23	7/20/23	4.10	MVTL
16	7/24/23	8/10/23	4.20	MDH
16	8/15/23	8/16/23	3.92	MVTL
16	9/19/23	9/27/23	4.26	MVTL
16	10/17/23	10/26/23	4.01	MVTL
16	11/21/23	12/7/23	0.05	MVTL
16	12/18/23	2/8/24	4.20	MDH
16	12/19/23	12/21/23	3.86	MVTL
16	1/16/24	1/24/24	4.37	MVTL
16	2/20/24	2/22/24	4.05	MVTL
16	3/18/24	4/11/24	4.40	MDH
16	3/19/24	3/25/24	4.18	MVTL
16	4/16/24	4/25/24	3.96	MVTL
16	5/21/24	5/29/24	4.11	MVTL
16	6/18/24	6/26/24	4.18	MVTL
16	7/16/24	7/24/24	4.52	MVTL
16	7/16/24	8/14/24	4.50	MDH
16	8/20/24	8/28/24	4.24	MVTL
16	9/17/24	10/10/24	3.89	MVTL
16	11/19/24	11/21/24	4.36	MVTL
16	12/17/24	12/23/24	3.94	MVTL
16	12/16/24	12/31/24	4.00	MDH



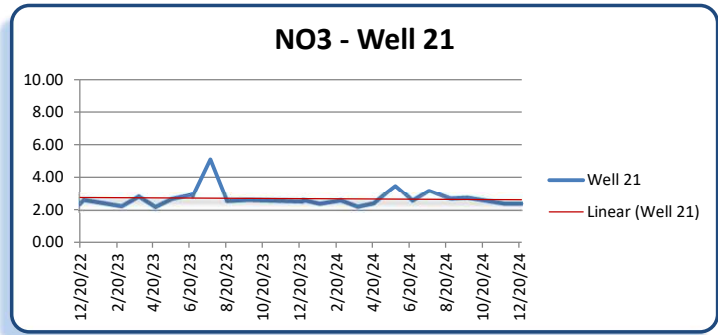
Location	Sample Collected	Results Received	Results	Lab
17	12/27/22	2/24/23	5.81	MVTL
17	12/27/22	4/6/23	5.80	MDH
17	2/28/23	3/10/23	4.82	MVTL
17	3/28/23	4/4/23	5.74	MVTL
17	3/28/23	6/13/23	5.60	MDH
17	4/24/23	5/25/23	5.20	MDH
17	4/25/23	5/4/23	5.18	MVTL
17	5/23/23	6/7/23	5.65	MVTL
17	6/26/23	9/27/23	4.80	MDH
17	6/27/23	6/30/23	4.55	MVTL
17	7/25/23	7/31/23	5.69	MVTL
17	8/22/23	10/4/23	4.98	MVTL
17	9/18/23	10/26/23	4.00	MDH
17	9/25/23	10/26/23	4.70	MDH
17	9/26/23	10/4/23	4.74	MVTL
17	10/24/23	10/26/23	5.20	MVTL
17	11/28/23	12/7/23	5.20	MVTL
17	12/26/23	12/27/23	4.42	MVTL
17	12/26/23	2/8/24	4.60	MDH
17	1/23/24	1/29/24	5.40	MVTL
17	2/27/24	2/29/24	4.85	MVTL
17	3/26/24	4/1/24	4.30	MVTL
17	4/23/24	4/25/24	4.57	MVTL
17	5/28/24	6/10/24	4.73	MVTL
17	6/25/24	7/24/24	4.91	MVTL
17	7/23/24	8/14/24	4.88	MVTL
17	8/27/24	10/10/24	5.37	MVTL
17	9/24/24	10/10/24	4.27	MVTL
17	10/22/24	11/4/24	4.45	MVTL
17	11/26/24	12/2/24	4.86	MVTL
17	12/24/24	12/30/24	4.87	MVTL



20	1/24/23	3/10/23	2.01	MVTL
20	2/21/23	2/28/23	2.01	MVTL
20	3/21/23	3/29/23	1.62	MVTL
20	4/18/23	5/4/23	2.08	MVTL
20	5/16/23	5/25/23	2.05	MVTL
20	6/15/23	6/22/23	1.86	MVTL
20	6/21/23	7/19/23	2.00	MDH
20	7/18/23	7/20/23	2.03	MVTL
20	8/15/23	8/16/23	2.34	MVTL
20	9/19/23	9/27/23	2.49	MVTL
20	10/17/23	10/26/23	2.30	MVTL
20	11/21/23	12/7/23	2.37	MVTL
20	12/19/23	12/21/23	2.12	MVTL
20	1/16/24	1/24/24	2.33	MVTL
20	2/20/24	2/22/24	2.29	MVTL
20	3/19/24	3/25/24	2.23	MVTL
20	4/15/24	5/8/24	2.30	MDH
20	4/16/24	4/25/24	2.15	MVTL
20	5/21/24	5/29/24	2.37	MVTL
20	6/18/24	6/26/24	2.52	MVTL
20	7/16/24	7/24/24	2.39	MVTL
20	8/20/24	8/28/24	2.55	MVTL
20	9/17/24	10/10/24	2.45	MVTL
20	11/19/24	11/21/24	2.32	MVTL
20	12/17/24	12/23/24	2.47	MVTL

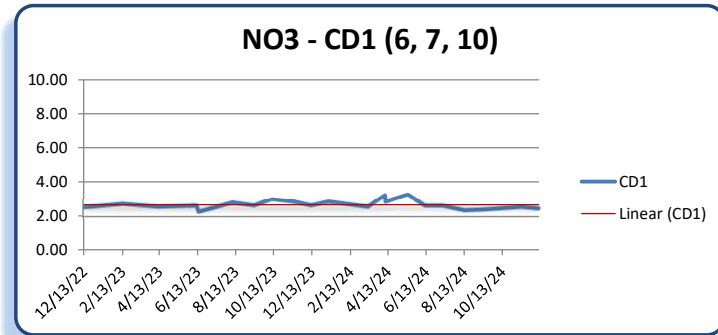


Location	Sample Collected	Results Received	Results	Lab
21	12/20/22	12/21/22	2.34	MVTL
21	12/27/22	4/6/23	2.60	MDH
21	2/28/23	3/10/23	2.23	MVTL
21	3/28/23	4/4/23	2.78	MVTL
21	3/28/23	6/13/23	2.80	MDH
21	4/25/23	5/4/23	2.19	MVTL
21	5/23/23	6/7/23	2.66	MVTL
21	6/26/23	7/19/23	2.90	MDH
21	6/26/23	9/27/23	2.80	MDH
21	6/27/23	6/30/23	2.91	MVTL
21	7/25/23	7/31/23	5.09	MVTL
21	8/22/23	10/3/23	2.53	MVTL
21	9/25/23	10/26/23	2.60	MDH
21	9/26/23	10/3/23	2.60	MVTL
21	12/26/23	12/27/23	2.50	MVTL
21	12/26/23	2/8/24	2.60	MDH
21	1/23/24	1/29/24	2.38	MVTL
21	2/27/24	2/29/24	2.57	MVTL
21	3/26/24	4/1/24	2.20	MVTL
21	4/22/24	5/8/24	2.40	MDH
21	4/23/24	4/25/24	2.44	MVTL
21	5/28/24	6/10/24	3.44	MVTL
21	6/25/24	7/24/24	2.56	MVTL
21	7/23/24	8/14/24	3.14	MVTL
21	8/27/24	10/10/24	2.67	MVTL
21	9/24/24	10/10/24	2.72	MVTL
21	10/22/24	11/4/24	2.57	MVTL
21	11/26/24	12/2/24	2.38	MVTL
21	12/24/24	12/30/24	2.38	MVTL



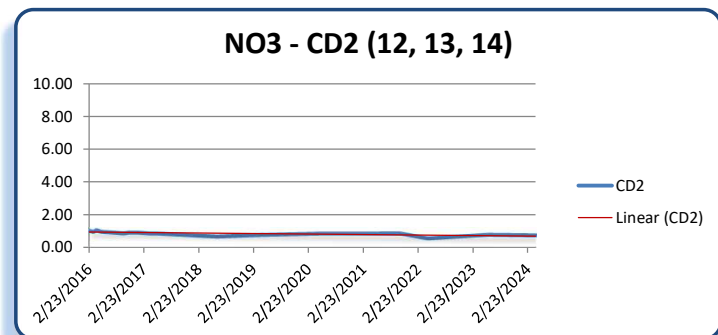
Combined Discharge - Wells 6-7-10

Location	Sample Collected	Results Received	Results	Lab
CD 1	12/13/22	12/14/22	2.50	MVTL
CD 1	2/14/23	2/16/23	2.70	MVTL
CD 1	4/11/23	10/4/23	2.54	MVTL
CD 1	6/12/23	7/19/23	2.60	MDH
CD 1	6/15/23	6/22/23	2.26	MVTL
CD 1	7/11/23	7/14/23	2.51	MVTL
CD 1	8/8/23	8/10/23	2.78	MVTL
CD 1	9/12/23	9/14/23	2.62	MVTL
CD 1	10/10/23	10/12/23	2.97	MVTL
CD 1	11/14/23	11/20/23	2.83	MVTL
CD 1	12/12/23	12/13/23	2.62	MVTL
CD 1	1/9/24	1/24/24	2.83	MVTL
CD 1	3/12/24	3/14/24	2.54	MVTL
CD 1	4/8/24	4/25/24	3.20	MDH
CD 1	4/9/24	4/10/24	2.82	MVTL
CD 1	5/14/24	5/29/24	3.23	MVTL
CD 1	6/11/24	6/20/24	2.60	MVTL
CD 1	7/9/24	8/14/24	2.61	MVTL
CD 1	8/13/24	8/23/24	2.35	MVTL
CD 1	9/10/24	10/10/24	2.38	MVTL
CD 1	11/12/24	11/14/24	2.53	MVTL
CD 1	12/10/24	12/12/24	2.44	MVTL



Combined Discharge - Wells 12-13-14

Location	Sample Collected	Results Received	Results	Lab
CD 2	2/23/2016	2/29/2016	1.03	MVTL
CD 2	3/22/2016	3/28/2016	0.96	MVTL
CD 2	4/12/2016	4/19/2016	1.07	MVTL
CD 2	5/10/2016	5/16/2016	0.98	MVTL
CD 2	5/10/2016	6/2/2016	0.97	MDH
CD 2	7/12/2016	7/18/2016	0.93	MVTL
CD 2	10/11/2016	10/17/2016	0.87	MVTL
CD 2	11/8/2016	11/17/2016	0.91	MVTL
CD 2	1/10/2017	1/20/2017	0.92	MVTL
CD 2	4/11/2017	4/17/2017	0.85	MVTL
CD 2	6/8/2017	6/28/2017	0.86	MDH
CD 2	6/22/2018	7/18/2018	0.67	MDH
CD 2	4/16/2019	5/1/2019	0.78	MDH
CD 2	4/27/2020	6/5/2020	0.86	MDH
CD 2	10/25/2021	11/15/2021	0.87	MDH
CD 2	4/25/2022	5/23/2022	0.56	MDH
CD 2	6/5/2023	7/19/2023	0.79	MDH
CD 2	4/15/2024	5/8/2024	0.75	MDH



MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic



PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

DATE: December 29, 2024
TO: Greg Drent, General Manager *GD*
FROM: Kelley Willemsen, Director of Finance & Administration *KW*
SUBJECT: 2024 Audit Schedule

In preparation for year-end and for the 2024 audit, staff has been working closely with auditors at Clifton, Larson, Allen (CLA) and consultants at Abdo Financial Solutions.

The 2024 audit schedule is as follows:

- Audit kickoff meeting – January 8th
- Internal Audit Preparation January 1st – March 7th
- Audit Fieldwork - CLA at SPU Service Center – Week of March 10th
- Final Audited Financials & Presentation – May 5th Commission Meeting

No Requested Action – Informational



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DATE: December 30, 2024
TO: Greg Drent, General Manager *GD*
FROM: Kelley Willemsen, Director of Finance & Administration *KW*
SUBJECT: Resolution #2024-36 Correction

Background:

In the December 2nd commission meeting, the commission approved the rate study done by Dave Berg Consulting, LLC (**3n**) and Resolution #2024-36 (**3o**).

After the meeting, we identified a clerical error to resolution #2024-36 for the water reconstruction charge. The resolution had \$.044, and it should be \$0.44.

Attached is a copy of Exhibit 4-A from Dave Berg's rate study, the original resolution #2024-36 presented in the December meeting, and the corrected resolution.

Requested Action:

Staff requests the commission to approve resolution #2024-36 with the correction to the water reconstruction charge.

**Shakopee Public Utilities
Existing and Proposed Water Rates**

	Existing	2025 Proposed	2026 Proposed	2027 Proposed	2028 Proposed
<u>Water</u>	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>
Monthly Service Charge (meter size)					
5/8 x 3/4 in	\$ 4.61	\$ 6.61	\$ 7.61	\$ 8.61	\$ 9.61
3/4 in	\$ 5.07	\$ 7.07	\$ 8.07	\$ 9.07	\$ 10.07
1 in	\$ 6.44	\$ 8.44	\$ 9.44	\$ 10.44	\$ 11.44
1 1/2 in	\$ 8.29	\$ 10.29	\$ 11.29	\$ 12.29	\$ 13.29
2 in	\$ 13.35	\$ 15.35	\$ 16.35	\$ 17.35	\$ 18.35
3 in	\$ 50.64	\$ 52.64	\$ 53.64	\$ 54.64	\$ 55.64
4 in	\$ 64.44	\$ 66.44	\$ 67.44	\$ 68.44	\$ 69.44
6 in	\$ 96.68	\$ 98.68	\$ 99.68	\$ 100.68	\$ 101.68
10 in	\$ 230.17	\$ 232.17	\$ 233.17	\$ 234.17	\$ 235.17
Residential - Commodity (\$/1000 gallons)					
usage 1-5000 gallons	\$ 2.88	\$ 3.02	\$ 3.17	\$ 3.33	\$ 3.50
usage > 5000 gallons	\$ 3.45	\$ 3.62	\$ 3.80	\$ 3.99	\$ 4.19
Reconstruction charge	\$ 0.42	\$ 0.44	\$ 0.46	\$ 0.48	\$ 0.50
Commercial - Commodity (\$/1000 gallons)					
all gallons	\$ 2.68	\$ 2.81	\$ 2.95	\$ 3.10	\$ 3.26
Irrigation	\$ 3.45	\$ 3.62	\$ 3.80	\$ 3.99	\$ 4.19
Unsewered production water	\$ 3.72	\$ 4.22	\$ 4.43	\$ 4.65	\$ 4.88
Reconstruction charge	\$ 0.42	\$ 0.44	\$ 0.46	\$ 0.48	\$ 0.50
Industrial - Commodity (\$/1000 gallons)					
all gallons	\$ 2.32	\$ 2.44	\$ 2.56	\$ 2.69	\$ 2.82
Irrigation	\$ 3.45	\$ 3.62	\$ 3.80	\$ 3.99	\$ 4.19
Unsewered production water	\$ 3.72	\$ 4.22	\$ 4.43	\$ 4.65	\$ 4.88
Reconstruction charge	\$ 0.42	\$ 0.44	\$ 0.46	\$ 0.48	\$ 0.50

RESOLUTION #2024-36

RESOLUTION ADJUSTING FEES APPLIED UNDER
THE WATER AVAILABILITY CHARGE POLICY AND ESTABLISHING WATER RATES,
WATER METER AND INSTALLATION FEES AND CHARGES FOR CUSTOMER
SERVED BY SHAKOPEE PUBLIC UTILITIES

WHEREAS, the Shakopee Public Utilities Commission operates and maintains the municipal water system of the City of Shakopee, such system consisting of a (“blended”) complex of water production, treatment, storage, and delivery facilities interconnected across multiple service districts or pressure zones via a network of trunk and lateral watermains, and

WHEREAS, the water capacity charge and the trunk water charge fees are both a component of water availability charges, and

WHEREAS, the fees established in Resolution #261, which Resolution established the Water Connection Charge Policy, and Resolution #902, which Resolution adjusted said fees, are intended to be adjusted on the first day of January each year, and

WHEREAS, the water capacity charge fees last were adjusted in 2024 by Resolution #2023-36 to \$5,693.00 per equivalent SAC unit for all service, plus 13.4 cents per square foot for industrial use only, and

WHEREAS, the fees established in Resolution #222, which Resolution established the Trunk Water Charge Policy, are intended to be adjusted on the first day of January each year, and

WHEREAS, the trunk water charge fees were last adjusted in 2024 by Resolution #2023-37 to \$5,359.00 per acre, and

WHEREAS, the Shakopee Public Utilities Commission has received a Water Availability Charge Study by Ehlers Public Finance Advisors dated December 2, 2024, that recommends combining the Water Connection and Trunk Funds into one Water Availability Fund, and

WHEREAS, the Shakopee Public Utilities Commission determines an increase of 3.50% in the water capacity charge and 8.0% in the trunk water charge is warranted at this time to provide adequate funding for the planned water production, treatment and storage facilities necessary to serve developing properties with the Commission’s standard of level “A” service (i.e. a robust, redundant, looped water supply and distribution system capable of supplying water safe for human consumption at adequate pressure for domestic and fire protection uses),

NOW THEREFORE, BE IT RESOLVED, the heretofore water connection and trunk funds shall be combined into a Water Availability Fund hereinafter and shall be composed of the fees for water capacity and trunk water charges and that the following adjustments be increased effective as follows:

Water Capacity Charge Fees: \$5,892.00 per equivalent SAC unit for all service, plus 13.9 cents per square foot for industrial use only (equivalent SAC units to be computed according to the Metropolitan Council Availability Charge Criteria, but applied to all effective January 1, 2025.

municipal water usage whether discharged to sewer or not)

Trunk Water Charge Fees: be increased to \$5,788.00 per net acre effective January 1, 2025.

BE IT FURTHER RESOLVED, that multi-family residential units be assigned a prorated equivalent unit of 0.80 for apartment units and 0.90 for townhome and condo units.

BE IT FURTHER RESOLVED, that the water capacity charges shall be applied to all water connections made to, or newly drawing water from, the City of Shakopee water system; and that the capacity charges shall also be applied to all instances where increased water usage is indicated by an increase in SAC units or by other means, i.e., metering.

BE IT FURTHER RESOLVED, that the funds collected from the water capacity charges will be set aside by the Utility and used to pay for construction of water production (100% of cost), treatment (25% of cost) and storage facilities (100% of cost).

BE IT FURTHER RESOLVED, that the funds collected from the trunk water charges will be set aside by the Utility and used to pay for construction of trunk water main facilities (100% of oversizing cost).

BE IT FURTHER RESOLVED, that future increases in the water capacity charge and trunk water fees shall be based on the Ehlers Report until a further updated study is performed.

BE IT FURTHER RESOLVED, that water availability shall not be granted until the acceptance by the Utility of payment of all standard water fees requisite by this resolution and by compliance with all other Shakopee Public Utilities Commission resolutions applicable to new services.

BE IT FURTHER RESOLVED, that in the case of large water users, specific authorization by Shakopee Public Utilities Commission is also a prerequisite to water availability.

BE IT FURTHER RESOLVED, at meeting duly assembled on the 2nd day of December 2024, that Resolutions #1254, #2023-38, #2023-40 are repealed upon this Resolution taking effect, that the following water rates shall be, and hereby are established for all users of water furnished by the City of Shakopee through the Shakopee Public Utilities Commission:

Section I: RESIDENTIAL SERVICE:

AVAILABILITY: The primary use is or will be single and multiple family dwellings.

First 5,000 gallons:	\$3.02 per 1,000 gallons per month
Above 5,000 gallons:	\$3.62 per 1,000 gallons per month

Plus (to fund reconstruction projects):

All gallons:	\$.044 per 1,000 gallons per month
--------------	------------------------------------

Plus a fixed charge per month of:

5/8 x 3/4 inch	\$6.61 per month
3/4 inch	\$7.07 per month
1 inch	\$8.44 per month
1 1/2 inch	\$10.29 per month
2 inch	\$15.35 per month
3 inch	\$52.64 per month
4 inch	\$66.44 per month
6 inch	\$98.68 per month
10 inch	\$232.17 per month

Section II: COMMERCIAL / INSTITUTIONAL SERVICE:

AVAILABILITY: The principle use is or will be the sale, lease, rental, or trade of products, goods, and services. This shall include office buildings and all institutional users including schools, churches, governmental buildings and nursing homes.

All gallons: \$2.81 per 1,000 gallons per month

Plus (to fund reconstruction projects):

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Plus a fixed charge per month of:

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2 inch	\$15.35 per month
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4 inch	\$66.44 per month
6 inch	\$98.68 per month
10 inch	\$232.17 per month

Section III: INDUSTRIAL SERVICE:

AVAILABILITY: The principle use is or will be for the production, manufacture, warehousing, storage, or transfer of goods, products, commodities, or other wholesale items.

All gallons: \$2.44 per 1,000 gallons per month

Plus (to fund reconstruction projects):

All gallons: \$.044 per 1,000 gallons per month

Plus a fixed charge per month of:

5/8 x 3/4 inch	\$6.61 per month
3/4 inch	\$7.07 per month
1 inch	\$8.44 per month
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2 inch	\$15.35 per month
3 inch	\$52.64 per month
4 inch	\$66.44 per month
6 inch	\$98.68 per month
10 inch	\$232.17 per month

Section IV: IRRIGATION SERVICE:

AVAILABILITY: The primary use is or will be for lawn and landscape irrigation.

All gallons: \$3.62 per 1,000 gallons per month

Plus (to fund reconstruction projects):

All gallons: \$.044 per 1,000 gallons per month

Plus a fixed charge per month of:

5/8 x 3/4 inch	\$6.61 per month
3/4 inch	\$7.07 per month
1 inch	\$8.44 per month
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2 inch	\$15.35 per month
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6 inch	\$98.68 per month
10 inch	\$232.17 per month

Section V: UNSEWERED PRODUCTION SERVICE:

AVAILABILITY: For business that use water for process and does not go into sewer system.

All gallons: \$4.22 per 1000 gallons per month

Plus (to fund reconstruction projects):

All gallons: \$.044 per 1,000 gallons per month

Plus a fixed charge per month of:

5/8 x 3/4 inch	\$6.61 per month
3/4 inch	\$7.07 per month
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3 inch	\$52.64 per month
4 inch	\$66.44 per month
6 inch	\$98.68 per month
10 inch	\$232.17 per month

Section VI: THE FOLLOWING CLAUSES APPLY TO ALL RATES:

MONTHLY BILLS:

The monthly bill is the sum of the commodity charge, reconstruction fund charge, the fixed charge, state water connection fee and any applicable sales tax.

In addition to the foregoing, monthly bills also include other adjustments referenced in this or other rate resolutions of the Shakopee Public Utilities Commission.

Minimum bill provisions, late charges, penalties, and special charges, also apply.

Section VII: THE FOLLOWING CLAUSES APPLY TO CERTAIN RATES:

Multiple-family Residential Dwellings:

Multiple-family residential dwellings are buildings or housing groupings which consist of several units each of which is intended and designed for one family or individual occupant. The designation is not dependent upon the actual occupancy of the units for their intended use. Shakopee Utilities will endeavor to adjust billing tier structures to accommodate residential units located in multiple-family dwelling installations and billed through a common water meter. The owner or the customer of record in such instances is responsible for furnishing all necessary information and documentation to provide the Shakopee Utilities the basis for making such adjustments. Adjustment will apply forward from the date documentation is provided and the determination made.

Metered Fire Services, Detector/Check Installations, and similar:

Fire Services having water meters, Detector/Check Installations, and similar services will be billed the regular standard monthly fixed charge applicable to all water meters. Water usage for actual fire suppression is not billed. No other water usage is permitted through such services, and such usage may be subject to charges and penalties specified under other resolutions, ordinances, or law.

Standard Meters

Meter Size	Type	Cost Includes Fittings & Wiring to outside recorder
3/4"	iPERL	\$465.00
1"	iPERL	\$675.00
1"	Fire Rated	\$675.00
1.5"	T2	\$1,535.00
	C2	\$2,085.00
2"	T2	\$1,770.00
	C2	\$2,340.00
3"	T2	\$2,115.00
	C2	\$2,890.00
4"	T2	\$3,850.00
	C2	\$4,825.00
6"	T2	\$6,050.00
	C2	\$7,715.00

Specialty Meters

8" Fire	F2	Call for Price
10" Fire	F2	Call for Price
Fire Detector Meter		\$240.00

Requests for a 1" and larger meter and special meters require SPUC approval.

BE IT FURTHER RESOLVED, that the Shakopee Utilities Commission, hereby also adopts the above water rates and the attached listing of fees, water meter and installation fees effective January 1, 2025

BE IT FURTHER RESOLVED, that all things necessary to carry out the terms and purpose of this resolution are hereby authorized and performed.

Passed in regular session of the Shakopee Public Utilities Commission, this 2nd day of December 2024.

Commission President: Justin Krieg

ATTEST:

Commission Secretary: Greg Drent

RESOLUTION #2024-36

RESOLUTION ADJUSTING FEES APPLIED UNDER
THE WATER AVAILABILITY CHARGE POLICY AND ESTABLISHING WATER RATES,
WATER METER AND INSTALLATION FEES AND CHARGES FOR CUSTOMER
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WHEREAS, the Shakopee Public Utilities Commission operates and maintains the municipal water system of the City of Shakopee, such system consisting of a (“blended”) complex of water production, treatment, storage, and delivery facilities interconnected across multiple service districts or pressure zones via a network of trunk and lateral watermains, and

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2"	T2	\$1,770.00
	C2	\$2,340.00
3"	T2	\$2,115.00
	C2	\$2,890.00
4"	T2	\$3,850.00
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Specialty Meters

8" Fire	F2	Call for Price
10" Fire	F2	Call for Price
Fire Detector Meter		\$240.00

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BE IT FURTHER RESOLVED, that the Shakopee Utilities Commission, hereby also adopts the above water rates and the attached listing of fees, water meter and installation fees effective January 1, 2025

BE IT FURTHER RESOLVED, that all things necessary to carry out the terms and purpose of this resolution are hereby authorized and performed.

Passed in regular session of the Shakopee Public Utilities Commission, this 2nd day of December 2024.

Commission President: Justin Krieg

ATTEST:

Commission Secretary: Greg Drent



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: Greg Drent, General Manager *GD*
FROM: Joseph D. Adams, Planning & Engineering Director *JDA*
SUBJECT: 2025 Solar Grid Access Charge
DATE: January 2, 2025

ISSUE

At their December 2, 2024, meeting the Utilities Commission directed staff to take the necessary actions to implement the Solar Grid Access Charge in 2025 with an adjustment for existing interconnections.

DISCUSSION

Per the Commission direction in 2025 staff is applying a \$2.00 per kW, for more than 5 kW capacity, monthly charge to the existing 239 customers with Distributed Energy Resources (DER) greater than 5 kW interconnected to the utility's distribution grid.

For all new DER interconnections the adopted \$4.00 per kW, for more than 5 kW capacity, will apply in 2025. In 2026 and beyond all such interconnections will have the standard charge applied.



REQUESTED ACTION

Staff requests the Commission affirm by motion the actions outlined above are consistent with their direction.



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Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

January 2, 2025

TO: Greg Drent, General Manager 
FROM: Sharon Walsh, Director of Marketing, Key Accounts and Special Projects 
SUBJECT: 2023 CIP Results – Opening of 2025 Program

Overview

Attached is the Energy Conservation and Optimization (ECO) Results and Plan Review issued by the MN Department of Commerce. This is only a draft compliance letter. The final approval and filing of the official regulatory letter has not been completed by the MN DOC but will be approved as submitted per communications from the state*.

Of importance to reference is Section IV – Deputy Commissioner’s Summary, where SPU has received acceptance of 2023 results and approval of the 2025 plan.

In 2023, SPU opted to submit a three-year plan to the state. This allows us to have an approved conservation plan through 2025. By utilizing this option, we are able to close the 2024 program year and open 2025 without delay.

Action Requested

No action is required.

**The Final Compliance Letter will be provided to the Commission once the state provides this.*

December 31, 2024

Sharon Walsh

Shakopee Public Utilities

Shakopee, MN 55379-0470

RE: Energy Conservation and Optimization (ECO) Results and Plan Review

Dear Sharon Walsh:

Thank you for reporting the ECO 2023 Results and an ECO Plan for 2025 for Shakopee Public Utilities. The Minnesota Department of Commerce, Division of Energy Resources (Department) has finished reviewing this information.

The Energy Conservation and Optimization Act of 2021 (ECO Act) was signed into law by Governor Tim Walz on May 25, 2021 and was enacted the next day.¹ The ECO Act primarily serves to modernize what was previously known as the Conservation Improvement Program to provide a more holistic approach to energy efficiency programming. The ECO Act's statutory requirements apply beginning in ECO program year 2023.²

¹ Minnesota Energy Conservation and Optimization Act of 2021 Minnesota Energy Conservation and Optimization Act of 2021

² The Department reviewed program year results for 2021 and 2022 according to the Conservation Improvement Program requirements (i.e. pre-ECO) because utilities already had plans for those program years approved prior to the passage of the ECO Act.

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Table 1. Number of Customers and Exempt Status

Utility	2023 # of Customers	Exempt?	Exempt but Voluntarily Reporting?
Shakopee Public Utilities	19,706.00	NO	NO

Minnesota Statutes section 216B.2403 subd. 1 establishes that the following utilities must participate in ECO:

- municipal electric utilities that provide electric service to more than 1,000 retail customers,
- cooperative electric associations that provide retail service to more than 5,000 members,
- municipal gas utilities with more than 1,000,000,000 cubic feet in annual throughput sales to natural gas retail customers.

Table 1 summarizes the total number of members or customers for Shakopee Public Utilities. Additionally, the table includes the exempt status for the current ECO Plan and Results reporting period.

The following sections summarize the Results and Plan data that Shakopee Public Utilities reported to the Department along with the Department's findings regarding whether the Results and Plan data meet ECO's statutory requirements.

DRAFT

I. RESULTS REVIEW

The following tables provide a summary of the accomplishments for Shakopee Public Utilities relevant to its 2023 results and whether it passes ECO's statutory requirements. Please refer to the Appendix for explanations and citations for each of the ECO metrics included in the tables.

Table 2. Energy Savings

Metric	Minimum Goal	Actual	Passed?
Total Energy Savings (kWh)	6,591,615.25	7,277,169.47	YES
Total Energy Savings: Energy Conservation Improvements (kWh)	3,954,909.15	7,176,457.89	YES

Table 3. Low-Income Spending

Metric	Minimum Goal	Actual	Passed?
Total Low-Income Spending (\$)	36,797.76	134,494.00	YES

Table 4. Spending Caps

Metric	Spending Cap	Actual	Passed?
Total Spending: Preweatherization Measures (\$)	20,174.10	0.00	YES
Total Spending: Research & Development (\$)	96,624.30	0.00	YES
Total Spending: Distributed and Renewable Generation Projects (\$)	96,624.30	16,775.00	YES

Table 5. Total Spending

Metric	Minin.un. Goal	Actual	Passed?
Total Spending (\$)	NA	966,243.00	NA

Table 6. Spending on Energy Conservation Improvements³

Metric	Minimum Recommended Investment	Actual	Passed?
Energy Conservation Improvements (\$)	791,578.85	966,243.00	YES

³ Please see Appendix section C in this letter for more details about this metric.

Table 7. Required Program Offerings

Metric	Required Program Offering	Passed?
Sustainable Buildings 2030 Performance Standards	Must have at least one program that meets this requirement	YES
Facilitate Professional Engineering Verification to Qualify a Building for Green Building Certification	Must have at least one program that meets this requirement	YES
Program to Encourage the Use of LEDs	Must have at least one program that meets this requirement	YES
Low-Income Programs	Must have at least one program that meets this requirement	YES

Table 8. Cost-Effectiveness

Metric	Requirement	Passed?
Cost-Effectiveness	ECO portfolio cost-effectiveness considers the cost and benefits to ratepayers, utility, participants, and society?	YES

II. PLAN REVIEW

Shakopee Public Utilities has submitted a Plan for 2025. The following tables provide a summary of the Plan reported by Shakopee Public Utilities and whether it passes ECO's statutory requirements. Please refer to the Appendix for explanations and citations for each of the ECO metrics included in the tables.

Table 9. Energy Savings

Metric	2025 Minimum Goal	2025 Reported Goal	Passed?
Total Energy Savings (kWh)	6,591,615.25	8,590,358.14	YES
Total Energy Savings: Energy Conservation Improvements (kWh)	3,954,969.15	8,456,641.13	YES

Table 10. Low-Income Spending

Metric	2025 Minimum Goal	2025 Reported Goal	Passed?
Total Low-Income Spending (\$)	36,797.76	38,217.00	YES

Table 11. Spending Caps

Metric	2025 Spending Cap	2025 Reported Goal	Passed?
Total Spending: Preweatherization Measures (\$)	5,732.55	0.00	YES
Total Spending: Research & Development (\$)	75,523.60	0.00	YES
Total Spending: Distributed and Renewable Generation Projects (\$)	75,523.60	42,770.00	YES

Table 12. Total Spending

Metric	2025 Reported Goal	Passed?
Total Spending (\$)	755,236.00	NA

Table 13. Spending on Energy Conservation Improvements ⁴

Metric	2025 Minimum Recommended Investment	2025 Reported Goal	Passed?
Total Spending: Energy Conservation Improvements (\$)	791,578.85	755,236.00	NO

⁴ Please see Appendix section C in this letter for more details about this metric.

III. FUTURE REPORTING

The next scheduled reporting will be due to the Department on June 1, 2025, when utilities will report their updated Actual results from the previous program year and Plan goals for up to three future program years.

Minnesota Statutes Section 216B.2403 Subd. 3 establishes that each utility must file an annual update and must file an ECO plan for a period of one to three program years. The annual update needs to include:

- energy-savings
- expenditures
- status of the utility's plan; and
- any intended changes to the plan.

An annual filing made in the last year of a plan must contain a new plan. The plan must describe the programs for energy conservation, efficient fuel-switching, load management, and other measures the utility intends to offer to achieve the utility's energy savings goal.

IV. DEPUTY COMMISSIONER'S SUMMARY

With this letter, I accept the results for 2023 program year and approve the Plan for 2025, as reported by Shakopee Public Utilities. Thank you for your utility's continued contributions to Minnesota's energy efficiency and conservation goals. Please contact Anthony Fryer at anthony.fryer@state.mn.us or 651-539-1858 or Laura Silver at laura.silver@state.mn.us or 651-539-1373 with any questions or concerns.

Sincerely,

Deputy Commissioner
Minnesota Department of Commerce

Table 14. Required Program Offerings

Metric	Required Program Offering	Passed?
Sustainable Buildings 2030 Performance Standards	Must have at least one program that meets this requirement for each Plan year.	YES
Facilitate Professional Engineering Verification to Qualify a Building for Green Building Certification	Must have at least one program that meets this requirement for each Plan year.	YES
Program to Encourage the Use of LEDs	Must have at least one program that meets this requirement for each Plan year.	YES
Low-Income Programs	Must have at least one program that meets this requirement for each Plan year.	YES

Table 15 Cost-Effectiveness

Metric	Requirement	Passed?
Cost-Effectiveness	ECO portfolio cost-effectiveness considers the cost and benefits to ratepayers, utility, participants, and society?	YES

V. APPENDIX

A. Context: Low-Income Programs

The 2023 legislative session law⁵ included a change to the definition of low-income household to be used in ECO programs. With this change, "Low-income household"⁶ means a household whose household income:

- (1) is 80 percent or less of the area median household income for the geographic area in which the low-income household is located, as calculated by the United States Department of Housing and Urban Development; or
- (2) meets the income eligibility standards, as determined by the commissioner, required for a household to receive financial assistance from a federal, state, municipal, or utility program administered or approved by the department.

The Department has developed "ECO Guidance Regarding the Definition of Low-Income Household", which provides direction around the interpretation and implementation of the low-income household definition.⁷

ECO removed the provision that the low-income spending requirement be applied to each aggregator member utility individually. Minnesota Statutes Section 216B.2403, subd. 5 (a) establishes that the low-income spending requirement "applies to each generation and transmission cooperative association's aggregate gross operating revenue from the sale of electricity to residential customers in Minnesota by all of the association's member distribution cooperatives." The language in statute is explicit regarding cooperative associations and is silent regarding municipal associations. The Deputy Commissioner believes that the intent of the statute is for this provision to apply equally to both cooperative associations and municipal associations.

While dedicated low-income programs only serve income-qualified customers, some programs serve a mix of income-qualified and non-income-qualified customers. Also, Department policy currently allows small utilities that do not have budgets to offer more than one program or the administrative resources to oversee separate projects directed to low-income customers, to estimate a portion of general residential spending as spending on low-income customers based on U.S. Census data. However, the Department strongly encourages all utilities to meet their low-income spending amounts through programs or measures that directly serve the needs of low-income persons through dedicated low-income programs.

Preweatherization Measures

Minnesota Statutes Section 216B.2403, subd. 5 (f) allows utilities to spend up to 15% of their spending on low-income programs on preweatherization measures. Eligible preweatherization measures are listed in

⁵ 2023 Minnesota Regular Session Law Chapter 60—House File 2310 was signed by Governor Tim Waltz on May 24, 2023, and became effective on May 25th.

⁶ The citation in MN Statutes is MN Statutes 216B.2402 Subdivision 16.

⁷ <https://mn.gov/commerce-stat/pdfs/ECO-Guidance-Definition-of-Low-Income-Household.pdf>

guidance issued by the Department.⁸ Energy savings from preweatherization measures may not be applied towards ECO energy savings.

B. Context: Efficient Fuel Switching Improvements

Minnesota Statutes Section 216B.2403, subd. 2(a) establishes that utilities may include efficient fuel-switching (EFS) improvements to meet part of their energy savings goal.

Minnesota Statutes Section 216B.2403, subd. 8 states that utilities must demonstrate that an EFS improvement meets the following criteria:

- results in a net reduction in the amount of source energy consumed for a particular use, measured on a fuel-neutral basis, using (i) the consumer-owned utility's or the utility's electricity supplier's annual system average efficiency, or (ii) if the utility elects, a seasonal, monthly, or more granular level of analysis for the electric utility system over the measure's life;
- results in a net reduction of statewide greenhouse gas emissions, as defined in section 216H.01, subdivision 2, over the lifetime of the improvement. For an efficient fuel-switching improvement installed by an electric consumer-owned utility, the reduction in emissions must be measured using (i) the consumer-owned utility's or the utility's electricity supplier's annual average emissions factor, or (ii) if the utility elects, a seasonal, monthly, or more granular level of analysis for the electric utility system over the measure's life; and
- is cost-effective, considering the costs and benefits from the perspective of the consumer-owned utility, participants, and society.

The Department has developed technical guidance⁹ for utilities to use to determine whether deployment of a EFS improvement meets these criteria.

C. Context: Total Spending

Minnesota Statutes Section 216B.2403, subd. 4 establishes that if an electric or gas utility falls short of achieving the minimum energy savings goal from energy conservation improvements of 0.90% for three consecutive years while also spending less than 1.5% (for electric utilities) or 0.5% (for gas utilities) of the utility's gross operating revenues (GOR) on energy conservation improvements, it must spend no less than that amount for energy conservation improvements until the utility has met the minimum energy savings goal from energy conservation improvements for three consecutive years.¹⁰ Minimum spending

⁸ Eligible preweatherization measures are listed in the Department's Decision filed on March 15, 2022 in docket 21-837 in the matter of Technical Guidance for the Inclusion of Efficient Fuel-Switching and Load Management Programs in the Conservation Improvement Program, and Eligible Pre-Weatherization Measures for Low-Income Programs.

⁹ See the Commissioner Decision on March 15, 2022 in docket 21-837 titled "In the Matter of Technical Guidance for the Inclusion of Efficient Fuel-Switching, Load Management, and Pre-Weatherization Measures in CIP".

¹⁰ Specific circumstances where the Commissioner may reduce the amount or duration of the spending requirement are listed in Minn. Stat. Section 216B.2403 Subd. 4 (b) and (c).

requirements are based on GOR, excluding revenues from service provided in Minnesota to exempted large electric customer facilities.¹¹

The Department will begin evaluating whether utilities will have a spending requirement when it reviews the utilities' 2025 results. When the Department reviews the utilities' 2025 results during calendar year 2026, Staff will look at energy savings from energy conservation improvements and spending on energy conservation improvements for 2023-2025 and determine whether a utility will have a spending goal beginning in 2027. The earliest year in which a utility might have a spending requirement will be in 2027.

D. Context: Sales Baseline Periods

If you find that some of your utility's ECO minimum goals listed in the ECO Online Reporting Platform do not match your own internal calculations, it could be related to missing sales or gross operating revenue (GOR) data that needs to be entered into the ECO Online Reporting Platform. Additionally, potential ECO minimum goal mismatches could also be related to how the platform treats the sales baseline periods.

The platform uses a static baseline logic approach that keeps all of the utilities on the same baseline year period regardless of whether and when they submit a 1-year plan or 3-year plan. The baselines are based on when the ECO requirements took effect and when munis/coops started submitting multi-year plans to the Department (i.e. program years 2023 - onward). The Department does not have a way to create unique/dynamic baseline periods that are based on when the utility submitted their plan and the length of that plan. For reference, the screenshot below is from the Department's 7/12/22 COU reporting guidance presentation. The Department's plan is to follow the logic in this table for future baseline years

¹¹ Also referred to as "exempt customers". Provisions for exempt customers are located in Minn. Stat. Section 215B.241 Subd. 1a.

YEAR	[1] Gross Annual Retail Energy Sales	[2] Sales for EV Charging	(Conceptual) Energy Savings Goal Based On	COUs		
				CIP Triennial Filing	Program Years	Energy Savings Goal GARES Calc Period
2019			[1]			a: uses 3-year WNA for 2019-2021 [1]
2020			[1]			
2021			[1]			
2022			[1-2]	a		b: uses 3-year WNA for 2022-2024, with sales for year reduced by [2]
2023			[1-2]		a	
2024			[1-2]		a	
2025			[1-2]	b	a	c: uses 3-year WNA for 2025-2027, with sales for each year reduced by [2].
2026			[1-2]		b	
2027			[1-2]		b	
2028			[1-2]	c	b	d: uses 3-year WNA for 2028-2030, with sales for each year reduced by [2].
2029			[1-2]		c	
2030			[1-2]		c	
2031			[1-2]	d	c	e: uses 3-year WNA based on 2031 and 2032 reduced by [2] and 2033 reduced by 2032 EV
2032			[1-2]		d	
2033			[1-(2 from 2032)]		d	
2034			[1-(2 from 2032)]	e	d	f: uses 3-year WNA for 2034-2036 reduced by 2032 EV Sales.
2035			[1-(2 from 2032)]		e	
2036			[1-(2 from 2032)]		e	
2037			[1-(2 from 2032)]	f	e	
2038			[1-(2 from 2032)]		f	

To deal with the issue of mismatching baselines that some utilities might run into, the Department intends to treat the utility regulatory letters that were filed on eDockets during the years we used spreadsheet reporting as the **official record for the historical reporting years** and then treat the platform as the **official record for current program years** (i.e. see two bullets below for the specific years).

- Current program years: 2023 Actuals and 2025, 2026, 2027 Plans (i.e. if utilities select to report a 3-year plan).
- Historical data years: 2021 Actuals, 2022 Actuals, 2023 Plan, and 2024 Plan.

E. Summary of ECO Statutory References and Resources

Metric	Requirement Notes	Citation
Total Energy Savings	<p>Electric utilities: Annual energy savings goal equal to 1.5% of 3-year average weather-normalized retail energy sales.</p> <p>Gas utilities: Annual energy savings goal equal to 1.0% of 3-year average weather-normalized retail energy sales.</p> <p>0.90% of the annual energy savings goal must be met with energy conservation improvements.</p> <p>The balance of the annual energy savings goal may be achieved through:</p> <ul style="list-style-type: none"> - energy conservation improvements; - electric utility infrastructure projects; - load management that reduces a customer's net annual energy consumption; - net energy savings from efficient fuel switching improvements; or - subject to Department approval, demand-side natural gas or electric energy displaced by use of waste heat recovered and used as thermal energy, including the recovered thermal energy from a cogeneration or combined heat and power facility. 	Minn. Stat. Section 216B.2403, subd. 2
Energy Savings from Energy Conservation Improvements	0.90% of the annual energy savings goal must be met with energy conservation improvements.	Minn. Stat. Section 216B.2403, subd. 2(a)
Total Low-Income Spending	<p>Minimum Spending Goal: 0.2% of three-year average of a utility's residential gross operating revenue.</p> <p>Guidance available ¹²</p>	<p>Minn. Stat. Section 216B.2403, subd. 5(a)</p> <p>Minn. Stat. Section 216B.2402, Subd 16</p>

¹² ECO Guidance Regarding Definition of Low-Income Household is available at <https://mn.gov/commerce-stat/pdfs/ECO-Guidance-Definition-of-Low-Income-Household.pdf>

Metric	Requirement Notes	Citation
Total Spending: Preweatherization Measures	Maximum Spending Cap: 15% of low-income program spending. Prohibited from claiming energy savings from pre-weatherization measures toward the energy savings goal. Guidance available ¹³	Minn. Stat. Section 216B.2403, subd. 5(f)
Total Spending: Research & Development	Maximum Spending Cap: 10% of the total amount spent on energy conservation, efficient fuel-switching, and load management improvements. Research and development projects must meet the applicable definition of energy conservation, efficient fuel-switching, or load management improvement.	Minn. Stat. Section 216B.2403, subd. 3(g)
Total Spending: Distributed and Renewable Generation Projects	Maximum Spending Cap: 5-10% of the total amount spent on energy conservation improvements.	Minn. Stat. Section 216B.2411 subd. 1
Total Spending: Biomethane Purchases	Maximum Spending Cap: 5% of the total amount spent on energy conservation improvements.	Minn. Stat. Section 216B.241, subd. 5b
Total Spending: Energy Conservation Improvements	Electric Utilities Minimum Recommended Investment: 1.5% of total adjusted gross operating revenue. Gas Utilities Minimum Recommended Investment: 0.5% of total adjusted gross operating revenue.	Minn. Stat. Section 216B.2403, subd. 4
Sustainable Buildings 2030 Performance Standards	Program Offering Requirement: Utilities must include a program offering that is designed to achieve goals consistent with Sustainable Building 2030 performance standards. These programs must include offerings of design assistance and modeling, financial incentives, and the verification of the proper installation of energy-efficient design components in new and substantially reconstructed buildings.	Minn. Stat. Section 216B.241, subd. 9(e)

¹³ Technical Guidance for the Inclusion of Efficient Fuel-Switching and Load Management Programs in the Conservation Improvement Program, and Eligible Pre-Weatherization Measures for Low-Income Programs is available at <https://efiling.web.commerce.state.mn.us/edockets/searchDocuments.do?method=showPoup&documentId..>

Metric	Requirement Notes	Citation
	Staff recommend that utilities offer a subsidy for design assistance expenses on a case-by-case basis within their commercial and industrial program(s). Information available. ¹⁴	
Facilitate Professional Engineering Verification to Qualify a Building for Green Building Certification	Program Offering Requirement: Utilities must include a program offering that facilitates professional engineering verification to qualify a building as Energy Star-labeled, Leadership in Energy and Environmental Design certified, or Green Globes-certified. Staff recommend that utilities offer a subsidy for certification expenses on a case-by-case basis within their commercial and industrial program(s).	Minn. Stat. Section 216B.241 subd. 1f(c)
Program to Encourage the Use of LEDs	Program Offering Requirement: Electric utilities must include a program to strongly encourage the use of LEDs. Program must include a public information campaign to encourage use of LEDs and proper management of spent lamps and LEDs by all customer classifications.	Minn. Stat. Section 216B.241, subd. 5(a)
Low-Income Programs	Program Offering Requirement: Utilities must provide ECO programs to low-income customers.	Minn. Stat. Section 216b.2403, subd. 5(a)
Cost-Effectiveness Analysis	ECO portfolio cost-effectiveness considers the cost and benefits to ratepayers, utility, participants, and society.	Minn. Stat. Section 216B.2403, subd. 3
Electric Utility Infrastructure (EUI) Measures	Guidance and tools available. ¹⁵ EUI projects must result in increased efficiency greater than would have occurred through normal maintenance activity. Further guidance on EUI projects in ECO is contained in the Department's Decision filed on February 20, 2018 in docket 17-856 in the matter of Claiming Energy Savings through Electric Utility Infrastructure Improvements and the Carry Forward Provision and in the Department's Decision filed on October 22, 2018 in docket 18-543 in the matter of Determining Normal Maintenance Activities and CIP Review Process for Electric Utility Infrastructure Projects. 2018 in docket 18-543 in the matter of Determining Normal Maintenance Activities and CIP Review Process for Electric Utility Infrastructure Projects.	Minn. Stat. Section 216B.1636, subd. 1 Minn. Stat. Section 216B.2403, subd. 2

¹⁴ B3 Sustainable Building 2030 Energy Standards webpage, <https://www.b3mn.org/2030energystandard/>.

¹⁵ Claiming Energy Savings through Electric Utility Infrastructure Improvements and the Carry Forward Provision is available at <http://mn.gov/commerce-stat/pdfs/final-fryer-d-cip-17-856.pdf>. Determining Normal Maintenance Activities and CIP Review Process for Electric Utility Infrastructure Projects is available at <https://efiling.web.commerce.state.mn.us/edockets/searchDocuments.do?method=showPop&documentId=%7bB0849C66-0000-C310-A767-92B206A5993B%7d&documentTitle=201810-147198-01>.

Metric	Requirement Notes	Citation
Efficient Fuel-Switching (EFS) Improvements	<p>Minnesota Statutes Section 216B.2403, subd. 2(a) establishes that utilities may include EFS improvements to meet part of their energy savings goal. Minnesota Statutes Section 216B.2403, subd. 8 states that utilities must demonstrate that an EFS improvement meets the following criteria:</p> <ul style="list-style-type: none"> - results in a net reduction in the amount of source energy consumed for a particular use, measured on a fuel-neutral basis, using (i) the consumer-owned utility's or the utility's electricity supplier's annual system average efficiency, or (ii) if the utility elects, a seasonal, monthly, or more granular level of analysis for the electric utility system over the measure's life; - results in a net reduction of statewide greenhouse gas emissions, as defined in section 216H.01, subdivision 2, over the lifetime of the improvement. For an efficient fuel-switching improvement installed by an electric consumer-owned utility, the reduction in emissions must be measured using (i) the consumer-owned utility's or the utility's electricity supplier's annual average emissions factor, or (ii) if the utility elects, a seasonal, monthly, or more granular level of analysis for the electric utility system over the measure's life; and - is cost-effective, considering the costs and benefits from the perspective of the consumer-owned utility, participants, and society. The Department has developed technical guidance¹⁶ for utilities to use to determine whether deployment of a EFS improvement meets these criteria. 	<p>Minn. Stat. Section 216B.2403, subd. 2(a) Minn. Stat Section 216B.2403, subd. 8</p>
Carry Forward Savings	<p>May carry forward energy savings in excess of 1.5% for a year to the next 3 years (next 5 years specifically for electric utility infrastructure projects). A particular energy savings can only be used to meet one year's goal. Guidance available¹⁷</p>	<p>Minn. Stat. Section 216B.2403, subd. 2(b)</p>

¹⁶ See the Commissioner Decision on March 15, 2022 in docket 21-837 titled "In the Matter of Technical Guidance for the Inclusion of Efficient Fuel-Switching, Load Management, and Pre-Weatherization Measures in CIP".

¹⁷ Claiming Energy Savings through Electric Utility Infrastructure Improvements and the Carry Forward Provision is available at <http://mn.gov/commerce-stat/pdfs/final-fryer-d-cip-17-856.pdf>.



Metric	Requirement Notes	Citation
Electric Vehicle (EV) Charging Sales	The amount of electric sales prior to 12/31/2032 that are associated with a utility's program, rate, or tariff for EV charging may be excluded from a utility's gross annual retail energy sales. Exclusions began with 2022 EV charging sales. Guidance available ¹⁸	Minn. Stat. Section 216B.2402, subd. 10
ECO Exempt Customers	Excluded from gross annual retail energy sales and gross operating revenues.	Minn. Stat. Section 216B.2403, subd. 3(i)
Reduced Energy Saving Goal	Requires request to and determination by the Department's Commissioner. Request must be made by January 1 of the year when the plan is filed (i.e. at least 6 months prior to filing plan).	Minn. Stat. Section 216B.2403, subd. 3(k)
Minnesota Technical Reference Manual (TRM)	Utilities are required to use the TRM for their energy savings calculations. See the Department's TRM webpage and use the "Year Effective" version of the TRM that corresponds to the Plan year that your utility is reporting. ¹⁹	
Measurement and Verification Protocols	Pre and post M&V plans are required for individual custom projects with estimated annual savings greater than 1,000,000 kWh or 20,000 MCF Document available ²⁰	

¹⁸ Technical Guidance to Determine Eligible Electric Vehicle Charging Sales to be Deducted from Utility Gross Annual Retail Energy Sales is available at <https://efiling.web.commerce.state.mn.us/edockets/searchDocuments.do?method=showPopup&documentId...>

¹⁹ Minnesota Technical Reference Manual is available at <https://mn.gov/commerce/energy/industry-government/cip/technical-reference-manual/>.

²⁰ Measurement and Verification Protocols for Large Custom CIP Projects Version 1.0 is available at <https://mn.gov/commerce-stat/pdfs/cip-mv-protocols-large-project.pdf>.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: Greg Drent, General Manager 
FROM: Joseph D. Adams, Planning & Engineering Director 
SUBJECT: 15 kV Pad Mount Switchgear Bid Award
DATE: January 3, 2025

ISSUE

On December 30, 2024, staff opened bids for nine (9) 15 kV three phase pad mount switch gear devices of varying tap configurations. Due to past extended delivery times, we anticipated earliest delivery would be early 2026. These devices are required to replenish and replace stock for spares and anticipated 2026 projects.

BACKGROUND

We currently have sufficient switches for known projects and spares on order since May of 2024, scheduled for delivery in 2025.

DISCUSSION

The 2025-2029 CIP has \$700,000 per year budgeted for switches.

The single bid received is from Border States Electric for Eaton/Cooper manufactured oil insulated switches in the amount of \$627,374.32. Should staff determine a need for additional switches in 2026 we will recommend an increase in the budget in the 2026-2030 CIP.

RECOMMENDATION/REQUEST

Due to the continued accelerated growth occurring in the city, staff recommends and requests the Commission award the 15 kV pad mount switch gear bid to Border States Electric for Eaton/Cooper manufactured oil insulated switches in the amount of \$627,374.32. for nine (9) pad mount switches.



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www.shakopeeutilities.com

DATE: December 29, 2024
TO: Commissioners
FROM: Greg Drent, General Manager *GD*
Subject: Handbook update

Background: SPU has been working on updating SPU's handbook for several months. One update is because of a new law in MN called ESST (Earned Sick and Safe Time) and another one is because of commission approval like earned vacation carry over limits. SPU's Human Resources (Cindy Menke) has provided a red line and a clean version for your review. In the redline version the green/ highlighted gray indicates changes; red is removal, and the highlighted blue information was moved to another part of the document but is still in the handbook. If there were no changes the letters remained black.

Request: Approve SPU handbook



Personnel Policies

Effective: - ~~08/01/2024~~ 1/36/2025



**PERSONNEL POLICIES
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Amended: 12.26.2024

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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 or anyone under a collective bargaining agreement.

If any specific provisions of this policy conflict with any current union agreement the union agreement will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provisions of state or federal law.

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 ~~W~~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 i-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~~ department head or the General Manager and the applicable policies and provisions of the MGDPA.

An employee found to have violated the Data Practices Act~~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.

DEFINITION

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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~~^{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

[Type here]

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 unless there is a separate negotiated union contract ~~from this policy~~. Employees may review the plans upon request to Human Resources.

On occasion, employees may have to perform duties that are not part of their job description or usual tasks. This may happen because a coworker is absent, a position is temporarily vacant, a department is particularly busy, or for other reasons. Employees are expected to perform these added duties in a prompt fashion and to the best of their ability. Should questions about process or procedure arise, employee should speak with their supervisor or director. Unless informed otherwise, employees will be paid at their regular rate of pay.

1. The Job Classification Plan will classify positions, rating process and an appropriate range will be assigned. (Unless a union contract is in place). 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.
- ~~2.~~3. Increases in pay shall be considered during the annual budgeting process, to be implemented at the beginning of a new fiscal year in accordance with SPU's Compensation Plan.

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 including logo wear clothing and deferred compensation pre-tax match.

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/director 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 & Safe leave, Vacation leave, Floating Holiday, Compensatory time, Bereavement-pay, Jury Duty pay or Federal observed holidays are considered hours worked. The ~~compensation overtime/double-time~~ shall be in pay or compensatory time (which ever the employee selects) at one and ~~one-half time~~ or double-time, which ever applies, to 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).

FLSA Safe Harbor for Exempt Employees

Department heads or supervisors may require exempt employee to work a schedule, to record daily attendance, and to record and track hours for billing or other business-related purposes that are directly related to the exempt employee's job duties. Department heads and supervisors will familiarize themselves with FLSA rules and regulations to ensure no exempt employee's FLSA protections are infringed upon.

SPU will observe all FLSA rules and regulations as they apply to exempt employees.

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~~two-hour period. Hours worked during call in count toward overtime.

Work scheduled in advance is not subject to the ~~two-hour~~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 Trouble Shooting call.

Reconnect work will be paid for one-hour minimum overtime pay. Trouble shooting on the Remote-work phone -will be paid for one-hour minimum overtime pay. Reconnect or Trouble shootingRemote-work hours may not be pyramided.

Rest Time

Employees required to work ~~four-three~~ (43) 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.~~ When in the case of providing mutual aid to another municipality in case of major storms, an employee is required to spend the night in a different community, they will receive one and one-half times their regular base rate of pay for all hours worked Monday – Saturday and double time for all hours worked on Sundays and Holidays. Where not required to spend the night, the employee will be paid in accordance with the standard practices.

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. When a payday falls on a holiday, employees shall receive their pay the preceding workday. 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 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 ~~non-union employees~~ ~~employees~~ standby duty and holiday duty are set by the Utilities Commission and will be paid to the person ~~assigned, unless 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, ~~in the time record provided to them~~ ~~entry system.~~

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.

Remote Work

Working remotely from locations other than the SPU service center, including an employee's home cannot adversely affect the operational needs of SPU or our customers. Remote work schedule requests are to be submitted with sufficient notice for SPU management or department leaders to ensure adequate coverage and are approved at the sole discretion of SPU management. All equipment used to work remotely must be returned to SPU upon returning to the service center. See Remote Work Policy.

Remote work is used for a temporary situation.

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 MNFMLA.~~

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.

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 of 6.5% into PERA begin immediately. SPU also contributes 6.5% plus an additional 1% 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 all employees).~~

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

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).~~

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 part time employees are eligible for medical insurance, effective the 1st of the month following the date of hire. 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 (bi-weekly) into an employee's Health Savings Account.

Due to the Health Savings Account's potential tax savings, federal tax law imposes strict eligibility requirements for HSA'S Contributions. An individual's HSA eligibility is determined monthly and as an individual satisfies all of the HSA eligibility criteria, which include:

- a. Covered by a High Deductible Health Plan (HDHP).
- b. Not be covered by other health coverage that is not an HDHP (with certain exceptions).
- c. Not be enrolled in Medicare.
- d. Not be eligible to be claimed as a dependent on another person's tax return.
- e. Not be enrolled in a Veterans Insurance program.

Health Savings accounts are pre-tax benefits 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. It is the employee's responsibility to:

- a. Make sure their contributions (plus the employer's contributions) do not exceed the annual maximum.
- b. Make sure they are not covered by any plans that are not a high deductible health plan.
- c. Ensure they are not being claimed as a dependent on someone else's taxes.
- d. Keep records of their expenses.
- e. Add non-eligible expenses back to their gross income.

It is crucial you keep your Human Resources representative up to date on your medical insurance elections since this can impact your Health Savings account.

Limited Flexible Spending and Dependent Flex Spending Accounts

The 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 (dental and vision only) 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

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.

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. The amount is approved by the commission on an annual basis. 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.

Disability Programs Long-Term and Short-Term Disability

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.

Short term disability is also available for purchase at the employee's own expense. Cost varies on age and amount of coverage.

Employees should contact Human Resources for more detailed information.

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. After six months of employment an employee may start receiving a match on their pre-tax dollars that they contribute up to the amount the commission has determined for that particular year. Annual

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

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.

<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>Employee Payroll deduction 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>

NOTE: HCSP & HSA Compatibility – Please be aware that you may not pay premiums out of your HCSP if any Health Saving Contributions were made to your account in that year. The HCSP funds are limited to dental and vision only (for that year). IRS Revenue Ruling 2004-45 provides guidance on this matter.

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 by the commission.

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' Life insurance policy and employees should directly contact the insurance carrier for more information.

Conference/Seminars

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.

Conferences and Seminars.

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.

1. 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. An employee on an active performance improvement plan, or even received any type of discipline in the last 6 months may not attend any conference or outside seminar.
- a.c. The employee's supervisor shall recommend that there will be a benefit to SPU for the attendance by the employee at the conference.
- b.d. While attending a national or out-of-state conference, employees are presumed to work eight-hour workdays and are ineligible for overtime compensation.
- c.e. Holidays which occur during the scheduled conference shall be charged against holiday leave. Use of sick leave is not permitted.
- f. Overnight travel must be pre-approved by the employee's supervisor.

2.1. 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.

Reimbursements/Travel Costs/Per-Diem

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.

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-g. 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-h. 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.
- e-i. Car Rental. Prior approval by the department head is required if it is necessary to rent a car at the travel destination.
- j. 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.)

d.

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.

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.

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 Option

Individuals who have been employed by Shakopee Public Utilities for 5 years or more and who are age 62~~55~~ or older may be offered a phase retirement benefit, upon the recommendation of the General Manager and approval of the Commission. The PRO is an option that employers can choose to offer to eligible employees and creates a flexible environment where employees can transition into retirement, and employers are able to better navigate the necessary knowledge transfer. ~~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~~ ~~exceed 6 months.~~ ~~three years.~~

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~~275.00 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. There is no carry over from year to year if full amount is not used.

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

General Information/Attendance/Absence

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, ESST 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 at 8 hours per holiday/Floating holiday.

-These holidays are:

- New Year's Day _____ January 1st
- Martin Luther King Day _____ Third Monday in January
- Presidents Day _____ Third Monday in February
- Memorial Day _____ Last Monday in May
- Juneteenth _____ June 19th
- Independence Day _____ July 4th
- _____

- ~~Labor Day~~ First Monday in September
- Veterans Day November 11th
- Thanksgiving Day Fourth Thursday in November
- ~~Day after Thanksgiving~~ Friday after Thanksgiving ~~Day~~ Friday after the fourth Thurs. in Nov.
- Christmas Day December 25th
-
- Two (2) eight-hour 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 one-half 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 1st will receive two eight-hour Floating holidays in that calendar year. Employees hired after July 1st will receive one eight-hour 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 for eight (8) hours of holiday pay based on their regular rate of pay at the time of the holiday, if the regular scheduled shift is more or less than eight hours, that time will be adjusted during that week of work. ~~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, ESSI 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~~ 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... Hours must be used in one-half hour increments. 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 ~~b~~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 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~~ sick and safe 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 and safe 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 & Safe Leave, ESST, Vacation Leave & other Compensatory Time. While on parenting leave, an employee must use any vacation leave, ESST 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, ESST or compensatory time occurs simultaneously with the parenting leave and does not extend the length of the parenting leave.
5. Insurance Continuation. Employees utilizing sick & safe, 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. expense. (COBRA)

6. Status of Benefits. An employee will not accrue sick & safe, and vacation leave while on unpaid parenting leave. An employee using a combination of paid and unpaid leave will accrue sick and safe and vacation leave on a pro-rated basis. An employee using paid leave will continue to accrue sick and safe and vacation leave.

6.

7. 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.

8. 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 an 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 and Safe Leave

Sick & Safe leave accumulates from year to year up to a maximum of 720 hours. Unused sick & safe leave will be paid out at termination according to the Sick and Safe Leave Severance Payout schedule for employees who have been employed five years or longer. Sick & Safe leave hours may be used in half-hour increments. Employees must use vacation or ~~personal-Sick and Safe~~ leave for any additional ~~days-hours~~ missed or take these days without pay.

1. Use of Sick & Safe Leave.

- a. For the employee, an employee may use sick & safe 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 to care for a sick family member or to seek assistance if they or a family member have experienced domestic abuse, 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 ~~changed~~ to sick and safe leave but shall remain as vacation.
- b. For a child or spouse. An employee may use sick and safe 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 and safe 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 & safe 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 and safe 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 and Safe Leave. In cases where an employee is found to have

taken sick and safe 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.

e.

2. Proof.

- a. To be eligible for sick and safe 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 (or family members) 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 or short-term (if they have it) must use long-term/short-term disability insurance as provided under the terms of the insurance policy.

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

Employee Sick & Safe Time (ESST)

Minnesota's Earned Sick and Safe Time (ESST) law requires employers to provide earned sick and safe paid leave to employees who work in the state. Providing earned sick and safe time to employees under a paid time off policy that may be used for the same purpose and under the same conditions that meets or exceeds the minimum standards of this policy, are not required to provide additional earned sick and safe time. What is key here is the "same conditions" reference as there are many policy aspects of ESST that are more expansive than traditional leave policies, such as the definition of family members.

Beginning January 1, 2025, the legislature expanded the application of ESST requirements – except for the provisions in Minn. Stat. 181.9446 – to all paid time off or other paid leave in excess of the minimum required ESST amount made available to employees for absences due to personal illness or injury.

1. Use of ESST

- a. Earned Sick and Safe Time, and any other paid leave available to employees for personal illness or injury, may be used for the following circumstances:
 1. An employee's own:
 1. Mental or physical illness, injury, or other health condition.
 2. Need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition.
 3. Need for preventive medical or health care; or
 4. Need to make arrangements for or attend funeral services or a memorial or address financial or legal matter that arise after the death of a family member.
 - b. Care of a family member:

- i. With mental or physical illness, treatment, or other health conditions,
 - ii. Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
 - iii. Who needs preventive medical or health care.
- c. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
- i. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking,
 - ii. Obtain services from a victim services organization
 - iii. Obtain psychological or other counseling,
 - iv. Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - v. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- d. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or another public emergency.
- e. Optional Weather-Event Exception: Depending on the utilities policies, certain employees may be restricted from using accrued ESST for this reason outlined in Minn. Stat. 181.9447, Subd. 12. In summary, the weather event exception is available if:
- i. The employee's work duties require the employee to respond to the public emergency or weather event,
 - ii. The employee is a CDL holder
 - iii. The employee is needed for the employer to maintain minimum staffing requirements
- f. The employee's inability to work or telework because the employee is:
- i. Prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to public emergency; or
 - ii. Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
- g. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Accrual: Employees who work 80 hours or more in a year (and who are not already benefits eligible) are eligible to accrue ESST time. For every 30 hours worked, an employee will accrue one (1) hour of ESST; to a maximum of 48 hours per year, this includes part-time and seasonal employees. Hours carry-over year to year. No employee may have more than 80 hours of ESST time in total. Accruals will be paid at the same hourly rate an employee earns from the position in which they are missing. Accrual of ESST begins when the employee starts working, but employees may not take ESST until 90 days after their start date.

Family Members defined by Employee Safe & Sick Time

Employees may use earned sick and safe time for the following family members:

- Their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employees stand or stood in loco parentis (in place of a parent).
- Their spouse or registered domestic partner;
- Their sibling, stepsibling or foster siblings;
- Their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child.
- Their grandchild, foster grandchild or step-grandchild.
- Their grandparent or step-grandparent;
- A child of a sibling of the employee.
- A sibling of the parents of the employee.
- A child-in-law or sibling-in-law.
- Any of the family members (mentioned above) of an employee's spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designated by the employee.

Unused accruals will not be paid out if an employee leaves employment regardless if it's voluntary or involuntary. Should an employee return to employment with SPU within 180 days of separation-they are entitled to the ESST hours accrued before leaving.

Proof

SPU requires a notice of up to seven days in advance notice when the need to use ESST is foreseeable. If the need is unforeseeable, SPU requires notice as soon as practicable. SPU may require an employee provide reasonable documentation of ESST use when more than three consecutive days of ESST are used. If the employee is unable to secure the requested documentation, the employee shall provide a written statement indicating the employee is using ESST for a qualifying purpose.

Abuse of ESST

Employees may only use ESST leave for one of the authorized reasons listed above. Employees using ESST leave for unauthorized purposes may be subject to discipline.

Sick and Safe Leave Bank

On January 1st of each year any employee who will be receiving their new 96 hours of sick and safe leave and will exceed the 720-hour maximum that employee 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 a percentage of their unused sick and safe 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 the one half maximum accumulation will be forfeited.~~

Vacation carry-over

At the end of each year of service, employees are encouraged to use their earned vacation time to promote a healthy work-life balance. However, in circumstances where vacation time remains unused, the following carry-over policy will apply:

1. Carry-Over Limit: Employees may carry over vacation according to their allowable carry over limit listed below.
2. Transfer to Sick Leave: Any unused vacation above the allowable carry over limit listed below will be transferred to the employee's Sick Leave balance. (With a 40-hour maximum limit).
3. Forfeiture of Excess Hours: Any vacation hours exceeding the 40-hour limit will be forfeited and will not be eligible for carry-over or payout.
4. Annual Review: Vacation balances will be reviewed and adjusted at the end of each employee's individual anniversary date to reflect the carry-over and forfeiture rules outlined above.

Employees are strongly encouraged to plan and utilize their vacation time throughout the year to avoid forfeiture of unused hours.

The ~~v~~vacation and carry over schedules are as follows: (Exceptions may apply)

Step	Employee's Length of Service	Vacation Days Earned Each Year	Total hours allowable for carry over.
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	80 hours
Step 4	After 15 years of service	200 hours/year	100 hours

Employees may request vacation by completing a vacation request ~~form~~ for time off electronically 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.
 - a. 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.
 - a. 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.
 - b. The Superintendent/Director will, in writing, recommend to the General Manager the selected candidate.
 - c. 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~~ Controlled Substance testing:** After a written conditional offer of employment is made, Shakopee Public Utilities will require ~~any~~ the candidate holding a CDL to take and pass a ~~drug/alcohol~~ controlled substance 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

- a. 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.

~~7. **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. Any employee who is on an active performance improvement plan in their current role, or even received any type of discipline in the last 6 months will not be considered for transfer or promotion to another role within the organization. ~~that would be an advancement to their current position~~~~

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~~ 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 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~~ increase, or a salary decrease, suspension, or termination. Any employee who is on an active performance improvement plan in their current role, or even received any type of discipline in the last 6 months will not be considered for transfer or promotion to another role within the organization and may not attend outside conferences.

Shakopee Public Utilities reserves the right in its sole discretion to omit any or all of these ~~actions, or~~ 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~~ Respectful workplace policy 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 Controlled Substance – Free Workplace & Alcohol

It is the policy of Shakopee Public Utilities to maintain a drug and alcohol controlled substance 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 drugs, alcohol or illegal or cannabis drugs. Employees may be subject to drug and alcohol controlled substance and testing alcohol testing according to Shakopee Public Utilities' drug and alcohol controlled substance 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, cros 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, unless under a union contract which is not considered a step program. 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 ~~customers~~ 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. All property must be returned upon termination. 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 and/or cannabis 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 (General 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 employees but~~ remain the sole property of Shakopee Public Utilities. Accordingly, the General Manager or their designee may inspect ~~them 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~~ immediately and the employee should not make any statements regarding the accident.

The ~~u~~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 ~~u~~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

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.

4. ~~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.

2.1. 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.
- **Workplace Politics and Religious beliefs:** It is encouraged to refrain from political and religious activities during work hours, since doing so can be distracting and uncomfortable for fellow employees and has the potential to put a strain on workplace relationships. In addition, employees should not discuss political/religious issues with customers or vendors. No postings or passing out of campaigning literature or religious literature is allowed. This also includes wearing political badges, pins, buttons, t-shirts or other types of political or religious clothing.

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.

3.4 **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.

45 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.

4.6 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.

5.7 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).

6.8 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/Resignation of Employment

If an employee elects to leave Shakopee Public Utilities, he/she should put their intent in writing and date it. 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 (~~1/2 will go into HCSP and the other 1/2 will be paid out on the final check~~). ~~Vacation payout is not PERA eligible. and eCompensatory time in addition to hours worked will be paid in full on final check. All regular hours will be paid on final check.~~

~~No SPU employee shall be required to retire at any specific age.~~

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 & Safe 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 **and safe** 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 **and safe** 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
leave**

**Severance Payout formula as
% of accumulated sick **and** -**

safe 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 on their final check.

Vacation Time Payout

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 on their final check~~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. Vacation payout is not PERA eligible.

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~~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~~ Respectful Workplace policy (included in this handbook). 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 -



Personnel Policies

Effective: 1/6/2025



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Amended: 12.26.2024

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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, contractors, volunteers or anyone under a collective bargaining agreement.

If any specific provisions of this policy conflict with any current union agreement the union agreement will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provisions of state or federal law.

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 department head 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.
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.

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 unless there is a separate negotiated union contract. Employees may review the plans upon request to Human Resources.

On occasion, employees may have to perform duties that are not part of their job description or usual tasks. This may happen because a coworker is absent, a position is temporarily vacant, a department is particularly busy, or for other reasons. Employees are expected to perform these added duties in a prompt fashion and to the best of their ability. Should questions about process or procedure arise, employee should speak with their supervisor or director. Unless informed otherwise, employees will be paid at their regular rate of pay.

1. The Job Classification Plan will classify positions, rating process and an appropriate range will be assigned. (Unless a union contract is in place). 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.
3. Increases in pay shall be considered during the annual budgeting process, to be implemented at the beginning of a new fiscal year in accordance with SPU's Compensation Plan.

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 including logo wear clothing and deferred compensation pre-tax match.

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/director 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 & Safe leave, Vacation leave, Floating Holiday, Compensatory time, Bereavement, Jury Duty pay or Federal observed holidays are considered hours worked. The overtime/double-time shall be in pay or compensatory time (which ever the employee selects) at one and one-half time or double-time, which ever applies, to 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. 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 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).

FLSA Safe Harbor for Exempt Employees

Department heads or supervisors may require exempt employee to work a schedule, to record daily attendance, and to record and track hours for billing or other business-related purposes that are directly related to the exempt employee's job duties. Department heads and supervisors will familiarize themselves with FLSA rules and regulations to ensure no exempt employee's FLSA protections are infringed upon.

SPU will observe all FLSA rules and regulations as they apply to exempt employees.

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/ Trouble Shooting call.

Reconnect work will be paid for one-hour minimum overtime pay. Trouble shooting on the phone will be paid for one-hour minimum overtime-pay. Reconnect or Trouble shooting hours may not be pyramided.

Rest Time

Employees required to work three (3) 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 in the case of providing mutual aid to another municipality in case of major storms, an employee is required to spend the night in a different community, they will receive one and one-half times their regular base rate of pay for all hours worked Monday – Saturday and double time for all hours worked on Sundays and Holidays. Where not required to spend the night, the employee will be paid in accordance with the standard practices.

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. When a payday falls on a holiday, employees shall receive their pay the preceding workday. 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 non-union employees' standby duty and holiday duty 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, in the time entry system.

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.

Remote Work

Working remotely from locations other than the SPU service center, including an employee's home cannot adversely affect the operational needs of SPU or our customers. Remote work schedule requests are to be submitted with sufficient notice for SPU management or department leaders to ensure adequate coverage and are approved at the sole discretion of SPU management. All equipment used to work remotely must be returned to SPU upon returning to the service center. See Remote Work Policy.

Remote work is used for a temporary situation.

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, Health Care Savings Plan and MNFMLA.

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.

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 of 6.5% into PERA begin immediately. SPU also contributes 6.5% plus an additional 1% 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 all employees).

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

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.

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 part time employees are eligible for medical insurance, effective the 1st of the month following the date of hire. 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 (bi-weekly) into an employee's Health Savings Account.

Due to the Health Savings Account's potential tax savings, federal tax law imposes strict eligibility requirements for HSA'S Contributions. An individual's HSA eligibility is determined monthly and as an individual satisfies all of the HSA eligibility criteria, which include:

- a. Covered by a High Deductible Health Plan (HDHP).
- b. Not be covered by other health coverage that is not an HDHP (with certain exceptions).
- c. Not be enrolled in Medicare.
- d. Not be eligible to be claimed as a dependent on another person's tax return.
- e. Not be enrolled in a Veterans Insurance program.

Health Savings accounts are pre-tax benefits 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. It is the employee's responsibility to:

- a. Make sure their contributions (plus the employer's contributions) do not exceed the annual maximum.
- b. Make sure they are not covered by any plans that are not a high deductible health plan.
- c. Ensure they are not being claimed as a dependent on someone else's taxes.
- d. Keep records of their expenses.
- e. Add non-eligible expenses back to their gross income.

It is crucial you keep your Human Resources representative up to date on your medical insurance elections since this can impact your Health Savings account.

Limited Flexible Spending and Dependent Flex Spending Accounts

The 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 (dental and vision only) 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

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.

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. The amount is approved by the commission on an annual basis. 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.

Long-Term and Short-Term Disability

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.

Short term disability is also available for purchase at the employee's own expense. Cost varies on age and amount of coverage.

Employees should contact Human Resources for more detailed information.

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. After six months of employment an employee may start receiving a match on their pre-tax dollars that they contribute up to the amount the commission has determined for that particular year. Annual IRS limits apply. Employees should see Human Resources for more information on this plan. (See Employee Benefits Guide for more information).

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
Employee Payroll deduction Contribution	1%	2%	3%	4%
SPU Contribution	\$22.50/pay period	\$22.50/pay period	\$22.50/pay period	\$22.50/pay period

NOTE: HCSP & HSA Compatibility – Please be aware that you may not pay premiums out of your HCSP if any Health Saving Contributions were made to your account in that year. The HCSP funds are limited to dental and vision only (for that year). IRS Revenue Ruling 2004-45 provides guidance on this matter.

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 by the commission.

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' Life insurance policy and employees should directly contact the insurance carrier for more information.

Conference/Seminars

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.

1. 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. An employee on an active performance improvement plan, or even received any type of discipline in the last 6 months may not attend any conference or outside seminar.
- c. The employee's supervisor shall recommend that there will be a benefit to SPU for the attendance by the employee at the conference.
- d. While attending a national or out-of-state conference, employees are presumed to work eight-hour workdays and are ineligible for overtime compensation.
- e. Holidays which occur during the scheduled conference shall be charged against holiday leave. Use of sick leave is not permitted.
- f. Overnight travel must be pre-approved by the employee's supervisor.

Reimbursements/Travel Costs/Per-Diem

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.

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:

- g. 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.

- h. **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.
- i. **Car Rental.** Prior approval by the department head is required if it is necessary to rent a car at the travel destination.
- j. **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.)

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.

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.

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.

Phased Retirement Option

Individuals who have been employed by Shakopee Public Utilities for 5 years or more and who are age 62 or older may be offered a phase retirement benefit, upon the recommendation of the General Manager and approval of the Commission. The PRO is an option that employers can

choose to offer to eligible employees and creates a flexible environment where employees can transition into retirement, and employers are able to better navigate the necessary knowledge transfer. 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 three years.

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

Footwear

Shakopee Public Utilities shall provide up to **\$275.00** 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. There is no carry over from year to year if full amount is not used.

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/Attendance/Absence

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, ESST 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 at 8 hours per holiday/Floating holiday.

These holidays are:

- New Year's Day January 1st
 - Martin Luther King Day Third Monday in January
 - Presidents Day Third Monday in February
 - Memorial Day Last Monday in May
 - Juneteenth June 19th
 - Independence Day July 4th
 - Labor Day First Monday in September
 - Veterans Day November 11th
 - Thanksgiving Day Fourth Thursday in November
 - Friday after Thanksgiving Friday after the fourth Thurs. in Nov.
 - Christmas Day December 25th
-
- Two (2) eight-hour 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 be used in one-half 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 1st will receive two eight-hour Floating holidays in that calendar year. Employees hired after July 1st will receive one eight-hour 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 for eight (8) hours of holiday pay based on

their regular rate of pay at the time of the holiday, if the regular scheduled shift is more or less than eight hours, that time will be adjusted during that week of work.

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
- 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, ESST 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. Hours must be used in one-half hour increments. 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.

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 and safe 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 and safe 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 & Safe Leave, ESST, Vacation Leave & or Compensatory Time. While on parenting leave, an employee must use any vacation leave, ESST 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, ESST or compensatory time occurs simultaneously with the parenting leave and does not extend the length of the parenting leave.

Insurance Continuation. Employees utilizing sick & safe, 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. (COBRA)

6. Status of Benefits. An employee will not accrue sick & safe, and vacation leave while on unpaid parenting leave. An employee using a combination of paid and unpaid leave will accrue sick and safe and vacation leave on a pro-rated basis. An employee using paid leave will continue to accrue sick and safe and vacation leave.
7. 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.
8. 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 and Safe Leave

Sick & Safe leave accumulates from year to year up to a maximum of 720 hours. Unused sick & safe leave will be paid out at termination according to the Sick and Safe Leave Severance Payout schedule for employees who have been employed five years or longer. Sick & Safe leave hours may be used in half-hour increments. Employees must use vacation or Sick and Safe leave for any additional hours missed or take these days without pay.

1. Use of Sick & Safe Leave.
 - a. For the employee, an employee may use sick & safe 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 to care for a sick family member or to seek assistance if they or a family member have experienced domestic abuse, 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 changed to sick and safe leave but shall remain as vacation.
 - b. For a child or spouse. An employee may use sick and safe 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 and safe 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 & safe 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 and safe 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 and Safe Leave. In cases where an employee is found to have taken sick and safe 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 and safe 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 (or family members) 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 or short-term (if they have it) must use long-term/short-term disability insurance as provided under the terms of the insurance policy.

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

Employee Sick & Safe Time (ESST)

Minnesota's Earned Sick and Safe Time (ESST) law requires employers to provide earned sick and safe paid leave to employees who work in the state. Providing earned sick and safe time to employees under a paid time off policy that may be used for the same purpose and under the same conditions that meets or exceeds the minimum standards of this policy, are not required to provide additional earned sick and safe time. What is key here is the "same conditions" reference as there are many policy aspects of ESST that are more expansive than traditional leave policies, such as the definition of family members.

Beginning January 1, 2025, the legislature expanded the application of ESST requirements – except for the provisions in Minn. Stat. 181.9446 – to all paid time off or other paid leave in excess of the minimum required ESST amount made available to employees for absences due to personal illness or injury.

1. Use of ESST

- a. Earned Sick and Safe Time, and any other paid leave available to employees for personal illness or injury, may be used for the following circumstances:
 - i. An employee's own:
 1. Mental or physical illness, injury, or other health condition.
 2. Need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition.
 3. Need for preventive medical or health care: or
 4. Need to make arrangements for or attend funeral services or a memorial or address financial or legal matter that arise after the death of a family member.
 - b. Care of a family member:
 - i. With mental or physical illness, treatment, or other health conditions.
 - ii. Who needs medical diagnosis, care, or treatment of a mental or physical illness,

- injury, or other health condition; or
 - iii. Who needs preventive medical or health care.
- c. Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - i. Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking.
 - ii. Obtain services from a victim services organization
 - iii. Obtain psychological or other counseling.
 - iv. Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
 - v. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- d. Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or another public emergency.
- e. Optional Weather-Event Exception: Depending on the utilities policies, certain employees may be restricted from using accrued ESST for this reason outlined in Minn. Stat. 181.9447, Subd. 12. In summary, the weather event exception is available if:
 - i. The employee's work duties require the employee to respond to the public emergency or weather event.
 - ii. The employee is a CDL holder
 - iii. The employee is needed for the employer to maintain minimum staffing requirements
- f. The employee's inability to work or telework because the employee is:
 - i. Prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to public emergency; or
 - ii. Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis.
- g. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Accrual: Employees who work 80 hours or more in a year (and who are not already benefits eligible) are eligible to accrue ESST time. For every 30 hours worked, an employee will accrue one (1) hour of ESST: to a maximum of 48 hours per year, this includes part-time and seasonal employees. Hour's carry-over year to year. No employee may have more than 80 hours of ESST time in total. Accruals will be paid at the same hourly rate an employee earns from the position in which they are missing. Accrual of ESST begins when the employee starts working, but employees may not take ESST until 90 days after their start date.

Family Members defined by Employee Safe & Sick Time

Employees may use earned sick and safe time for the following family members:

- Their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employees stand or stood in loco parentis (in place of a parent).
- Their spouse or registered domestic partner:
- Their sibling, stepsibling or foster siblings:
- Their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child.
- Their grandchild, foster grandchild or step-grandchild.
- Their grandparent or step-grandparent:
- A child of a sibling of the employee.
- A sibling of the parents of the employee.
- A child-in-law or sibling-in-law.
- Any of the family members (mentioned above) of an employee's spouse or registered domestic partner.
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- Up to one individual annually designated by the employee.

Unused accruals will not be paid out if an employee leaves employment regardless if it's voluntary or involuntary. Should an employee return to employment with SPU within 180 days of separation-they are entitled to the ESST hours accrued before leaving.

Proof

SPU requires a notice of up to seven days in advance notice when the need to use ESST is foreseeable. If the need is unforeseeable, SPU requires notice as soon as practicable. SPU may require an employee provide reasonable documentation of ESST use when more than three consecutive days of ESST are used. If the employee is unable to secure the requested documentation, the employee shall provide a written statement indicating the employee is using ESST for a qualifying purpose.

Abuse of ESST

Employees may only use ESST leave for one of the authorized reasons listed above. Employees using ESST leave for unauthorized purposes may be subject to discipline.

Sick and Safe Leave Bank

On January 1st of each year any employee who will be receiving the new 96 hours of sick and safe leave and will exceed the 720-hour maximum that employee 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 a percentage of their unused sick and safe 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.

Vacation carry-over

At the end of each year of service, employees are encouraged to use their earned vacation time to promote a healthy work-life balance. However, in circumstances where vacation time remains unused, the following carry-over policy will apply:

1. Carry-Over Limit: Employees may carry over vacation according to their allowable carry over limit listed below.
2. Transfer to Sick Leave: Any unused vacation above the allowable carry over limit listed below will be transferred to the employee's Sick Leave balance. (With a 40-hour maximum limit).
3. Forfeiture of Excess Hours: Any vacation hours exceeding the 40-hour limit will be forfeited and will not be eligible for carry-over or payout.
4. Annual Review: Vacation balances will be reviewed and adjusted at the end of each employee's individual anniversary date to reflect the carry-over and forfeiture rules outlined above.

Employees are strongly encouraged to plan and utilize their vacation time throughout the year to avoid forfeiture of unused hours.

Vacation and carry over schedules are as follows: (Exceptions may apply)

Step	Employee's Length of Service	Vacation Days Earned Each Year	Total hours allowable for carry over.
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	80 hours
Step 4	After 15 years of service	200 hours/year	100 hours

Employees may request vacation by completing a vacation request for time off electronically 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.
 - a. 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.
 - a. 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.
 - b. The Superintendent/Director will, in writing, recommend to the General Manager the selected candidate.
 - c. 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 Controlled Substance testing:** After a written conditional offer of employment is made, Shakopee Public Utilities will require the candidate holding a CDL to take and pass a controlled substance 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
 - a. 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.

- 7 **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. Any employee who is on an active performance improvement plan in their current role, or even received any type of discipline in the last 6 months will not be considered for transfer or promotion to another role within the organization.

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. Any employee who is on an active performance improvement plan in their current role, or even received any type of discipline in the last 6 months will not be considered for transfer or promotion to another role within the organization and may not attend outside conferences.

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' Respectful workplace policy 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.

Controlled Substance – Free Workplace

It is the policy of Shakopee Public Utilities to maintain a controlled substance 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 drugs, alcohol or cannabis. Employees may be subject to controlled substance and alcohol testing according to Shakopee Public Utilities' controlled substance 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. 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.

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, unless under a union contract which is not considered a step program. 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 customers 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. All property must be returned upon termination. 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, alcohol and/or cannabis 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 (General 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

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.

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.

1. **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.
- **Workplace Politics and Religious beliefs:** It is encouraged to refrain from political and religious activities during work hours, since doing so can be distracting and uncomfortable for fellow employees and has the potential to put a strain on workplace relationships. In addition, employees should not discuss political/religious issues with customers or vendors. No postings or passing out of campaigning literature or religious literature is allowed This also includes wearing political badges, pins, buttons, t-shirts or other types of political or religious clothing.

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/Resignation of Employment

If an employee elects to leave Shakopee Public Utilities, he/she should put their intent in writing and date it. Shakopee Public Utilities requires a two (2) week notice so they can begin the process to adequately fill the position.

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 (1/2 will go into HCSP and the other 1/2 will be paid out on the final check). Vacation payout is not PERA eligible. Compensatory time will be paid in full on final check. All regular hours will be paid on final check.

No SPU employee shall be required to retire at any specific age.

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 & Safe 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 and safe 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 and safe 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 and safe 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 on their final check.

Vacation Time Payout

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 on their final 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.

Vacation payout is not PERA eligible.

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 Respectful Workplace policy (included in this handbook). 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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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 –