

REQUEST FOR COUNCIL ACTION

Meeting

Date: July 28, 2026

AGENDA SECTION: General Business	ORIGINATING DEPT: Finance
ITEM DESCRIPTION: Personnel Policy Updates	PREPARED BY: K. Grabau

The Personnel Committee reviewed the following changes/clarifications and are recommending approval.

Below is a summary of those changes:

- Adding MN Paid Leave Verbiage to the policy
 - Also adding the wording that allows the employee to accrue PTO while they are on MN Paid Leave.
- Continuing to provide Short-Term Disability
 - The cost for providing this benefit drastically dropped in 2026 and it may be a valuable benefit to provide employees coverage between MN Paid Leave and long-term disability.
- Section 19: Alcohol and Drug Testing paragraph 10 – recommend updating the wording regarding a CDL to wording that was used prior in the 2005 policy.

“Any person employed by the City of Stewartville who, as part of his or her job, operates a commercial motor vehicle (CMV) and hold a Commercial Drivers License (CDL) whose CDL is cancelled, revoked, or suspended for any time frame greater than sixty (60) days, within one (1) year may be terminated or reduced in pay or grade in his or her employment with the City of Stewartville.”

The previous wording stated that the employee will be offered a “one-chance” counseling/rehab/treatment training.

- Section 19: Alcohol and Drug Testing
 - Added per the League of MN Cities: NonDOT Drug, Alcohol and Cannabis Testing Policy Nondiscrimination, Voluntary Disclosure and Employee Assistance– Employees who voluntarily admit to alcohol misuse and/or past drug or cannabis misuse, before any substance use or dependence affects job performance, and who have been referred by the city to participate in a counseling or rehabilitation program and/or are subject to follow-up testing, are not responsible for the costs of:
 - a. An initial appointment with a certified chemical use counselor or a physician trained in the diagnosis and treatment of substance use disorders
 - b. Any required follow-up appointments
 - c. Any required follow-up testing.These costs will be paid by the City.

COUNCIL ACTION REQUESTED:

To adopt the updated language on Resolution 78-14 A RESOLUTION ESTABLISHING A PERSONNEL POLICY FOR THE CITY OF STEWARTVILLE, MINNESOTA