

TABLE OF CONTENTS

WELCOME TO THE MUNICIPAL BUILDING COMMISSION	3
<i>MBC MISSION STATEMENT</i>	4
ORGANIZATIONAL CHART	4
WHEN YOU HAVE A QUESTION.....	5
WORK WEEK	6
OVERTIME.....	6
PAYROLL PERIOD	6
DIRECT DEPOSIT	8
EMPLOYEE INFORMATION CHANGES	8
PROBATIONARY PERIOD	8
BENEFIT INFORMATION	9
CONTINUATION OF HEALTH, DENTAL, AND LIFE INSURANCE COVERAGE (COBRA).....	9
HEALTH CARE OPTIONS	9
DENTAL INSURANCE.....	9
BASIC AND OPTIONAL LIFE INSURANCE	9
LONG TERM DISABILITY	9
MINNEFLEX—FLEXIBLE SPENDING ACCOUNTS	9
VEBA ACCOUNTS	10
DEFERRED COMPENSATION.....	10
RETIREMENT PLANS.....	11
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	11
WORKER’S COMPENSATION.....	12
UNEMPLOYMENT INSURANCE	12
WORKPLACE SAFETY	12
HEALTH AND SAFETY TRAINING SCHEDULE	13
LEAVES OF ABSENCE	14
SICK LEAVE.....	14
USE OF SICK LEAVE BENEFITS.....	14
NOTIFICATION REQUIREMENT	14
<i>PAYMENT FOR UNUSED SICK LEAVE</i>	14
VACATION ACCRUAL SCHEDULE.....	15
VACATION SCHEDULING	15
SCHOOL CONFERENCE AND ACTIVITIES LEAVE	16
MILITARY LEAVE	16
JURY DUTY	16
<i>FUNERAL LEAVE</i>	16
TIME OFF TO VOTE	16
APPOINTIVE AND ELECTIVE OFFICE LEAVE.....	17

UNION LEAVE	17
<i>FAMILY MEDICAL LEAVE</i>	17
<i>BUDGETARY LEAVE</i>	17
HOLIDAYS	18
PERSONAL BUSINESS DAY	19
HOLIDAYS DURING VACATION AND SICK LEAVE	19
RELIGIOUS HOLIDAYS.....	19
 <i>DISCIPLINARY PROCEDURE</i>	 21
<i>CAUSE FOR DISCIPLINARY ACTION</i>	21
<i>DISCIPLINARY GUIDELINES</i>	22
ATTENDANCE/TARDINESS GUIDELINES	23
UNAUTHORIZED ABSENCE(S)	23
 <i>EMPLOYEE TRAINING AND DEVELOPMENT</i>	 24
<i>TUITION REIMBURSEMENT POLICY</i>	24
<i>TUITION REIMBURSEMENT PROCEDURE</i>	24
<i>SEMINARS AND WORKSHOPS</i>	25
<i>PROFESSIONAL AND TRADE SOCIETY MEMBERSHIPS</i>	25
<i>SUBSCRIPTIONS AND REFERENCE MATERIALS</i>	25
 <i>ON THE JOB</i>	 27
<i>EMPLOYEE RECORD</i>	27
MBC/CITY VEHICLES -- EMPLOYEE DRIVERS LICENSE	27
RESPECT IN THE WORKPLACE POLICY	27
LABOR ORGANIZATIONS	28
CITY-COUNTY FEDERAL CREDIT UNION	28
CITY AND COUNTY NEWSLETTERS.....	28
DRUG AND ALCOHOL POLICY - SUBSTANCE ABUSE.....	29
 <i>EMPLOYMENT TERMINATION</i>	 30
RESIGNATION	30
VACATION PAY AT TERMINATION	30
ACCUMULATED SICK LEAVE - RETIREMENT	30

Welcome to the Municipal Building Commission

The Municipal Building Commission (MBC) is an independent agency funded by both the City of Minneapolis and Hennepin County. It was established by the State Legislature in 1903 to provide the exclusive “care, custody and control” of the Minneapolis City Hall/Hennepin County Courthouse.

Four elected officials, two each from the City and the County, comprise the MBC governing Board. The Chair of the Hennepin County Board of Commissioners is the MBC President. The Mayor of Minneapolis is the MBC Vice-President. The other members, by statute, are “appointees” of the City Council and County Board. In practice, a second County Board member and a City Council member serve.

The Board authorizes the annual budget including staffing authority. The MBC is subject to state law regarding levy limits and taxation. MBC operating funding is apportioned between the City and County based on space occupancy (40% Hennepin County and 60% City of Minneapolis).

The building is 713,000 gross square feet occupying the entire block bordered by Third and Fourth Avenue and Fourth and Fifth Streets South. The address is 350 South Fifth Street, Minneapolis, MN 55415.

The building's County portion houses the Adult Detention Center on fourth and fifth floors, Sheriff's Administration and Detention Center Intake on the ground floor, and courtrooms on the third floor. The City portion houses the Mayor, City Council, City Coordinator, Public Works, Police, Fire and Emergency Communications (911).

The primary purpose of the Employee Handbook is to orient new employees to the MBC. It summarizes and highlights benefit programs, employment policies and procedures and your responsibilities as an MBC employee.

New employees receive handbooks during New Employee Orientation. Once distributed, individual handbooks are not updated to reflect changes in programs, policies and procedures that may occur over time. For current information, employees are required to check the MBC employee intranet site.

This Handbook is not meant to supersede or be a duplication of any MBC collective bargaining agreements; these documents govern in the event they conflict with information provided herein.

The contents of this Handbook are guidelines presented as a matter of information only. The language contained herein does not constitute a contractual relationship with employees nor does it create binding employment terms. The MBC, as your employer, has the right to modify its policies at any time.

MBC Mission Statement

The Municipal Building Commission's mission is to provide effective and efficient services to maintain and preserve a historic facility, ensuring a safe and functional environment for City and County citizens, employees, elected officials and visitors.

In order to accomplish our mission we will:

- ◆ Continue to improve upon the delivery of service using a knowledgeable workforce with multiple skills.
- ◆ Evolve from a budget-driven organization to one which is based upon service level standards.
- ◆ Leverage the combined resources of the Municipal Building Commission, City and County to develop "Best Practices" in facility management.

Organizational Chart

When You Have a Question

If you have a question regarding your job, work rules, or any other matter pertaining to your MBC employment, you should talk with your supervisor. Questions can also be directed to the MBC Administrative Manager.

If you have questions regarding your benefits as an MBC employee, contact the City of Minneapolis Benefits Department at 612-673-2759 located at Room 100 in the Public Service Center. Benefit Information is also available at the MBC Employee Web site at www.municipalbuildingcommission.org/employees. MBC employees must type in the password Fatherofwaters to access the page.

Work Week

MBC employees work a variety of shifts as determined by management. A work shift is the starting and stopping time for the employee's workday. Each job within the MBC has varying requirements and customer expectations that dictate the work shift flexibility.

The normal work week for MBC employees is 40 hours (80 hours per two-week payroll period.) Work schedules may vary therefore employees should verify their work schedules with their supervisors. Employees are expected to report to work on time, and to give full attention to their job during work hours. Nothing herein shall be construed as a guarantee of hours of work per day or per week.

Due to work load demands, a supervisor may request an employee to work over time and/or require changes in work shifts. Supervisors may adjust work shifts on a daily or individual basis to accommodate work scheduling.

Subject to supervisory approval and scheduling, employees will normally be granted two 15-minute rest periods during each full work shift. In some instances, work demands may preclude granting of such rest periods. Management establishes break times.

Overtime

Employees may be required to work overtime hours. Departmental needs such as staffing for absences, work backlog, scheduling, or occupant needs may require working overtime hours. In general, work should be completed during normal work shifts and overtime should be avoided if possible. As much notice as possible will be given for overtime needs. Supervisors notify employees of overtime situations. If the employee is covered by a labor agreement, the employee should refer to the labor agreement for overtime details. If you are a nonexempt employee, you will receive overtime pay at one and one half times your regular rate of pay (generally, after 40 hours per week.) Overtime pay may be in the form of cash or compensatory time off, at the discretion of the appointing authority. All overtime work must be approved in advance by your supervisor. Overtime rates are for actual time on the job and do not include travel time to and from the employee's residence.

- Overtime premium rate or premium rates are based on hourly cash rate only. There is no additional compensation for benefits. (Refer to applicable labor agreement).

Payroll Period

Paychecks are issued every other Friday and contain the bi-weekly salary less any deductions. It takes two weeks for time to be processed through the system, so the check received is for the pay period ending two weeks prior.

Paycheck receipts can be viewed on the HRIS system at: www.ci.minneapolis.mn.us.

Deductions required by law (if applicable) include:

- Federal and State Income Tax
- Social Security Tax
- Public Employees Retirement Association (PERA)

- Minneapolis Employees Retirement Fund (MERF)
- Medicare
- Child Support/Spousal Maintenance
- Court ordered garnishments
- Union dues or Fair Share Fee*

* If the employee's classification is included in a certified bargaining unit, but the employee elects not to join the union and therefore pay no dues, the employee may be assessed a "fair share" fee by the union that represents the unit. If the union requests such a fee it will be deducted from the check.

Examples of voluntary deductions may include:

- Health and dental insurance
- Optional and dependent life insurance
- MinneFlex spending accounts
- Deferred compensation

Salary Increases

During the course of employment, employees are generally eligible for two types of pay increases: merit increases and annual salary adjustments.

Merit increases are given to employees based on job performance. As employees receive these increases, they move through the steps of the salary range. An increase will be granted if the supervisor determines that the employee's work performance merits the increases. Once an employee reaches the top of the range, normal merit increases are no longer available in that job classification.

Annual Salary Adjustments are increases typically to the entire salary range. The increase is usually a percentage of salary and everyone in the job classification gets the increase. Adjustments are determined in two ways: for employees who are not represented by unions, the MBC Board determines the amount of the adjustment. For employees in job classifications represented by a union, the Union and MBC negotiate the amount of increase; these negotiated increases must be approved the MBC Board.

There is no express or implied guarantee of either type of salary increase.

Direct Deposit

Paychecks are not given to employees. Employees are required to sign up for direct deposit which electronically deposits the money into the employee's bank account. Employees can choose the financial institution in which to send their direct deposit.

Employee Information Changes

Employees are required to keep payroll, personnel, and benefit records up-to-date. Changes in your status may affect tax withholdings and insurance coverage. It is the employee's responsibility to notify the City of Minneapolis Benefits Department at (612) 673-2759 of any family status changes. Employees can keep their personnel information current through the HRIS system or by contacting the MBC Administrative Manager.

Probationary Period

The Probationary Period for all new full-time benefit earning employees at the MBC is six months (or approximately 1080 hours) from the date of hire. This is the time when you receive on-the-job training and guidance, and your work will be closely supervised to help you adjust effectively to your new position. If you are found to be unsuitable for the position, you may be separated from employment during this period without the right of appeal.

You may not take vacation or sick leave with pay during your first six months of employment. During this time your benefits are earned and accumulated for your use after you have successfully completed probation.

Your work performance will be evaluated by your supervisor during and at the end of your probationary period. Consideration will be given to factors such as, the quality and quantity of work, dependability, attendance, initiative and punctuality. Probationary employees are encouraged to talk with their supervisors should any questions arise regarding job duties.

Benefit Information

Benefit Information

As of January 1, 1999, the MBC participates in the benefit programs provided by the City of Minneapolis. Questions, request for forms, changes in coverage, etc. should be directed to the City Benefits Department (673 – 2759) located at 100 Public Service Center. Information is also available at the MBC Employee Web site at www.municipalbuildingcommission.org/employees. MBC employees must type in the password Fatherofwaters to access the page.

Specific benefit options and costs can change without notice, at any time. The following is for general information only. The terms and conditions of the master policy with the City of Minneapolis will always govern.

Continuation of Health, Dental, and Life Insurance Coverage (COBRA)

Benefits coverage may be continued for up to 18 months as provided by federal and state law (length of time may be extended depending on individual circumstances). To continue these benefits, the cost becomes the portion paid as an employee plus any applicable MBC paid portion plus an administrative fee. For specific information on continuation of benefits under COBRA, contact the City of Minneapolis Benefits Office.

Health Care Options

Regular full-time benefit-earning employees are eligible to enroll themselves and their dependents in the health care plans offered through the City of Minneapolis.

Dental Insurance

Regular full-time benefit-earning employees are eligible to enroll themselves and their dependents in the dental plan offered through the City of Minneapolis.

Basic and Optional Life Insurance

Regular full-time, benefit-earning employees are eligible for \$10,000 group term life insurance that includes accidental death and dismemberment coverage.

Eligible employees may purchase additional term life insurance in increments of one (1) to five (5) times the employee's annual salary. Employee-paid premiums are based on age, with rate discounts for non-smokers, and are deducted monthly on a tax-free basis under MinneFlex. Employees enrolled in the Optional Life Insurance plan may purchase dependent term life insurance of \$5,000 for each eligible dependent at a very low cost.

Long Term Disability

Regular full-time benefit-earning employees are eligible to enroll themselves and their dependents in the health care plans offered through the City of Minneapolis.

MinneFlex—Flexible Spending Accounts

MBC employees who access MBC benefit programs are eligible for MinneFlex – Flexible Spending Accounts. These accounts allow employees to make tax-free dependent care and/or health care spending account deposits on an annual basis to pay for out-of-pocket health care and/or day care costs. For both the Health care account and Dependent Care

Account – the account amount must be spent during the year or the remaining balance is forfeited.

VEBA Accounts

The City has established a health reimbursement arrangement plan (HRA) that provide tax-free reimbursement of eligible health care expenses not paid by other insurance. Plan benefits are funded using a voluntary employees' beneficiary association trust or VEBA. Unused funds in members' accounts are carried over from year to year to build for future expenses while earning tax-free interest.

Monthly HRA/VEBA contributions vary based on the medical plan you elect and whether you choose single or family coverage. Employees should contact City Benefits Department (673 – 2759) or access the MBC Employee Web site at www.municipalbuildingcommission.org/employees for the current amounts.

[OptumHealth Financial Services \(formerly ARC\)](#) is the claims administrator for the HRA/VEBA. You can submit claims by mail, fax, e-mail, or on-line. Claim payments are processed every other week. You may elect to receive your reimbursements through direct deposit.

You are required to sign on separately to the Claims and Investments websites. However, you can create the same Username and Password for each site.

To access HRA/VEBA claims information – claims history, reimbursement schedule, direct deposit, etc. – go to [OptumHealth Financial Services \(formerly ARC\)](#) and click on participant on the OptumHealth Financial Services home page. Enter your Username and Password according to the instructions on the login page and click on “claims”.

If you have questions, call OptumHealth Financial Services at 763-767-4172.

[HRA/VEBA Summary Plan Description](#) (PDF)

Deferred Compensation

The MBC's 457 deferred compensation program is a voluntary retirement savings vehicle which allows an employee to set aside a part of their salary, invest it and have it paid out at a later date. The amount deferred is before-tax dollars; any investment earning on these dollars accumulate tax-free. No income tax is paid on this money until it is paid back to the employee. Three plans are available:

ICMA retirement Corporation

Tom Hilson thilson@icmarc.org
1-800-735-7202 Ext. 5938

ING Financial (Aetna)

Jeff Stein jstein@steinfq.com
612-492-0211
Michael Stein mstein@steinfq.com
612-492-0213
Mark Isenberg misenberg@steinfq.com
612-492-0209

Minnesota Deferred Compensation Plan
(MNDCP)

1-877-457-6466
Mndcp.msrs@state.mn.us

Retirement Plans

Employees hired after July 1, 1978 participate in the Public Employees Retirement Association (PERA).

Most new MBC employees are required by law to become members of PERA. The employee's job classification determines the PERA Fund into which the employee and the County pay contributions.

Coordinated Fund: Most MBC employees are required to become members of this fund. Social Security (FICA) participation is also required. Effective 01/01/08, the employer's contribution into PERA is 6.0% of the Employee's total salary. The MBC contributes 6.5% of the employee's salary.

Retirement under PERA: A pension from PERA is based on a formula which combines the employee's age at retirement, years of service contributing to PERA, and the employee's average salary earned during the highest-paid 60 consecutive month (i.e., five years) of employment.

Resignation under PERA: When an employee terminates employment before retirement, the employee has the right to apply for a refund of his/her salary deductions (MBC contributions are not refundable.) Employee contributions are refundable regardless of the number of years paid into PERA. If a refund is taken, interest is paid at 6% compounded annually based on all employee contributions.

Specific questions may be addressed directly to PERA. The telephone number is 651-296-7460.

Public Employees Retirement Association
60 Empire Drive, Suite 200
Saint Paul, MN 55103
www.mnpera.org

Employee Assistance Program (EAP)

MBC employees and/or eligible family members may request confidential counseling assistance from the Employee Assistance Program through

**Behavioral Health Services, Inc.
(651) 662-0900 or 1-800-432-5155**

All benefit eligible employees and their families or close friends can call for help with Financial, Legal and Relationship problems, or receive similar counseling services in-person upon request.

Each person may receive up to three (3) in-person sessions per problem, at NO COST.

Non-benefits eligible employees do not qualify for in-person sessions but may call:

Behavioral Health Services, Inc. (at the above numbers) for confidential telephone counseling and referral services.

Worker's Compensation

MBC employees have protection under the Minnesota Worker's Compensation laws. Workers Compensation Insurance provides compensation to employees who have a work-related injury or disease. The goals of the workers compensation system are to 1) help the employee return to work as soon as possible, and 2) to restore the employee as much as possible to their economic status before the work related injury. To ensure coverage, the employee must report any injury/disease to their supervisor immediately. An employee's failure to promptly report the work related injury or disease might result in the delay of benefits or in some cases, in the denial of benefits to the employee.

Employees who are injured on the job and seek medical attention, are required to provide medical verification that they are clear to return to work.

Hennepin County administers the MBC's worker's compensation claims. Questions can be directed to Hennepin County Claims Adjuster Nancy Rys at 612-348-3163 or nancy.rys@co.hennepin.mn.us.

Unemployment Insurance

The Employment Services Law provides for payment of unemployment insurance benefits to eligible workers to replace a portion of their wage loss when they lose their job.

In the event an employee separates from his/her employment with the Municipal Building Commission, they should contact the Minnesota Department of Jobs & Training at 651-296-3644.

Workplace Safety

It is the policy of the MBC to provide a safe workplace consistent with the requirements of the Occupational Safety and Health Act (OSHA) of 1970, the Minnesota OSHA requirements, and the Employee Right to Know Act of 1983. Safety is part of every day operations. It is every employee's responsibility to make on the job safety a priority.

In order to comply with applicable laws, employees must be aware of conditions in work areas that could potentially produce injuries. Each employee's cooperation in detecting, reporting, and controlling hazards is a condition of employment. Unsafe equipment or conditions should be reported to MBC Management immediately.

Health and Safety Training Schedule

In coordination with Hennepin County Property Services – Workplace Safety and Environmental Division, MBC administration will plan an annual Health and Safety training schedule. As regulated by OSHA, the MBC will conduct a variety of training and health tests to ensure the health and safety of MBC employees.

Leaves of Absence

Sick Leave

All regular full-time benefit earning employees are eligible for sick leave at their current base pay rate. Sick leave earned accumulates in the employee's sick leave "bank".

Use of Sick Leave Benefits

The following policy applies to non-represented employees. (Union members should refer to their labor agreement).

With appropriate approval, accumulated sick leave benefits may be used under the following circumstances:

- 1) When employees are unable to work because they are ill or injured;
- 2) When an employee's dependent child is ill or injured and requires the employee's care or attendance;
- 3) When an employee's spouse or parent who resides in the employee's household is ill or injured and requires the employee's care or attendance; sick leave benefits may be used for periods not to exceed two (2) days in duration;
- 4) When necessary routine medical or dental care cannot be arranged during off non-work hours.

Sick leave usage is subject to approval and verification by the MBC. Three (3) consecutive days absence or sporadic use of twelve (12) days medically unverified sick leave in any calendar year, require the employee to furnish a report from a licensed physician or mental health provider attesting to the necessity of the leave and other information that the MBC deems necessary. At the discretion of the MBC, the patterned use of sick leave benefits may require the submission of such reports for absences of less than three (3) days' duration.

It is considered an automatic resignation if an employee is absent from work for three (3) or more successive days without an authorized leave and/or without notice to their supervisor of their intention to return to work.

Under current MBC FMLA policy, employees have the option to use paid leave (sick, vacation or compensatory time), unpaid leave, or a combination of both.

Notification Requirement

To be eligible for sick leave, employees must notify their supervisor as soon as possible but not later than the starting time of their scheduled shift. This notice may be waived if employees can establish that they could not reasonably have been expected to comply with this requirement because of circumstances beyond their control.

Payment for Unused Sick Leave

Eligible employees with an accumulation of 60 days or more sick leave at the end of the payroll year, shall have the option to continue accumulation or receive cash payment at the beginning of each year for any sick leave accumulated in the preceding year above the 60 day minimum:

<u>Number of Days Accumulated</u>	<u>% of Pay Rate</u>
60- 89 (480 hours minimum)	50%
90-119 (720 hours minimum)	75%
120+ (960 hours minimum)	100%

Payment of unused sick leave is based on the rate of pay on the last day of the year in which it is earned.

Vacation Accrual Schedule

Eligible Non-represented employees earn vacation leave as follows. Represented employees should refer to their labor contract for the accrual schedule. Non-represented employees can accrue a balance of up to 400 hours. Represented employees should refer to their labor contract for the maximum accrual balance allowed. Vacation leave benefits are available at the employee's current base pay rate. The timing of vacation is subject to supervisor's approval. Employees are not permitted to take vacations in excess of their current account balances.

<u>Continuous Service</u>	<u>Annual Accrual in Days</u>
1 -- 4	12 Days
5 -- 7	15 Days
8 -- 9	16 Days
10 - 15	18 Days
16 - 17	21 Days
18 - 20	22 Days
21 +	26 Days

Note: Due to a variance each year in payroll schedules, the exact accrual rate may vary slightly.

Vacation Scheduling

Vacation leave is scheduled and approved in advance. Vacation requests usually require a minimum advance notice of 48 hours and are considered on a first-come, first-served basis. The MBC reserves the right to determine the maximum number of employees scheduled on vacation at any one time. The MBC or the employee shall not cancel vacation requests, except in emergency situations.

The following leaves of absences are provided to eligible employees in addition to paid sick leave and paid vacation leave.

School Conference and Activities Leave

In accordance with Minnesota State Law, employees of the MBC are allowed to take up to 16 hours per year for the purpose of attending school/daycare conferences and classroom activities of the employee's child which cannot be scheduled during non-work hours. Employees may take the leave unpaid or use vacation benefits or accumulated compensatory time for the duration of such leaves.

Military Leave

MBC employees who are in a branch of the United States Armed Services are entitled to leave with full pay for their annual training or active service for up to 15 calendar work days. Employees should notify their supervisor when they become aware that military duty is scheduled. To get paid for military leave or training, a copy of their official orders must be presented to their supervisor.

An employee who serves in the military is entitled to military leave without pay as authorized by State Law.

Jury Duty

If you are called to serve on jury duty, you will be granted a leave from work as needed. When feasible, you are expected to return to work if the court excuses you for part of the day. Your regular wages will be paid during jury duty, and this leave will not affect vacation time or any other benefits. However, you are required to turn over your juror's wages (exclusive of mileage) to the MBC. A court summons must be presented to your supervisor before you are excused for jury duty.

Funeral Leave

Up to three days of paid leave may be granted for a death in an employee's immediate family defined as a spouse, parents, siblings, children (including step-children), grandparents, grandchildren, parents-in-law, and brother/sisters-in-law. The purpose of funeral leave is to allow the employee time off from scheduled work to attend the funeral and/or make necessary arrangements.

Time Off to Vote

Every employee who is entitled to vote in any statewide general election, or any election to fill a vacancy in the office of a representative of Congress, may have time off with pay before noon for the purpose of voting. Employees must be eligible and intend to vote. Generally, a maximum of up to two hours in the morning is granted. Prior arrangements shall be made with your supervisor. Any employee who uses this leave for other than voting is subject to disciplinary action.

Appointive and Elective Office Leave

Leaves of absence without pay to serve in an appointed-unclassified city position or as a Minnesota state legislator or full-time elective officer in a city or county of Minnesota shall be granted pursuant to applicable Minnesota statutes.

Union Leave

Leaves of absence without pay to serve in an elective or appointed position in the union shall be granted pursuant to applicable Minnesota statutes.

NOTE – Under the 1993 Family and Medical Leave Act (FMLA) of 1993, an eligible employee may take up to 12 weeks of FMLA within a 12 month period. The Parental Leave (6 weeks) will be counted as part of the 12 weeks FMLA.

Family Medical Leave

The Family and Medical Leave Act (FMLA) of 1993 entitles all “eligible” employees to take up to 12 weeks of paid (or unpaid) job-protected leave for qualifying family and medical conditions within a 12 month period. FMLA is granted for any of the following medical situations:

- 1) childbirth, adoption (including placement) of a child, OR placement of a child for foster care purposes. FMLA requires you to take leave all at one time and that your leave must conclude within 12 months of the child's birth or placement;
- 2) to care for a spouse, child, or parent, experiencing a serious health condition. You may take leave all at one time OR on an intermittent basis (i.e. occasionally) OR by working regularly-scheduled reduced work hours;
- 3) you are experiencing a serious health condition yourself. You may take leave all at one time or on an intermittent basis (i.e. occasionally) OR by working regularly-scheduled reduced work hours.

NOTE: serious health condition can include work related illnesses/injuries.

An eligible employee is any Municipal Building Commission (MBC) employee who has (1) been employed for at least 12 months AND 2) has worked at least 1,044 hours in the 12 month period immediately preceding the request.

In most instances, medical certification will be required prior to utilization of the leave. Employees should inform their department representative as soon as practicable of their need to utilize such leave. Failure to do so could result in delays. While on an approved FMLA, MBC will continue its contributions towards medical and dental insurance premiums for up to 12 weeks. During this time, however, you are responsible for the employee portion of the required premiums.

- ***Under current MBC FMLA policy, employees have the option to use paid leave (sick, vacation or compensatory time), unpaid leave, or a combination of both.***

Budgetary Leave

Budgetary Leave is unpaid leave granted to employees upon Manager approval to reduce expenses. Upon manager approval, employees may use budgetary leave provided that the leave requested does not diminish the effectiveness of the team, result in lower individual or unit effectiveness, impact the level of service to customers, or leave an essential function unperformed.

A. General Guidelines

1. All permanent MBC employees are eligible for Budgetary Leave.
2. The minimum amount of leave that can be requested at one time is 8 hours. The maximum amount of leave is 90 calendar days per year. If the department approves, the leave can be taken intermittently.
3. During Budgetary Leave, no salary is paid to the employee. The MBC continues to pay its portion of medical, dental, and basic life insurance premiums. The Employee is responsible for their portion of premiums.
4. Employees on Budgetary Leave continue to earn the following time benefits: Seniority, Vacation, Sick, Holiday, Funeral Leave, etc. These benefits are available only if they would have been available if the employee was working.
5. Employees with performance and/or attendance problems may not be granted Budgetary Leave.
6. All requests for Budgetary Leave must be approved by employee's manager.

B. Staff Guidelines

1. When possible, employees must request Budgetary Leave at least two weeks in advance of the leave start date. If the employee requests a continuance of Budgetary Leave after the initial leave time has ended, this request must be received in writing no later than one week prior to the end of the initial leave.
2. As a part of their Budgetary Leave request, employees must develop and submit to their supervisor, a plan on how to cover their duties.

C. Manager Guidelines

1. Managers can approve Budgetary Leave requests from their employees for up to 80 work hours per calendar year. The MBC Director shall approve employee's request for over 80 work hours and/or if the employee will accumulate over 80 hours in the calendar year with the latest request.

Managers are responsible for the workload distribution to assure coverage.

Holidays

Designated holidays shall be one (1) normal work shift in duration and are as follows:

◆ New Year's Day	January 1st
◆ Martin Luther King Day	Third Monday in January
◆ President's Day	Third Monday in February
◆ Memorial Day	Last Monday in May
◆ Independence Day	July 4th
◆ Labor Day	First Monday in September
◆ Columbus Day	Second Monday in October
◆ Veterans Day	November 11th
◆ Thanksgiving Day	Fourth Thursday in November
◆ Christmas Day	December 25th
◆ Personal Business Day (1)	

Regular full-time benefit-earning employees are given compensated time off for designated holidays, provided the employee is on compensated payroll status the last work day preceding the holiday and the first work day following the holiday.

For employees whose regular work schedule is Monday through Friday: when a holiday (as designated above) falls on Sunday, the following day (Monday) shall be considered the official holiday for employees; or when such holiday falls on Saturday, the preceding day (Friday) shall be considered the official holiday for employees.

For employees whose regular work schedule includes weekend days, the actual day on which the holiday falls shall be the holiday.

All regular full-time benefit-earning employees, regardless of their work schedule, shall receive the same number of holidays as an employee whose typical workweek is Monday through Friday.

Personal Business Day

All regular full-time benefit-earning employees shall be eligible to earn one (1) personal business day (8 compensated payroll hours) per *payroll year*. The personal business day is credited to the employee's available leave at the start of the *payroll year* and must be utilized prior to the end of the *payroll year*. To use the personal business day, the employee should request it prior to the start of their scheduled shift. The personal business day may be used on a full day (8 compensated payroll hours) basis only.

Employees working regular shifts greater than eight (8) hours may supplement their personal business day leave request with vacation or compensatory time in order to receive compensation for their entire shift.

All newly employed, re-employed, or re-instated regular full-time benefit earning employees hired during the payroll year shall be considered eligible to earn the personal business day if hired prior to June 30th of the calendar year and will be allowed to use the personal business day during the probationary period. Full-time benefit earning employees hired after July 1 of the calendar year will not be eligible to earn a personal business day until the following payroll year.

Holidays During Vacation and Sick Leave

Holidays which occur within an employee's approved and compensated vacation or sick leave period are not chargeable to the employee's vacation or sick leave time.

Religious Holidays

Reasonable accommodations to employees' religious beliefs regarding scheduling and observance of paid holidays will be made by the MBC unless doing so imposes undue hardship on the commission. The employee must notify their supervisor at least ten (10) days before the religious holiday of their intent to observe such holiday. The MBC may waive this ten (10) day requirement if it is determined that the employee's absence will not substantially interfere with the MBC's function.

Disciplinary Procedure

Any conduct which the MBC determines to be detrimental to the safety and welfare of its employees or operations may result in corrective action, up to and including discharge. Disciplinary action depends on the facts of each situation.

MBC emphasizes a positive approach in dealing with performance problems. The primary objective is to correct the performance problem.

MBC Foremen are authorized and encouraged to initiate appropriate disciplinary action.

- The employee is ultimately responsible for his/her performance and conduct.

Cause for Disciplinary Action

The two primary causes for disciplinary action and removal are substandard performance and misconduct.

A. Substandard Performance:

1. Employees who are unable or unwilling to perform their job tasks at minimum acceptable standards are subject to disciplinary procedures.
2. Employees who are unable to perform their job tasks because of medical reasons can be laid off (if disability is temporary) or removed (if disability is permanent), subject to applicable federal and state laws pertaining to disabled workers.
3. Employees who fail to meet minimum performance and behavioral standards because of chemical dependency and who have either refused to undergo or failed to complete a prescribed program of treatment, or have previously received one period of prescribed treatment within the last five (5) years while an MBC employee may be subject to discipline including discharge. In the event of gross misconduct, disciplinary action including discharge is allowed irrespective of the number of previous treatments.
4. Failure to meet or continue to meet an established requirement of the position, e.g. residency, license or registration.

B. Misconduct

The following activities are examples of misconduct, which may be cause for disciplinary action:

- 1) Tardiness and absenteeism.
- 2) Sick leave abuse.
- 3) Absent without leave.
- 4) Insubordination (disobedience, abusive language or behavior).
- 5) Willful or negligent damage of City property.
- 6) Interference with the work of other employees.
- 7) Sexual harassment.
- 8) Misappropriation of MBC property, funds or money.

- 9) Violation of safety rules, laws, and regulations.
- 10) Discourtesy to public or fellow employees.
- 11) Physical abuse, brutality or mental harassment.
- 12) Accepting gifts from the public in connection with performance of duties as an MBC employee.
- 13) Criminal or dishonest conduct unbecoming to a public employee, whether such conduct was committed while on duty or off duty.
- 14) Reporting to work under the influence or in possession of alcohol or illegal drugs, or using such substance on the job.
- 15) Soliciting or receiving funds for political purposes or personal gain during work.
- 16) Using authority or influence to compel an employee to become politically active.
- 17) Use or threat of political influence on employment status.
- 18) Violation of department rules, policies, procedures or City ordinance.
- 19) Knowingly making a false material statement to the MBC representative during an investigation into employment related misconduct.
- 20) Other justifiable causes as specified.

Disciplinary Guidelines

It is the intent of the MBC to establish disciplinary procedures which are commensurate with the reasons or causes for disciplinary action. The principle of progressive discipline should be applied when repeated action is necessary.

Discipline may be initiated at any of the following five(5) steps at the discretion of either the Foreman, Supervisor, Manager or Director of MBC.

The following types of disciplinary action are listed in order of their increasing severity.

1) Oral Warning

A disciplinary warning includes an interview between the employee and supervisor covering the details of the problem, plans for correcting the problem and a notation to the employee's personnel file to document the event.

2) Written Reprimand

The written reprimand is a letter or form documenting the rules violation, a plan for future avoidance, a warning about future disciplinary action, and an acknowledgement signature by the offending employee.

3) Suspension

Employees may be suspended without pay for disciplinary reasons for periods not to exceed 90 calendar days.

4) Discharge

Discharge of an employee is appropriate for persistent substandard performance, gross or repeated misconduct, or severe initial misconduct.

5) Demotion

Disciplinary demotions include reductions in grade and/or salary; they may be temporary or permanent; or a voluntary demotion may be granted.

Upon written request, documentation of an oral and/or written may be removed from the employee's file after two (2) years if no discipline action has occurred in the two year period.

Attendance/Tardiness Guidelines

Employees are expected to report for work on time and dressed in appropriate work clothes for the start of their work shift. Continued absenteeism/tardiness violations are expensive and disruptive. They place an unfair burden on the commission, other employees, supervisors and the people we serve.

Continued attendance/tardiness violations will result in corrective action, up to and including separation.

✓ **It is the responsibility of each employee to notify his/her supervisor/foreman prior to the start of the work day explaining the reason(s) for the absence or tardiness and when he/she expects to return to work.**

Supervisors/Foreman/Management of MBC have final discretion in determining whether attendance or tardiness issues will subject an employee to appropriate discipline when warranted.

Unauthorized Absence(s)

MBC employees must have sufficient balances when requesting time off for either sick, vacation, or utilization of compensatory time unless it is for an approved qualifying leave of absence.

Blank time (no pay status) is **NOT ALLOWED** for MBC employees unless it has been approved by the foreman/supervisor **and verified**.

Continued violations of unapproved blank time can subject an employee to progressive discipline, as warranted.

Employee Training and Development

The MBC believes a work environment that promotes continuous learning and development benefits both the employee and the organization. The MBC encourages employees to seek opportunities that will enhance their effectiveness in their position and allow them to contribute with enhanced expertise, skills, and abilities. The following is a summary of training and development opportunities and services that the MBC provides subject to budgetary guidelines:

- 1) Tuition reimbursement for approved technical school, college, and graduate classes;
- 2) Seminars and workshops offered through Minneapolis Human Resources or outside organizations;
- 3) Professional and trade society Memberships;
- 4) Subscriptions and reference materials.

Training is subject to budgetary approval and the Director's discretion/

Tuition Reimbursement Policy

In accordance with Municipal Building Commission policies, budget limitations, and Director's approval; regular full-time employees may be eligible for tuition reimbursement of voluntary coursework. The education coursework must directly improve an employee's performance in current job; help achieve agency's service, mission, goals, and objectives; or relate to a reasonably accessible promotional position within the MBC, City of Minneapolis or Hennepin County.

Tuition Reimbursement Procedure

MBC employees must have completed 6-month probationary period prior to applying and being approved for acceptance into the tuition reimbursement program.

MBC employees must request and receive approval for tuition reimbursement prior to registering for eligible courses. To receive approval for a course, an employee must complete a tuition reimbursement form and submit an education outline that includes educational areas of interest, identified needed skills and anticipated resources needed to complete the program. All requests must be approved on an annual basis by the MBC Director. Expenses related to courses commenced prior to employment with the MBC are not eligible.

Costs of tuition at accredited colleges, universities, and vocational/technical institutes are eligible for reimbursement. Employee pays all costs upfront. Tuition will be reimbursed at 100% upon receipt of a fee statement and 1) Grade of a "C" or better or "pass" if the course is taken on a pass/fail basis or 2) Grade of a "B" or better for a graduate course or "pass" if the graduate course is taken on a pass/fail basis.

Tuition and lab fees are reimbursable. The following fees are not reimbursable: books, supplies, transportation, student activity fees, late registration fees, school entrance fees, graduation fees and/or other miscellaneous fees.

Employees eligible for reimbursement or subsidy from any other public or private source (i.e. Veteran's benefits, etc.) are expected to apply first for such aid. Employees must disclose to

the MBC Director whether they are eligible for tuition reimbursement from other sources. Duplicate payments will not be made.

The recommended annual limit per employee is equivalent to the cost of twelve under graduate credits at the University of Minnesota. The annual limit for graduate school classes is \$3000.00. Funds are limited and may be expended before the end of the year. This program is administered on a first come, first served basis. In order to meet budget constraints, the MBC Director may prioritize tuition reimbursements.

Please contact the MBC Director or Administrative Manager with questions.

Seminars and Workshops

Seminars and workshops that offer the employee access to new skills and knowledge that can be applied directly to the employee's current job or probable future MBC jobs may be eligible for reimbursement.

Employees may be given time off with pay and be reimbursed for necessary expenses including registration fees, transportation, meals, and lodging when attending approved seminars/workshops.

In some instances where the seminar/workshop is deemed beneficial to the employee and the MBC but is not directly related to the position held by the employee, the Director may authorize leave with pay prior to the employee's attendance, but not authorize reimbursement for seminar/workshop costs. Out of town seminars/workshops should not be approved if local programs that accomplish similar objectives are available.

When requesting time off with pay and/or reimbursement for necessary expenses, the employee must submit a seminar description, or other material indicating the content to be covered and a reimbursement application form to the Director for approval before the registration deadline. The MBC may offer partial reimbursement for costly programs to enable one or more interested individuals to attend. Whenever feasible, only one employee should attend a seminar/workshop.

Professional and Trade Society Memberships

The membership in a professional or trade society must pertain directly to the employee's current job responsibilities and must be approved by the Director. The Director may approve partial reimbursement with the remainder to be paid by the employee.

The employee should submit a reimbursement application with a membership dues statement and a description of the organization in which membership is sought to the Director for approval. The description should include membership information and services offered/benefits to be gained from membership.

Subscriptions and Reference Materials

The Director may approve subscriptions to newspapers or periodicals that directly aid the employee in performing his/her current position. All such newspapers or periodicals should be sent to the workplace. The Director will carefully monitor subscriptions to periodicals to avoid unnecessary duplications within the MBC.

Books, videocassettes, and reference materials that aid employee(s) in performing current position(s) may be purchased by the MBC at the Director's discretion.

Employees should attach a periodical or newspaper subscription form to a reimbursement application and submit the request to the Director for approval.

Periodicals, books and other educational materials purchased by the MBC shall remain the property of the MBC and shall upon termination of the incumbent remain in the MBC or be sent to the Municipal Information Library.

On the Job

Employee Record

Each employee is issued an employee file, kept by MBC Human Resources. This file contains such records as the employee's employment application, performance evaluations, name and address changes, employment changes, and disciplinary actions.

Employees have a right to: Review their employee file, upon request, during regular business hours; Make a written request for a copy of their records; Dispute information contained in their records. The MBC may also keep a personnel record containing other pertinent records.

MBC employees are required to maintain a current mailing and telephone number. Employees can make address and /or telephone number changes on the HRIS change of address form located at www.municipalbuildingcommission.org/employees or make changes on the HRIS system on-line at www.ci.minneapolis.mn.us

MBC/City Vehicles -- Employee Drivers License

MBC administration will maintain a list of employees who are authorized to drive MBC/City vehicles. Authorized MBC employees are required to maintain a valid driver's license and are required to submit a copy of their driver's license to MBC Administration on a yearly basis. If a change in driving status occurs, the employee must immediately notify MBC Management and stop driving MBC/City vehicles.

Unauthorized employees are not permitted to use MBC/City vehicles. Committing driving offenses while using MBC/City vehicles may result in separation from employment. Absolutely no personal use of MBC/City vehicles is allowed. Personal use and/or unauthorized use of a MBC/City vehicle may be subject to corrective action, up to and including immediate separation.

Respect in the Workplace Policy

On August 6, 2003 the MBC Board passed the Respect in the Workplace Policy. The goal of the MBC in implementing and maintaining the Respect in the Workplace policy is to establish a work environment in which all employees are respected, regardless of their race, color, creed, religion, national origin, sex, affectional preference, marital status, status with regard to public assistance, disability, sexual orientation or age. The MBC also desires to create a positive work environment where employees will feel comfortable with their diversity. Having a respectful workplace enriches the MBC by allowing the MBC to execute its mission through a diverse workforce that provides valuable and productive services.

Harassment in the workplace based on race, color, creed, religion, national origin, sex, affectional preference, marital status, status with regard to public assistance, disability, sexual orientation or age is unacceptable and will not be condoned or tolerated in day-to-day employment; in employment recruiting, testing, and hiring; in transfers, assignments, promotions, discipline, and termination; or in any other area of employment.

For a complete copy of the MBC Respect in the Workplace Policy please refer to the MBC Employee Web site at www.municipalbuildingcommission.org/employees. MBC employees must type in the password Fatherofwaters to access the page.

Labor Organizations

In accordance with the Minnesota Public Employees Labor Relations Act (MPELRA), most employees have the right to form and join employee organizations. Labor organizations may be verified by the State as the exclusive representative for a bargaining unit. Written labor agreements cover terms and conditions of employment, rights and benefits of these units. Some provisions of these agreements may differ from the information contained in this handbook. Employees, who are members, may obtain a copy of the applicable labor agreement from their bargaining unit. Employees have the right to join a union, or not to join, as they wish. If an employee is in a job classification for which a union has been granted exclusive bargaining rights, the union has a legal right to have regular dues or a monthly "fair share fee" deducted from his/her paycheck for representing his/her job classification.

City-County Federal Credit Union

MBC employees and their Family members are eligible to join the City-County Federal Credit Union (CCFCU). The Credit Union offers a number of services, including payroll savings, draft accounts, and loans for various purposes. For more information regarding these services, a Credit Union representative should be consulted. A downtown location of the credit union is located on the a-level of the Government Center and at 6 other locations. The following services are available:

Direct Payroll Deposit	Savings Plans
Checking Accounts	Loans
IRA Certificates	Auto pricing and Leasing
Visa Credit Cards	Automated Teller Machine Services
United States Savings Bonds	24 hour Telephone Transactions
Mortgages	Travelers Cheques

For more information contact CCFCU offices:

Level A Hennepin County Gov't Center (763) 549 – 6200
Employees can go on line at <https://www.ccfcu.org>

City and County Newsletters

"Minneapolis Matters - a biweekly newsletter produced by the City of Minneapolis Office of Public Affairs to provide information to employees. The newsletter will be electronically sent to MBC employees.

"HC Weekly" is distributed weekly by Hennepin County Public affairs. It is distributed electronically through the County's Lotus Notes system.

Drug and Alcohol Policy - Substance Abuse

The MBC's policy is one of zero tolerance. Reporting to work under the influence or in possession of alcohol or illegal drugs, or the consumption of alcohol or illegal drugs on the job, during lunch breaks, or on MBC property is strictly prohibited. Supervisors can request or, if necessary, require an employee to be tested for alcohol or drugs if there is a reasonable suspicion that an employee is under the influence while at work. Violation of this policy will result in appropriate disciplinary action up to and including separation and may result in legal prosecution.

The MBC recognizes that alcohol and drug dependencies are a disease, compounded by social and behavioral factors that can be treated successfully. An employee seeking assistance for substance abuse and/or chemical dependency problems will be given the same support and considerations as persons with any other medically related conditions. Drug and alcohol counseling, rehabilitation and employee assistance are available from MBC health plans.

Employment Termination

Resignation

To resign from MBC employment, an MBC Separation Form should be completed and submitted to the supervisor as soon as possible. To resign in "good standing", notice should be given at least 14 days in advance of the termination date.

A voluntary resignation may be withdrawn at any time within five (5) calendar days after the last day the employee actually worked on the job.

Keys, access card, handbook, and any other MBC property must be returned on or before the employee's last day of work.

Vacation Pay at Termination

Upon termination of employment, regular full-time employees are eligible to receive their unused accumulated vacation as a severance payment. Vacation severance shall be paid at the employee's base rate at the time of termination.

Accumulated Sick Leave - Retirement

Employees retiring with at least 480 hours of unused sick leave and who have 20 years of qualified pension service, or are 60 years of age, or required to retire early because of disability or mandatory retirement age may be eligible for a pay-out of their sick leave. Eligible appointed and non-represented MBC employees shall participate in the Minnesota Post Employment Healthcare Savings Plan. Eligible represented employees should refer to their collective bargaining agreement.