

Table of Contents

Welcome	3
Mission Statement	4
Core Values	4
Work Week	5
Overtime	5
Payroll Period	5
Direct Deposit	6
Employee Information Changes	6
Probationary Period	6
Benefit Information	6
Worker's Compensation	6
Unemployment Insurance	7
Workplace Safety	7
Leaves of Absence	7
Sick Leave	7
Use of Sick Leave Benefits	7
Notification Requirement	8
Vacation Leave	8
Continuous Service Annual Accrual in Days	8
Use of Vacation Leave	8
School Conference and Activities Leave	9
Military Leave	9
Jury Duty	9
Bereavement Leave	9
Time off to Vote	9
Appointive and Elective Office Leave	10
Union Leave	10
Holidays	10
Floating Holiday	10
Holidays during Vacation and Sick Leave	11
Religious Holidays	11
Disciplinary Procedure	11
Cause for Disciplinary Action	11
Disciplinary Guidelines	12
Attendance/Tardiness Guidelines	12
Unauthorized Absence(s)	13
Employee Training and Development	13
Tuition Reimbursement Policy	13
Tuition Reimbursement Procedure	13
Seminars and Workshops	14
Professional and Trade Society Memberships	15
Subscription and Reference Materials	15
Employee Record	15
MBC Vehicles – Employee Driver's License	15
Appendix	16

Municipal Building Commission: Respect and Non-Discrimination in the Workplace Policy and Procedures	16
MBC FMLA Policy	19
Municipal Building Commission Visitors Policy	21

Welcome to the Municipal Building Commission

The Municipal Building Commission (MBC) is a political subdivision 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 MBC Board authorizes the annual operating 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, and to serve as a resource for current employees. It summarizes and highlights employment policies and procedures and responsibilities as an MBC employee.

New employees have access to the employee handbook on the MBC Intranet. A current handbook and up to date policies, procedures, and forms will be available there. If an employee has questions about the handbook, policies, or procedures, please contact your supervisor or MBC’s Human Resources Business Partner.

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

With a dedicated and professional staff, the Municipal Building Commission provides excellent service to our customers and visitors, while preserving a landmark historic facility for the community to enjoy.

MBC Vision Statement

A positive and impactful team that is the model for the care of civic resources.

MBC Core Values

INTEGRITY

- Tell the truth; Be honest
- Doing what you say you will do

COMMUNICATION

- Active listening: don't interrupt and don't be on the phone or computer
- Ask questions
- Don't gossip
- Keep people "in the know"
- Be transparent

RESPECT

- Not putting people down
- Getting to know each other and building strong relationships
- Building trust
- Treating people as you want to be treated
- Including everyone as part of the team
- Treating everyone with dignity

TEAMWORK

- Working across departments to help each other
- Learn how to do something new
- Learn from others

BE A ROLE MODEL

- Be confident
- Help coworkers out
- Be accountable
- Set a good example
- Be knowledgeable
- Be resourceful
- Be available
- Be humble with the ability to forgive
- Be responsible

- Be dependable

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 typical 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 workload demands, a supervisor may request an employee to work overtime 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 absentees, work backlog, scheduling, or occupant needs may require working overtime hours. All overtime work must be approved in advance by your supervisor. In general, work should be completed during normal work shifts and overtime should be avoided. 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 in a non-represented position, you will receive overtime pay at one and one half times your regular rate of pay (generally, after 40 hours per week.) 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.

During employment, employees are generally eligible for two types of pay increases: incremental step increases as 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, typical 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. All pay rates must be approved by the MBC Board.

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

Direct Deposit

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 current up to date. Changes in your status may affect tax withholdings and insurance coverage. It is the employee's responsibility to update their on-line record and notify the MBC payroll contact of any family status changes.

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.

Vacation or sick leave may be used during the first six months of employment, up to the amount accrued.

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

Please see the MBC Intranet page for the most up to date benefits information at www.municipalbuildingcommission.org/employees and the MBC ADP Workforce Now site, <https://workforcenow.adp.com/>. The payroll contact is also available for additional questions.

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 Shawna Holewinski at (612) 348-3163 or Shawna.holewinski@hennepin.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 employment with the MBC, they should contact Minnesota Unemployment Insurance 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 everyday operations. It is every employee's responsibility to make on the job safety a priority.

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 your supervisor immediately.

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. Represented employees 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 require the employee to furnish a report from a licensed medical provider confirming an employee can return to work and other information that the MBC deems necessary.

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.

Vacation Leave

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. 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.

Continuous Service Annual Accrual in Days

Years 1 - 4 accrue 12 Days

Years 5 - 7 accrue 15 Days

Years 8 - 9 accrue 16 Days

Years 10 - 15 accrue 18 Days

Years 16 - 17 accrue 21 Days

Years 18 - 20 accrue 22 Days

Year 21 + 26 accrue Days

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

Use of Vacation Leave

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.

Bereavement 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 bereavement 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 up to two hours for the purpose of voting. Employees must be eligible and intend to vote. Generally, a maximum of up to two hours during a work shift 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.

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
- 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 is an MBC Holiday.
- Christmas Day - December 25th
- Floating Holiday/Personal 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 workday preceding the holiday and the first workday 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.

Floating Holiday

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 management. The primary objective is to provide feedback and allow for changed behavior.

Cause for Disciplinary Action

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

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 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.

3. Failure to meet or continue to meet an established requirement of the position, e.g. residency, license or registration.

Misconduct:

The following activities are examples of misconduct, which may be cause for disciplinary action (this is not an exhaustive list):

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. Harassment including sexual harassment.
8. Misappropriation of MBC property, funds, money or equipment
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.

Discipline may be initiated at the discretion of either the Foreman, Supervisor, Manager or Director of MBC.

No discipline will be issued without a thorough investigation.

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 their supervisor/foreman prior to the start of the workday explaining the reason(s) for the absence or tardiness and when an employee expects to return to work.

It is up to a supervisor's 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. Absences without leave are not permitted.

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 Hennepin County or City of Minneapolis 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 annual limit 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.

Loan Agreement and Repayment Requirement Following Active Employment

All participating employees are required to sign a loan agreement with the MBC indicating that upon the end date of active employment, the employee will be required to return payments received in the preceding 12 months from the employment end date.

Employment Termination Impact – Repayment of Reimbursed Expenses

- Upon an employee termination notification, Human Resources will determine if the employee is an active participant in the education assistance program and has been reimbursed for education expenses.
- If reimbursement has occurred within one year of the separation date, Human Resources will contact the employee to arrange for reimbursement of funding in accordance with provisions of the loan agreement signed by the employee.
- Human Resources will either process the full amount of reimbursement owed or arrange a repayment plan with the employee.

Please contact the MBC Director or your direct supervisor with questions. Course and programs should be taken on employee's time and not during an employee's work shift.

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.

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. Please speak to your supervisor for more information.

Subscriptions and Reference Materials

Reference materials may be approved by supervisors in accordance with their budgets. All such periodicals should be sent to the workplace (unless online subscriptions). Supervisors will carefully monitor subscriptions to periodicals to avoid unnecessary duplications within the MBC.

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 review their employee file, upon request, during regular business hours. Employee must make a written request for a copy of their records.

MBC employees are required to maintain a current mailing and telephone number. Employees are required to keep their on-line payroll record current.

MBC Vehicles -- Employee Driver's License

Only authorized employees are allowed to use the MBC vehicle. Authorized MBC employees must maintain a valid driver's license and are required to follow all MBC and City vehicle safety and operational policies and procedures. Authorized MBC employees 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 their supervisor and stop driving MBC/City vehicles.

No personal use of MBC vehicle is allowed.

Driving offenses, committed while using MBC/City vehicles may result in separation from employment.

Appendix

MUNICIPAL BUILDING COMMISSION: RESPECT AND NON-DISCRIMINATION IN THE WORKPLACE POLICY AND PROCEDURES

Objective:

The goal of the Municipal Building Commission (MBC) in implementing and maintaining this policy is to establish a work environment in which all employees are respected, regardless of their protected class status, which includes race, color, creed, religion, ancestry, national origin, gender, sexual orientation (including gender identity), disability, marital status, familial status, status with regard to public assistance, veteran's status (including Vietnam Era Veteran status), genetic information and age. It is the responsibility of all MBC employees to create, promote and maintain work environments in which all are respected, valued and welcomed.

Harassment and or bullying in the workplace 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. Such harassment may be in violation of the Minneapolis Civil Rights Ordinance, the Minnesota Human Rights Act, and the Civil Rights Act of 1964, as amended. This amended policy replaces the 2003 policy.

The Human Resources Business Partner is directed to develop and maintain procedures to implement and support this policy.

Responsibilities:

MBC Employees and third parties/contractors either directly or indirectly working for the MBC are expected to:

- Conduct themselves in a manner that demonstrates professionalism and respect for others in the workplace and public service environment;
- Use informal means to address issues with the individual(s) involved whenever possible;
- Participate fully and in good faith in any informal resolution process or formal complaint and investigative process for which they may have relevant information; and
- Report incidents that may violate this policy in accordance with processes identified by the MBC.

In addition to their responsibilities as employees as described above, managers and supervisors are also expected to:

- Inform their employees and third parties for whom they are responsible of the expectations outlined in this policy;
- Achieve and maintain compliance with this policy; and
- Take timely and appropriate action when a complaint is made alleging violation of this policy.

Failure to comply with this policy and its procedures may result in disciplinary action, up to and including termination, or ending a contractor relationship with the MBC.

Informal Complaint Process

Employees who want to resolve issues on a less formal basis may choose any of the following options:

- Request that a supervisor, manager from your department take the lead in resolving the situation, including conducting an informal inquiry; and/or
- Request union involvement if you have access to union representation; and/or
- Seek advice from the Employee Assistance Program, recognizing this does not constitute a report to or knowledge of an issue on the part of the MBC.

Formal Complaint Process

Employees seeking a more formal complaint process may make a complaint directly to Human Resources via a complaint form. The complaint form can be found on the staff intranet. This will set in motion the next steps below in the formal complaint process.

Preliminary Evaluation of Complaint and decision to proceed with a formal investigation: After Human Resources is notified, a preliminary meeting is held to discuss the concerns raised by the employee. If the concerns reflect a potential violation of this policy, a formal investigation may be conducted. If the concerns do not reflect a potential violation of this Policy, the department's management will work with the Human Resources business partner to determine if further action is needed.

External Complaint Process

Employees seeking a more formal external complaint process in cases of discrimination can file a formal charge with the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission and/or file a private lawsuit.

RETALIATION IS PROHIBITED.

It is a violation of this policy to retaliate or engage in any form of reprisal because a person has raised a concern, filed a complaint of, been a witness to, or otherwise participated in an investigation related to harassment in the workplace. Examples of retaliation may include:

1. Arbitrary discipline, unwarranted change of work assignments, providing inaccurate work information, or failing to cooperate or discuss work-related matters with any employee because that employee has complained about, been a witness to or resisted harassment or retaliation; and
2. Intentionally pressuring, falsely denying, lying about, or covering up or attempting to cover up conduct such as that described above.

Definitions

For purposes of this Policy, the following definitions are used:

Affirmative Action:

Proactive measures to recruit qualified persons, including groups that are underrepresented or that previously have been given limited consideration for employment.

Discrimination:

Treating an individual or a group of individuals adversely or using a test, standard or employment practice that has the effect of illegally excluding or screening out a group of people.

Employee:

All individuals employed and paid by the Municipal Building Commission.

Equal Employment Opportunity:

State/Federal laws guarantee all people the equal right to apply and be considered for job opportunities, regardless of their race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation or public assistance status.

Harassment:

Unwelcome verbal or physical conduct, including written and electronic communication, directed toward an individual or a group of individuals, which has the purpose or effect of substantially interfering with an individual's work performance or use of public services or creating an intimidating, hostile or offensive working or public service environment.

Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or receipt of services; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or public service environment, and in the case of employment, the employer fails to take reasonable care to stop the harassing conduct pursuant to this Policy once the conduct is made known to its management.

Protected Class:

Protection under federal/state laws from discrimination because of race, color, creed, religion, national origin, sex, age, disability, marital status, sexual orientation or public assistance status.

Respect:

An expression or act of giving particular attention to or showing consideration for; actions or behaviors which may include, and are not necessarily limited to, listening, empathy, patience and courtesy.

Workplace Bullying:

Workplace bullying is persistent behavior by a person or group that is threatening, humiliating and/or intimidating.

Contact: Maddie VanDerHeyden, Human Resources Business Partner, 612.387.6870

MBC FMLA POLICY

1. STATEMENT OF POLICY:

In accordance with the Federal Department of Labor's Family and Medical Leave Act (FMLA), the Municipal Building Commission will grant job protected unpaid family and medical leave to eligible employees for up to twelve (12) weeks per continuous twelve (12) month period for any of the following four reasons:

- Birth, adoption or foster care placement of a child;
- To care for an immediate family member (spouse, child or parent) of the employee if such immediate family member has a serious health condition; or
- For the employee's own serious health condition which makes the employee unable to perform the functions of the employee's job.
- A qualifying exigency arising out of the fact that a family member is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

2. COVERAGE AND ELIGIBILITY:

To be eligible for family/medical leave, an employee must have worked for the MBC (12) months and must have worked at least 1250 hours over the previous twelve (12) month period.

3. MBC PAID PARENTAL LEAVE POLICY:

Eligible employees may take up to 120 hours (three weeks) of paid parental leave within 12 weeks following the birth or adoption of a child. An eligible employee is defined as a biological parent, an adoptive parent, or the spouse of a biological or adoptive parent. Registered domestic partners are considered spouses. An employee must be eligible to accrue sick leave and have no disciplinary action in the previous two years for the misuse of sick leave. Paid parental leave must be used in a solid block of time and run concurrently with any other leaves available under existing federal and state laws. Paid parental leave must be requested and used within 12 weeks of the qualifying event or the opportunity to request and/or use of the leave is forfeited.

4. NOTICE REQUIREMENT:

An employee is required to give at least a thirty (30) day notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form should be completed by the employee and returned to the Human Resources Business Partner. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable.

If an employee fails to give thirty (30) days notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until thirty (30) days after the employee provides notice.

5. CERTIFICATIONS:

For all FMLA leaves, the employee must complete the applicable certification form provided by the MBC and available on the intranet and return it to the Human Resources Business Partner.

Certification must be provided by the employee within fifteen (15) days after requested, or as soon as is reasonably possible.

All documentation related to the employee's or family member's condition will be held in strict confidence and maintained in the employee's medical records file.

6. JOB PROTECTION:

If the employee returns to work following the approved family/medical leave period, the employee will be reinstated to the employee's former position or an equivalent position with equivalent pay, benefits, status, and authority.

The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

If the employee fails to return within the maximum FMLA entitlement period following a family/medical leave, the employee will be reinstated to the employee's same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

7. CONFIDENTIALITY AND JOB PROTECTION

- Your supervisor doesn't need to know any of your family member's medical facts
- You can receive confidential help throughout the process from the Human Resources Business Partner
- You cannot be penalized for requesting or receiving a medical leave of absence under the FMLA.

8. INTERMITTENT OR REDUCED LEAVE:

If "medically necessary," due to the serious medical condition of the employee or that of the employee's spouse or child or parent, leave may be taken on an intermittent schedule. If leave

is requested 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.

"Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

9. PAY DURING FMLA LEAVE:

The FMLA law does not provide employees with pay during leave. Employees using FMLA for the birth, adoption or placement in foster care of a child will receive paid parental leave in accordance with the Paid Parental Leave Policy. Employees are required to use any accrued sick, compensatory and/or vacation time prior to taking unpaid leave. However, employees may keep up to 40 hours each of accrued sick and vacation time in reserve so as not to completely exhaust paid time off.

An employee may request unpaid leave provided it does not exceed the maximum FMLA entitlement period.

It is the employee's responsibility to communicate with his or her supervisor and payroll how they would like to use paid time available to them while on FMLA leave.

All types of leave, whether paid or unpaid, taken for a reason covered by the FMLA will run concurrent with FMLA leave.

10. BENEFITS COVERAGE:

An employee granted a leave under this policy will continue to be covered under the MBC's group health insurance plan, life insurance plan and long-term disability plan under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period.

Employee contributions will continue to be deducted from their paycheck as long as they are receiving pay through sick, vacation, compensatory time and/or paid parental leave. Should an employee exhaust all paid time off, the employee will be billed by payroll. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave. If an employee's contribution is not paid by the due date on the bill the employee's coverage will lapse.

An employee is not entitled to seniority or benefit accrual (such as vacation and sick leave) during periods of unpaid leave, but will not lose anything accrued prior to leave.

To apply, or to request further information, please contact:

Maddie VanDerHeyden

HR Business Partner

Maddie.vanderheyden@municipalbuilding.org 612.387.6870

Municipal Building Commission Visitors Policy

The Municipal Building Commission (MBC) offers all visitors a courteous and professional environment and has a duty to care for the safety and security of all employees, visitors, and MBC staff.

The MBC has a further obligation to take precautions within secured MBC workspaces. Secured MBC workspaces are defined as any MBC assigned area requiring a badge for entry. Only staff and approved contractors are allowed to enter secured MBC workspaces.

It is the responsibility of all MBC staff to ensure that this duty is followed at all times. In performing this duty, there can be no complacency in adhering to safety procedures.

Therefore, the MBC requires that ALL VISITORS (without exception to MBC secured workspaces) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the secured MBC workspace. All employees are responsible for upholding the MBC visitor policy.

Policy Responsibility

The MBC director will designate MBC's Security Supervisor to be responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to the MBC Director.

The MBC is deemed to have control and responsibility for its workspaces at all times during business hours and after hour activities.

The policy applies to:

- All MBC staff.
- All visitors entering the MBC's secured workspaces.
- Independent contractors entering the MBC's secured work spaces to conduct business or deliver goods.

Protocol and Procedures for the MBC Visitors

Arrival to MBC secured workspaces:

All visitors to a MBC secured work space must be on a pre-approved visitor's list. Walk up requests will not be granted. If a member of the public comes to the security desk and asks to speak with a specific staff person, they must make an appointment. Contractors with an emergency purpose must be verified before access can be granted.

All visitors, regardless of length of stay, must have badges visible at all times.

Upon arrival, if on approved list, visitor will be issued a badge.

Visitor's Departure

All approved visitors to the MBC must return visitor's badges at the end of their visit. Contractors or people on project assignment must turn in their badge at the end of every shift. Badges will be issued upon arrival no matter the duration of the contract or project.

Arrival to MBC Administrative Offices

Administrative employees are expected to meet any visitors with whom they are conducting business in the office lobby area. After the meeting has concluded, it is the responsibility of the MBC employee to ensure their visitors have left the office.

All MBC Employees

MBC Employees are reminded that they must wear ID badges that are easily seen, at all times. MBC Employees with uniforms are required to wear them at each shift.

MBC Employees are not allowed to have unapproved relatives, friends, former employees or visitors in MBC secured workspaces.

It is the responsibility of all MBC employees who see "a visitor" in secured MBC work spaces, who is not wearing an ID badge, to ask who they are and their business at the MBC. If an employee feels uncomfortable approaching a stranger in a secured space, security should be contacted immediately.

Long Term Contractors

Contractors that are under contract to work with the MBC on a regular or daily basis for over a sixth month period would qualify for an MBC Photo ID under these conditions:

- They are contracted as supplemental staff under the direct supervision of an MBC Manager, Supervisor, or qualified Employee.
- They have passed a background check with both the City of Minneapolis and Hennepin County.
- The work need requires them to have access to MBC secured space.

Under these conditions an access badge may also be issued if required for their position. Any keys that would be needed must be checked in and out through the KeyWatcher system.

Contractors who are not contracted to be supplemental staff and have been contracted for specific projects would not qualify for an MBC Photo ID and would be required to comply with the visitor policy. Any keys or access badges required for project work would need to be signed in and out with security daily.