



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

BOARD OF COMMISSIONERS
Work Session Agenda

Tuesday, March 16, 2021

10:00 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room via teleconference,
hosted at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

PUBLIC WILL NOT BE ALLOWED TO ATTEND IN PERSON.

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

- | | | |
|----------|--|-------|
| 1 | Food Shelf/FEMA Funding
<i>Jodi Bebault, Food Shelf</i> | 10:00 |
| 2 | Fairgrounds Discussion - Ownership, Leases, & Small Food Stand Building
<i>Facilities Committee with Guest Tom Sellnow, Attorney</i> | 10:15 |
| 3 | Draft of Sick Leave & Exit Interview Policy
<i>Policy Committee</i> | 10:30 |
| 4 | 2020 Planning and Zoning Recap
<i>Adam Ossefoort, PZ/SWCD Division Director</i> | 10:40 |

*Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.
The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.*

Section 7.05 Sick Leave

- (a) Purpose: To provide paid leave to eligible county employees who are unable to work due to illness, injury, disability, or by necessity for medical/dental care.
- (b) General procedures:
 - (i) Sick leave shall be earned by full-time regular employees at the rate of one (1) day or eight (8) hour maximum for each full month of service worked. Though sick leave shall be accrued, probationary employees may not use it until they have successfully completed their probationary period. The maximum carryover of sick leave from one year to the next per employee shall be 1040 hours or 130 days.
 - (ii) Sick leave benefits shall only accrue when an employee is on compensated payroll status. Sick leave benefits shall not be earned by any employee while in a non-pay status, except employees on military leave.
 - (iii) Regular part-time employees who average more than 14 hours per week but less than 40 hours per week shall receive pro-rated sick hours based on the average number of scheduled hours the employee worked in the preceding calendar quarter.
 - (iv) Employees shall notify their Department Head or supervisor as early as possible and prior to the employee's start time when using sick leave, unless an emergency prevents the employee from doing so
- (c) Sick leave usage: Employees shall be granted sick leave with pay to the extent of the employee's accumulation for absences necessitated by illness, injury, disability, or by necessity for medical/dental care of the employee or the employee's minor child/stepchild.
- (d) Utilization for family:
 - (i) Employees shall be granted use of sick leave for the employee's immediate family on the same basis the employee is able to use sick leave benefits. Immediate family, for the purpose of this section, shall be limited to the employee's spouse, children/step-children, adult child, parents, stepparents, mother-in-law, father-in-law, grandparents, grandchildren of either the employee or his/her spouse, ward, brother(s), sister(s), son-in-law and daughter-in-law.
 - (ii) Medical Certification. The County reserves the right to require written medical certification from an employee in the event of three (3) consecutive days of absence or in cases of the repeated and systematic absence of an employee. The Department Head or human resources department may require a medical statement from an appropriate medical authority before granting sick leave, as well as verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.
- (e) Workers compensation: When an employee is absent from work because of a sickness or injury arising out of the course of employment, the county shall pay the difference between the remuneration received by the employee from workers' compensation and

the employee's take home pay except for the three (3) day waiting period. This difference shall be deducted from the employee's sick leave benefits and is subject to subrogation with workers' comp benefits. In no event shall this additional compensation paid to the employee by virtue of sick leave result in the payment of a total daily, weekly or monthly compensation of the employee nor shall it exceed a period of time in excess of one (1) year related to the same injury.

(f) Sick leave during vacation leave: When sickness occurs during a vacation leave, the period of illness may be charged as sick leave and the time against vacation leave reduced accordingly. To qualify, employees will be required to call their Department Head/supervisor as soon as possible if they become ill on vacation leave. Upon the discretion of the supervisor, a doctor's verification shall be submitted upon return.

~~(g) Severance pay: An employee who leaves the employ of the county in good standing shall receive 40% of their documented, accumulated sick leave as provided in section 3.13.~~

~~(h) Sick leave bonus: Any sick leave eligible employee who uses no sick during the calendar year shall receive a two hundred dollar (\$200) payment. Any sick leave eligible employee who uses not more than one (1) day, up to a maximum of eight hours (8), of sick leave during the calendar year shall receive a one hundred dollar (\$100) payment. The employee shall receive this payment the first pay period in February of the following year.~~

Section 4.07 Exit Interviews

- (a) Purpose: To provide the separating county employee an opportunity to express an opinion with regard to employment ~~issues~~ with Todd County.
- (b) Every employee separating from county employment is to be extended the courtesy of a final interview with the Department Head and/or ~~H~~human ~~R~~esources ~~department~~Manager and/or County Coordinator and/or up to two County ~~Commissioners~~. The exit interview form will be completed by the interviewer, shared with the employee's Supervisor, Department Head, County Coordinator, and Commisioners, and filed in the employee's personnel file. The employee can choose to exclude to share with any of the above but cannot share with some Commissioners and not others.
- (c) The separating employee will be advised of separation matters including but not limited to final pay, vacation pay, benefits.
- (d) In the event an interview is not possible, the ~~H~~human ~~R~~esources ~~Manager~~department will ~~mail~~provide the exit interview form to the exiting employee, with return information~~a self-addressed stamped envelope~~.
- (e) Exit interview information will be ~~compiled and~~ reviewed by the County Coordinator to determine trends or corrective action that may be necessary. When necessary, this information will be shared with the County Board and Department Heads.