

**PERSONNEL POLICIES AND PROCEDURE MANUAL
FOR THE
BELGRADE/BROOTEN POLICE DEPARTMENT**

1. PURPOSE AND INTENT

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the Belgrade/Brootten Police Department. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the BBPD Board. These policies supersede all previous personnel policies.

Unless otherwise agreed by written contract between the board and an employee, all employees of the Belgrade/Brootten Police Department are “at will employees.” Except as otherwise prohibited by law, the Belgrade/Brootten Police Department Board has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason. Only the board has the right to alter the “at will” agreement.

Scope

These policies apply to all employees of the Belgrade/Brootten Police Department. Except where specifically noted, these policies do not apply to:

1. Elected Officials.
2. City Attorney/County Attorney
3. Members of the Board
4. Consultants and Contractors.
5. Volunteers.

Any employee handbooks or manuals distributed previously are now specifically revoked and rescinded and the provisions therein are now null and void. This personnel policy is not contractual in nature and may be changed by action of the Belgrade/Brootten Police Department Board from time to time.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

EEO Policy Statement

The Belgrade/Brootten Police Department is committed to providing equal opportunity in all areas of employment, including but not limited to recruitment, hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The Belgrade/Brootten Police Department will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission

2. DEFINITIONS

"BENEFIT-EARNING STATUS" - Status where employees are eligible for at least a prorated portion of employer provided benefits. Employees must work 40 or more hours per week on a regular basis in an ongoing position. (Temporary, seasonal, paid on-call, part-time (casual) and intermittent employees are excluded.)

"TREASURER" - Treasurer, appointed by the board

"BOARD" - 2 Council members of the City of Belgrade, and 2 Council members of the City of Brooten.

"DEMOTION" - Movement of an employee from one job class to another where the maximum salary for the new position is lower than that of the former position. This action may be voluntary or involuntary.

"PAY PERIOD"- The days of the week that are included in a payroll cycle. This period will start on Friday and continue for 14 days ending on Thursday.

EMPLOYEE STATUS DEFINITIONS:

"EXEMPT EMPLOYEE" - Employees not covered by either the Federal or State Fair Labor Standards Acts.

"NON-EXEMPT EMPLOYEE" - Employees covered by either the State or Federal Fair Labor Standards Acts.

"PART-TIME (CASUAL) EMPLOYEE" - An employee who works in an ongoing non-benefit earning position of fourteen (14) hours or less per week. Employees in this category may work more than fourteen (14) hours per week on occasion but must not meet the definition of a public employee by State law (Chapter 179). Part-time (casual) employees accrue no seniority and earn no employment benefits.

"PROBATIONARY EMPLOYEE" - An employee who is serving a probationary period, either the original probationary period immediately after hire or promotional, reassignment, or transfer probation. Probationary employees who are filling regular positions are eligible for benefits in accordance with the Personnel Policies or applicable union contract. Veterans do not serve a probationary period.

"REGULAR FULL-TIME EMPLOYEE" – An employee who has successfully completed the probationary period after hire or promotion as indicated by a satisfactory performance review. Regular full-time employees are regularly scheduled to work 40 hours per week. Employees in this classification receive full benefits.

"REGULAR PART-TIME EMPLOYEE" - An employee who has successfully completed all stages of the selection process including the training or probationary period and who work in ongoing positions at more than 14 hours per week but less than 30 hours per week. Regular part-time employees are not eligible for benefits.

"SEASONAL EMPLOYEE" - An employee (full-time or part-time) who works during only part of the year (less than 185 consecutive calendar days) to assist in seasonal work. Seasonal employees accrue no seniority and earn no employment benefits. Individuals may be rehired in subsequent seasons but in no case should work beyond six consecutive months.

"TEMPORARY EMPLOYEE" - An employee (full-time or part-time) in a temporary position (one that is not intended to be ongoing) where no benefit eligibility exists, and no credit is given for seniority. Temporary employees earn no employment benefits. Temporary positions are normally less than six months in duration.

"PROBATIONARY PERIOD" - A specified period of time at the beginning of employment in a regular ongoing position (or the beginning period of a promotion, reassignment, or transfer) that is designated as training or trial period. The probationary period is considered the last part of the selection process.

"PROMOTION" - Movement of an employee from one job class to another within the department, where the maximum salary for the new position is higher than that of the former position.

"RECLASSIFY" - Movement of an employee from one classification to another classification because of a significant change in the position's duties.

4. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The Belgrade/Brooten Police Department is an Equal Opportunity Employer. It is the policy of the Belgrade/Brooten Police Department to provide equal opportunity for employment to all persons. This policy expressly prohibits discrimination because of race, creed, color, religion, national origin, sex, sexual orientation, and marital status, familial status, status with regards to public assistance, disability, or age except where there is a bona fide occupational qualification.

This policy applies to all phases of employment including, but not limited to recruitment, hiring, placement, promotion, demotion, transfer, layoff, recall, discharge, rates of pay or other forms of compensation, and selection for training. This policy also applies to the use of all facilities and participation in all Belgrade/Brooten Police Department -sponsored employee activities.

It is the responsibility of management and supervisory staff to ensure implementation of this policy. An employee who fails to perform in a manner consistent with the policy will be disciplined. The Belgrade/Brooten Police Department Board are responsible for overseeing administration of this policy.

5. EMPLOYEE RECRUITMENT AND SELECTION

Scope

The Board member(s) and the Chief of Police will manage the hiring process for all regular positions within the Belgrade/Brooten Police Department. All final applications for full-time and part-time employment shall be submitted to the BBPD Board for consideration.

Features of the Recruitment System

Below is a general outline regarding how the recruitment process will work. The Belgrade/Brooten Police Department has the authority to deviate from the guidelines below on a case-by-case basis.

- A. Regular Position Vacancy Announcements: Position vacancies, for regular full-time and part-time positions, shall normally be published by posting announcements on Minnesota POST Board job line.

Postings and other recruitment materials will normally specify: the job title, salary or hiring range, the nature of the work to be performed, the minimum and essential requirements of the position, the time and place to apply, the closing date for receiving application and other pertinent information.

- B. Application Forms: Application shall normally be made on application forms provided by the Belgrade/Brooten Police Department. Supplemental questionnaires may be required in certain situations. All candidates must complete required application materials with original signatures and ensure they are submitted by the application deadline in order to be considered for the position. The application deadline may be extended by the Board after consultation with Chief of Police.
- C. Appointments and promotions in the Belgrade/Brooten Police Department shall be made according to merit and qualifications related to the position being filled.

Selection

- A. The selection process for regular full-time and part-time positions will be a cooperative effort between the Board and the Chief of Police, subject to final hiring approval of the Board.

Employment of Family Members

Relatives of employees may be hired only if they will not be working directly or indirectly for a relative or supervising a relative. Current employees who are relatives cannot be transferred into such a reporting relationship. In any other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the Police Liaison(s) or Board will decide regarding assignment. Employment of a family member refers to the immediate family of an employee, which for purposes of this policy includes:

Spouse	Children (including stepchildren)
Parent (including in-laws)	Sibling (including step and in-law)
Grandparents	Significant Others
Aunts and Uncles	Nieces and Nephews

Probationary Periods

All newly hired full-time and part-time employees hired in regular positions will serve a minimum of a six (6) month probationary period in the position, unless covered by a collective bargaining agreement stating a different time frame.

This period will be considered a training period. The training period is an integral part of the selection process, and will be used for observing the employee's work, training the employee in work expectations, assessing the employee's abilities, skills, and interest and for rejecting any employee whose performance does not meet the required work standards or is otherwise not a good fit for the position.

Employees may be dismissed at any time during the initial probationary period. An employee so dismissed will not have the right to appeal unless the employee is covered by the Veteran's Preference Law, in which case the employee may request a hearing pursuant to Minnesota Statute 197.46. Employees hired in casual, temporary, or seasonal positions may be dismissed at any time.

Probationary periods may be extended beyond six (6) months upon approval of the Chief of Police. The Chief of Police shall notify the employee in writing of the extension of the probationary period. The employee shall be considered a regular employee of the Belgrade/Brooten Police Department upon official notification by employer that the probationary period has ended.

Employee On-Boarding

The Treasurer or their designee will meet with new employees to ensure proper new hire paperwork is completed.

Internal Openings

All Belgrade/Brooten Police Department employees are eligible to apply for internal openings regardless of the time in their current position.

Promotions

A promoted employee will normally be subject to a 6-month probationary period. The Chief of Police along with the Board is responsible for determining if an employee has successfully completed their probationary period. If it is determined that the employee has not successfully completed their probationary period the following options exist: the probationary period can be extended, the employee may be eligible to return to their previous position or another position if available and qualified, or employment may be terminated.

Rehires

Employees who leave Belgrade/Brooten Police Department employment will not receive seniority for accrual of vacation. All rehired employees regardless of rehire date will be subject to waiting periods for their insurance benefits as defined by current contracts.

6. COMPENSATION

Salaries

Salary schedules are established and approved by Belgrade/Brooten Police Department Board. Pay for all positions is determined by employee classification and approved by Board. The Chief of Police, with approval from the Board, may authorize hiring an employee above the first step of the salary range, as determined necessary and appropriate given the circumstances relating to applicant experience and market conditions.

Time Reporting

In order to comply with the provisions of the Federal and State Fair Labor Standards Acts, hours worked and leave time used by all non-exempt employees are recorded daily and reported on a biweekly basis. Time reporting will be on a manual or computerized basis. The Chief of Police responsible for verifying their employee's hours.

Exempt employees shall complete a time reporting form, on a biweekly basis, indicating all exceptions to the normal workweek (i.e., use of vacation, holidays, sick leave, and other authorized leaves). Exempt employees may also be required to record hours worked each day as permitted under the Fair Labor Standards Act, so long as time is not paid based on the hours recorded and is only used for accounting/billing or public accountability purposes. Exempt employees shall be paid on a salaried basis and therefore, shall not have their pay reduced for disciplinary suspensions of less than one week. This does not limit the authority of management to reduce vacation balances for disciplinary reasons. Nor does this limit management's authority to require use of paid leave prior to approving unpaid leaves of absences. Each time reporting form includes the signature of the employee and immediate supervisor attesting to its accuracy. When reporting time all hours should be rounded to the nearest ¼ hour.

Paychecks

Employees will be paid bi-weekly. Pay periods will run from Friday to Thursday. Employees will be paid on Friday.

Distribution of paychecks to Belgrade/Brooklyn Police Department employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, paychecks are normally issued the day before the holiday.

Paychecks will normally not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the Treasurer to give them the check. Paychecks will be given to the spouse, or other appropriate immediate family member, in the case of a deceased employee.

Employees are responsible to notify the Treasurer of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

PERA (Public Employees Retirement Association)

The Belgrade/Brooklyn Police Department participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The Belgrade/Brooklyn Police Department and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding). For information about PERA eligibility and contribution requirements, contact Treasurer.

Overtime Hours

The Belgrade/Brooklyn Police Department recognizes some employees may be required to work extra hours in emergency situations, during peak workload periods. The Belgrade/Brooklyn Police Department requires employees to work when it is necessary. The scheduling and payment of compensatory time or overtime will be in accordance with the applicable Fair Labor Standards Act and the following:

- A. Work units of one-quarter ($\frac{1}{4}$) hour or more per pay period, above eighty (80) hours, worked by Belgrade/Brooten Police Department employees will be counted as overtime and paid at 1.5 times the employee's normal base pay rate.
- B. Overtime should be avoided but, when it is necessary, the immediate the Police Chief must give specific approval prior to its being worked. Pre-authorization may be presumed by employees in emergency situations or other similar situations where the immediate response of staff is required to avert endangerment of life, home, or property.
- C. Holidays will count as time worked for purposes of computing overtime for non-exempt employees who are not covered by a labor agreement.
- D. Vacation, sick and Comp time will not count as time worked for purposes of computing overtime for non-exempt employees who are not covered by a labor agreement.
- E. Non-exempt Temporary and Seasonal employees will be paid overtime for work in excess of forty (40) hours per pay period and will not receive or accrue compensatory time.

Overtime-Eligible Employees

All overtime-eligible employees will be compensated at the rate of time-and-one-half for the police department will be compensated at the same rate for all hours worked over 80 in one 14 days' pay period. Vacation, sick leave, and comp time do not count toward "hours worked."

The Chief of Police must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to straight time and or disciplinary action.

Compensatory Time

Compensatory time is paid time off at the rate of one-and-one-half hours off for each hour of overtime worked. Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used. The Treasurer will maintain compensatory time records. All compensatory eligible employees will be required to fill out the annual irrevocable election form before the start of each new year and cannot change their election at any time during the calendar year.

Annual Irrevocable Election for Overtime or Compensatory Time in Lieu of Options

Option #1: The Employee may participate in the Compensatory pay election program and make an irrevocable election to receive compensatory time in lieu of overtime pay for overtime hours worked in the elected calendar year subject to the following limitations of what is budgeted per department. The number of hours the Participant may elect to receive as compensatory time under this election shall not exceed 240 hours. Any overtime hours worked over the 240 thresholds will receive overtime pay. This election, once made, is irrevocable. The Participant will not be permitted to receive overtime pay for the hours the Participant has elected to receive as compensatory time pursuant to this election unless their compensatory time is maxed out at 240 hours. All accrued and unused compensatory time will be paid when the employee leaves the Belgrade/Brooten Police Department employment.

Option #2: The Employee may participate in the Overtime pay election program and would receive overtime pay for overtime hours worked in the elected calendar year subject to the following limitations of what is budgeted per department. This election once made is irrevocable. The Participant will not be permitted to accrue compensatory time in lieu of overtime pay for the overtime hours worked in the elected calendar year.

Option #3: The Employee may participate in the comp/overtime pay with cash out program and has elected to be able to accrue or get paid out overtime during the elected calendar year. The participant wishes to make an irrevocable election to get paid out up to 40 hours maximum of comp time at the end of the year in December. The number of hours the participant may elect to receive as compensatory under this election shall not exceed 40 hours. Any overtime hours worked and approved over the 40 hours will receive overtime pay.

If an employee makes no election, they will be paid out overtime pay as it is earned and approved.

7. HOURS OF WORK

Work Schedules

The Chief of Police and Board are the sole authority for establishing and modifying work schedules. Emergency situations may change the work schedule of an employee with little if any notice. Nothing contained in this provision shall be construed as a guarantee of a specified number of hours or shifts.

Employees should be made aware of their work schedules by a method suitable for Belgrade/Brooklyn Police Department. Where reasonably practical, employees shall be notified of changes in their regular work schedules at least 3 days in advance of the time when the schedule is to take effect. Each employee has an obligation to work overtime or call backs, if requested, unless unusual circumstances prevent him/her from working.

Meal Breaks and Rest Periods

Belgrade/Brooklyn Police Department, when working under conditions where the use of a break is practical, will normally be granted a single fifteen (15) minute paid rest period approximately midway through each four (4) hours worked. A twenty (20) minute paid rest period will normally be allowed for six (6) hour shifts.

Each employee working an eight (8) hour shift or longer is entitled to one meal break, but is responsible for taking calls and responding to calls during them. These are paid breaks.

8. PERFORMANCE EXPECTATIONS

Access to and Use of BBPD or City Property

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the Belgrade/Brooklyn Police Department in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the BBPD or City is prohibited unless authorized by the Chief of Police Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Attendance

The operations and standards of service in the Belgrade/Brooklyn Police Department require that employees be at work unless compelling reasons warrant absence. Absence and tardiness records reflect an employee's responsibility to his/her job and to fellow workers. In order that teams function efficiently and effectively, employees must be on the job. Therefore, attendance is an essential requirement of Belgrade/Brooklyn Police Department These records have a direct effect on employment status and progress.

Absence Procedure: Employees who are absent from work are required to notify their supervisor as soon as possible in advance of their absence. In case of unexpected absence, employees should call their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message with their direct supervisor, or his/her designee, including a telephone number where he/she can be reached or contact any other individual as may be designated by the supervisor. Abuse of this policy shall be grounds for disciplinary action

The employee must call the Chief of Police on each day of an absence extending beyond one (1) day unless specific arrangements otherwise have been made with the Chief of Police. Employees who are absent for three (3) days or more and who do not report their absence in accordance with the policy above, will be considered to have voluntarily resigned not in good standing. (The Board may waive this rule if, in his/her judgment, extenuating circumstances merit the waiver.) This policy does not preclude a supervisor from administering discipline for unexcused absences of less than three (3) days.

Chief of Police or Board may request documentation to substantiate reason for absence, regardless of duration, when an employee has a history of questionable or excessive absences.

Conflict of Interest

A conflict of interest occurs when an individual or organization is involved in multiple interests, one of which could possibly corrupt the motivation for an act in the other. Belgrade/Brooklyn Police Department employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the Chief of Police.

Acceptance of Gifts

Belgrade/Brooklyn Police Department employees are prohibited from directly or indirectly receiving or agreeing to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source with the following exceptions as permitted by law:

1. Lawful campaign contributions.
2. Services to assist an employee in the performance of official duties.
3. Services of insignificant monetary value.
4. A plaque or similar memento.
5. A trinket or memento costing \$5 or less, owner determines value.
6. Informational material of unexceptional value
7. Food or a beverage given at a reception, meal or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program
8. Food or Beverage given to an employee by a place of business that is discounted by the owner/manager with a value under \$5, which is determined by the owner/manager.

Political Activity

Belgrade/Brooklyn Police Department employees have the right to express their views and to pursue legitimate involvement in the political system. However, no Belgrade/Brooklyn Police Department employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the Board to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

9. PERFORMANCE REVIEWS

The Board shall establish an objective performance review system to regularly evaluate the performance of Belgrade/Brooklyn Police Department employees. The quality of performance rendered by the employee in the past will receive due consideration in such personnel decisions as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews should be scheduled at 6 months for newly appointed employees and at least annually thereafter. These evaluations shall be in writing and discussed with the employee.

Chief of Police shall use this opportunity to clarify goals and expectations, identify strengths and developmental areas and communicate how an employee's performance meets, exceeds, or does not meet their expectations for the position. This is also an opportunity to discuss the employee's development and establish goals for the next review period.

Employees do not have the right to change or grieve their performance review but may submit a written response that is limited to addressing issues of accuracy or completeness of the performance review, subject to review by the Board for appropriateness, will normally be attached to the performance review.

The review form, with all required signatures, shall be retained as part of the employee's personnel file in the Police Department Office.

The employee's signature on the form indicates solely that the supervisor has discussed the review with him or her and does not constitute agreement. Failure to sign the document by the employee will not delay processing.

10. ORGANIZATION

Job Descriptions

The Chief will maintain records of job titles and compensation by position and/or job class, job descriptions for each regular job class and other appropriate information. New positions can be developed as needed but shall be approved by the Board in the budget process, or as needed, prior to filling the position.

A classification is a group of positions sharing common duties and requirements. Positions within a class are assigned the same title and salary level.

The Chief of Police and Board prepares job descriptions for full-time and regular part-time positions, in cooperation with the department head. Each description includes job title, general statement of position duties and responsibilities and specific statement of qualifications required to perform the essential requirements of the position.

Good attendance, ethical behavior and compliance with work rules and policies are essential requirements of all Belgrade/Broten Police Department positions.

Prior to posting vacant positions, Chief of Police and the Board will closely examine the existing descriptions and qualifications for each position to ensure the qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors recommend revisions to job descriptions as necessary to describe the duties and responsibilities for which their employees will be held accountable during their upcoming performance periods. All changes are reviewed and approved by the Board.

Classification of Job Duties

The classification of job duties for pay equity purposes will be the responsibility of the Board. Assignment of job titles, establishment of minimum qualifications, and the maintenance of regular job descriptions and related records shall also be the responsibility of the Board, with assistance from Chief of Police as needed.

11. EMPLOYEE BENEFITS

This section is not expected to give a detailed explanation of all employee benefits but rather to provide general information. Unless otherwise agreed in writing between the Board and its employee, benefits generally are as follows: insurance compensation, holiday pay, vacation pay, sick pay, and overtime pay.

Insurance

Regular full-time employees shall be eligible to apply for health coverage. The Belgrade/Broten Police Department will contribute \$750 per month towards the employee's premium first. Any unused employer contribution will go into a Health Savings Account, (HSA). For those full-time

employees waiving the health coverage will get a cash in lieu of option of \$125.00 per month. In order for those employees receiving the cash in lieu of option the City of Belgrade along with Belgrade/Brooklyn Police Department must have three or more employees in the Health coverage plan.

Holidays

Paid holidays for Belgrade/Brooklyn Police Department employees include:

New Year’s Day	July 4 th	Martin Luther King Jr. Day
Labor Day	President’s Day	Veterans Day
Christmas Day	Memorial Day	Thanksgiving Day

All eligible full-time employees will receive nine holidays per year for each employee. However, circumstances may dictate designating another date other than those listed above as the holiday. Full-time employees eligible for holiday pay shall receive full pay for eight (8) hours straight time for each of the holidays listed.

To be eligible for full holiday pay, the employee must be a regular or probationary full-time employee and must work the full shift on the last scheduled workday before and after the holiday or be on a pre-approved paid absence for those days.

Regular part-time benefit-earning employees who are regularly scheduled to work thirty-two (32) or more hours per week, or who have averaged thirty-two (32) or more hours per week for at least six months, shall receive four (4) hours of straight time pay for each of the holidays listed.

Holiday Pay

Full-time and benefit-eligible part-time employees required to work on a holiday will be paid for the hours worked, plus will receive either an additional eight hours of holiday pay or a compensatory day off during that week as determined by the supervisor and employee. If the total hours with the eight hours of holiday pay require a non-exempt employee to work more than 40 hours that pay period, they will be eligible for overtime for all hours over 80.

All official holidays shall be considered to commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

Vacation

The following chart provides detailed vacation earnings for eligible benefit-earning employees, based on years of continuous full-time service with the City.

VACATION CHART

<u>Years of Service</u>	<u>Full-Time</u>
1 year	40 hours per yr./3.34 hours per month
2 thru 9 years	80 hours per yr./6.67 hours per month
10 years and beyond	120 hours per yr./ 10 hours per month

All benefit-earning employees are covered by this chart. During the first six months of the initial probationary period for new benefit eligible employees, they will not normally be entitled to take

paid vacation leave. However, vacation hours accrue from the start of employment and can be used upon completion of their probationary period. Employees are allowed to carry a maximum of 120 hours of vacation on the books at any one time. Hours earned in excess of 120 will be lost unless prior authorization has been approved by the Board due to extenuating circumstances. Approval must be obtained prior to the hours be accumulated.

Approved unpaid leaves of absences of up to 30 days, granted by the Board, shall not result in a loss of City seniority. However, vacation time will not be earned during unpaid leaves.

Vacation requests by employees must be approved in advance by the Chief of Police. Vacation requests of one week or more will normally require at least a 3-day advance notice. Where conflicts arise potentially affecting because more than one employee requests vacation leave for the same period, the Chief of Police shall have the sole discretion in determining how to resolve the issue. The Chief of Police may consider such factors as seniority, the order in which the requests were received, the operational needs of the Belgrade/Brooten Police Department, the date of each employee's most recent vacation and other relevant criteria.

If vacation has been approved and an employee is sick during their scheduled vacation time, vacation must be used, and sick time cannot be taken. An exception will be made in cases where an employee is hospitalized during their scheduled vacation.

Vacation Donation

Employees may transfer their earned vacation hours from one employee to another under the following conditions:

- A. Such transfers can be made only after the showing of unique or special circumstances and only upon the approval of the Board. Before such transfer will be approved, the proposed recipient of the transfer must have used all of his/her paid leave and compensatory time.
- B. Vacation transfer shall be limited to forty (40) hours per donor. Such transfer shall be made on hour for hour basis. The worth of the leave shall be adjusted to the pay level of the donor. Therefore, if the salary of the donor is greater than the recipient, one day of leave from the donor shall result in more than one full day to the recipient. Conversely, if the salary of the donor is less than the recipient, the one-day of leave from the donor shall result in less than one full day.
- C. Requests for such transfer of vacation must be submitted in writing, to the Board and Treasurer, who shall oversee all communications between recipient and donor. When a donor volunteers such transfer, he/she must first execute a release document for such transfer that will be kept on file in the Treasurer's Office.
- D. When a transfer has been finalized in accordance with the rules and approved by the Board and Treasurer shall take the necessary accounting action to reflect such transfer. Any unused portion of such donated vacation or annual leave shall be returned to the donor(s). The manner of such return shall be determined by the Treasurer

Sick Leave

Sick leave is authorized absence from duty with pay, granted to full-time and regular part-time employees. Temporary, seasonal employees, intermittent, and casual part-time employees are not entitled to sick leave.

All regular, full-time employees shall accrue sick leave at the rate of 1 day (8 hours) per month.

Employees may rollover unused sick time each year up to 24 days (192 hours).

Sick leave starts accruing on your first day of employment and can be used as soon as it is earned. Sick leave does not accrue during an unpaid leave of absence.

Sick leave is not a privilege for employees to use at their discretion but shall be allowed only when the employee is unable to work for medical reasons and under the conditions explained below.

Sick leave shall be granted only in case of actual illness, disability, or injury to the eligible employee - including pregnancy-related sickness or disability to the employee - or for medical, dental, and optical appointments. All eligible employees shall also be granted sick leave for absences due to the following:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental, or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the workplace could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental, or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister, or brother.
- Safety leave Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-laws (mother-in-laws and father-in-laws) and grandchildren (includes step-grandchildren, biological, adopted, or foster grandchildren).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the Board, to the extent the employee is entitled to such leave.

Administration of Sick Leave

The following procedures will be followed in administering the sick leave policy of the Belgrade/Brooten Police Department:

- A. After all accrued sick leave is used; vacation and/or compensatory time may be used, upon approval of the supervisor, to the extent the employee is entitled to such leave. Leave without pay may be granted by the Board, at their discretion, after accrued sick leave has been exhausted.
- B. Sick leave may be approved only for days when an employee would otherwise have been working for the Belgrade/Brooten Police Department.
- C. To receive credit for sick leave, an employee must communicate with his or her immediate supervisor following department procedures on reporting. Employees are responsible for keeping their supervisors advised of their illness status to remain eligible for sick leave unless they are hospitalized and cannot reasonably do so (see Attendance Policy).
- D. After an absence, a physician's statement may be required on the first day of return to work. It should indicate the general nature of the illness or medical condition and attest to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. For sick leave exceeding three (3) days in duration, a doctor's certificate will normally be required certifying that the employee is/was sick or injured to the degree that prevented him/her from performing their normal duties. All doctors' certificates required by this paragraph will be obtained at the employee's expense.
- E. Any work restrictions must be clearly stated by the physician in writing. The Board will determine whether the Board can accommodate such restrictions on a temporary basis.
- F. If the Board feels an additional medical opinion is warranted, the Treasurer, with direction from the Board, will arrange for the appropriate medical evaluation. The Board has the right to require employees to be evaluated by a physician of the Board's choosing to determine the validity of a worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work.
- G. Chief of Police may request documentation to substantiate an illness or appointment, regardless of duration, when an employee has a history of questionable or excessive absences.
- H. Sick leave cannot be transferred from one employee to another.
- I. Employees who make a false or otherwise fraudulent claim for sick leave shall be required to reimburse the Belgrade/Brooten Police Department for such payments and shall be subject to suspension or discharge at the Boards discretion.
- J. Earned sick leave has no cash value upon termination or retirement until the employee has been employed for minimum of 5 years. After the 5 years of service the employee leaving in good standing will be eligible of pay equal to one-half of the accumulated, unused sick leave. After 10

years of service the employee leaving in good standing will be eligible for full payout of sick time up to 192 hours of accumulated sick time. The Board must approve any exceptions to this policy.

- K. If vacation has been approved and an employee is sick during their scheduled vacation time, vacation must be used, and sick time cannot be taken. An exception will be made in cases where an employee is hospitalized during their scheduled vacation.

Nothing in this policy shall restrict the employer from requiring an employee to provide a doctor certification for any sick leave requested or nor does this policy give permission for unlimited leave.

12. LEAVES OF ABSENCES

Employees- Work Restrictions

At times employees may require job modifications, a leave of absence, or other action due to an injury, illness, or a medical condition (physical or psychological) preventing them from performing one or more of their required duties. Employees are responsible for notifying their Chief of any need for job modification or leave of absence. Each situation will be evaluated on a case-by-case basis consistent with applicable State and Federal laws. Medical documentation may be required.

The Board will advise the Chief of Police on appropriate actions to take and/or job modifications needed. The Belgrade/Brooten Police Department is under no obligation to create a position that will meet the limitations of the employee.

At times, an outside resource may be called to assist in determining workplace accommodations. This may include the employee's physician, a Board-appointed physician or psychologist, or a rehabilitation or occupational medicine specialist, or another individual.

Bereavement Leave

Employees with accrued sick leave may use up to three (3) days of their sick leave for absences related to the death of an immediate family. Immediate family includes spouse, biological or foster child, parents, stepparents, stepchildren, siblings, siblings-in-law, grandparents, grandchildren, mother-in-law, and father-in-law.

Pregnancy and Parenting Leave (state law requirement for cities with 21 or more employees)

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least ten (10) days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave.

The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Health insurance compensation will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act.

Reasonable Accommodations to an Employee for Health Conditions

The Board will attempt to provide that where Belgrade/Broten Police Department employees have health conditions which require accommodations:

- more frequent restroom, food, and water breaks.
- seating.
- limits on lifting over 20 pounds and/or temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the Belgrade/Broten Police Department. The Board will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

Adoptive Parents (state law requirement for cities with more than 21 employees)

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Military Leave

Minnesota Statutes Section 192.26 and 192.261 provide that an employee of any municipality who is a member of the National Guard, the Naval Militia, the Officers Reserve Corps, the Naval Reserve, the Marine Corps Reserve or any other reserve component of the military or naval forces of the United States, is entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time such employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year.

In accordance with State Law, the employee shall be granted an unpaid leave of absence when called to active duty. If an employee has not yet used their fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed prior to the unpaid leave of absence.

Eligibility for continuation of insurance coverage will follow the same procedures as for any terminated or laid off employee while the employee is on an unpaid leave of absence for active duty. In addition, the first thirty (30) days of the leave of absence shall be considered work time for the purposes of vacation, sick leave, or annual leave accrual.

Returning reservists have the right to return to their jobs or another job of similar seniority, status, and pay upon completion of active duty in accordance with M.S. 192.261, Subd. 2 and 38 U.S.C. Section 2021 and 2024. Upon reinstatement the employee shall have the same rights with vacation and sick leave accrual, insurance benefits and other benefits he/she would have had if no leave had occurred.

Jury Duty

Regular full-time employees shall be granted paid leaves of absence for required jury duty. Any compensation received for jury duty; minus mileage must be turned over to the Treasurer. Employees shall report a full day work (usually 8 hours) on their timesheet for payroll purposes. Time spent on jury duty shall not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours shall report to their regular work duties as soon as possible. Failure to report shall result in loss of pay for such period.

Employees shall notify their Chief as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the Clerk of Court, so the Board will be able to determine the amount of compensation due for the period involved.

Seasonal and temporary employees are not eligible for compensation for absences due to jury duty. They can take a leave without pay with department head approval.

Court Appearances

Employees will be granted paid leave time to testify in Court only for Belgrade/Brooten Police Department -related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with Belgrade/Brooten Police Department employment, minus mileage reimbursement (if personal vehicle used), must be turned over to the Treasurer.

School Conference and Activities Leave

All employees may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or school-related activities for the employee's child or foster child, provided the conference or school-related activities cannot be scheduled during non-working hours. The employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt their department's operations. Employees may substitute accrued paid leave for any part of the unpaid leave.

Elections/Voting

An employee who is selected to serve as an election judge pursuant to MN State Statutes, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the Board ten (10) days written notice.

All employees who are eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, shall be allowed time off with pay to vote the day of election day.

Leave for Service in an Elective Office

In accordance with Minnesota Statutes, an unpaid leave of absence shall be granted to an employee elected to the state legislature or full-time city or county office in Minnesota. An employee on such leave shall be reinstated to his /her position or a position with like seniority, status and pay scale if the following requirements are met:

- That position has not been abolished or if the position was of a limited term, that term has not expired.
- The employee makes written application for reinstatement to the Board within 30 days after the last legislative day in a calendar year or, in the case of an elected city or county official, within 30 days after the expiration of the term to which he/she was elected.
- The request for reinstatement is made not later than ten years after the granting of the leave.

Leave Without Pay (Excludes Approved Family and Medical, Military and Parenting Leaves)

This section sets forth policy regarding leave without pay. Nothing in this policy shall limit the Boards authority to make additional reasonable accommodations as may be necessary and which do not result in hardship to the City.

- A. The Chief of Police may authorize leave without pay for up to thirty (30) days after conferring with Board. Leave of absences for greater periods may be granted by the Board's approval, to a maximum of six (6) months. Employees are not eligible for leave of absences beyond six (6) months - including paid and unpaid leave time combined.
- B. If an employee is not working any hours, the employee will not accrue, or be paid, holidays, vacation, sick leave, or other paid leave benefits while on a regular leave without pay. Employees who are working reduced hours while on this type of leave, will accumulate vacation, sick leave and holiday pay equal to part-time employees as allowed based on hours worked (i.e., if working 30 or more hours per week). Leave without pay of 30 days or more will not count toward seniority, except when State or Federal law requires it.
- C. To qualify for leave without pay, an employee must first use all accrued vacation and compensatory time, if applicable. If the leave is for medical reasons and eligible for sick leave use, all sick leave must normally be used prior to an unpaid leave of absence of more than one week. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the Board
- D. Employees returning from a leave without pay for a reason other than a qualified Parenting Leave, Family and Medical Leave or Military Leave will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.
- E. Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting, Family and Medical Leave, or Military Leave as required by the Uniformed Services Employment and Reemployment Rights Act (USERRA), are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the department head subject to approval of the Board.

Administrative Leave

Under special circumstances, the Board may place an employee on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the Board.

If an employee is suspended and then exonerated of all blame in a criminal matter, the employee will be reinstated and for the purpose of employee seniority, the suspension will be considered to not have taken place. Only in those instances where the employee has been exonerated and reinstated in good standing will the employee be eligible to request reimbursement for wages lost during the period of suspension.

13. DISCIPLINE

General Policy

Belgrade/Brooten Police Department employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including observance of work rules, codes of conduct and policies adopted by the Board. Supervisors and employees are responsible for ensuring compliance

with Belgrade/Brooten Police Department standards of employee conduct. The Belgrade/Brooten Police Department Board reserves the right to use discretion in applying this policy as circumstances warrant.

The reporting of misconduct and prevention of the escalation of misconduct are areas that demand all employees to exercise courage, integrity, and decisiveness. When a non-supervisory employee becomes aware of possible misconduct by another employee, the employee shall immediately notify a supervisor.

Furthermore, an employee who observes serious misconduct shall take appropriate action to cause the misconduct to immediately cease. The fact that a supervisor is not present or is not taking appropriate action to stop the serious misconduct does not relieve other employees present from this obligation.

It is the policy of the Belgrade/Brooten Police Department to administer discipline without discrimination. Disciplinary action shall be for cause. The City shall normally investigate any allegation on which disciplinary action might be based before any disciplinary action is taken. The Belgrade/Brooten Police Department, Chief of Police and/or Board will investigate misconduct claims but reserves the right to postpone decisions regarding disciplinary action until a criminal investigation have been completed.

Specific reasons for discipline and dismissal are too numerous to describe in total in these policies. Lack of a specific listing of reasons shall in no way limit the Board from taking action deemed appropriate for a specific offense.

Process

The Board may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in this article or these personnel policies implies that any Belgrade/Brooten Police Department employee has a property right to the job they perform.

Types of Disciplinary Actions

Oral Reprimand: This measure will be used for minor issues where personal coaching discussions have not resolved the matter. All supervisors can issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

Written Reprimand: Written reprimands are more serious and normally follow oral reprimands when the problem is not corrected, or the behavior has not consistently improved given a reasonable period of time for improvement. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor upon prior approval from the Chief of Police.

A written reprimand shall state the reason for the warning along with the policy, directive, performance expectation etc. that was violated. The written reprimand shall normally describe actions taken by the supervisor to correct the problem, if applicable, including any timetables or goals set for improvement.

The reprimand will also indicate possible future disciplinary action that could result if the problem continues, or related problems occur. Employees may be given a copy of the reprimand to sign acknowledging that they have received the reprimand. Employees' signatures do not mean that they agree with the reprimand. Written reprimands shall be placed in the employee's personnel file.

Salary: An employee's salary increase may be withheld.

Dismissal: The Board may dismiss an employee for just cause. This is normally based on a recommendation from the Chief of Police or Attorney. If a veteran, the employee must first be offered an opportunity for a hearing to allow the employee the opportunity to respond to the allegations. Information presented at this hearing will be considered along with all other relevant information already collected in determining appropriate discipline.

If the disciplinary action involves the removal of a covered veteran, the hearing shall be held in accordance with Minnesota Statutes Section 197.45. Removal of veterans may be made only for incompetence or misconduct shown after a hearing with due notice (M.S. 197.46).

14. GRIEVANCE PROCEDURE

Any dispute between the employee and the Belgrade/Brooten Police Department relative to the application, meaning or interpretation of these Personnel Policies shall be settled in the following manner unless contrary to a current labor agreement.

Step 1: The grievance shall be presented in writing, setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested. The written grievance must be presented to the Chief of Police by the employee, or his/her representative, within twenty-one (21) days after the alleged violation or dispute has occurred. The Chief of Police or his/her designee will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not been settled in accordance with Step 1, it shall be presented in writing, including the same description as in Step 1 to the Board within seven (7) days after the Chief of Police response is due. The Board will respond to the employee or his/her representative in writing within seven (7) calendar days.

Waiver

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the employer's last answer. If the employer does not answer a grievance or an appeal thereof within the specified time limits, the grievance is considered denied at that step and the employee or union representative may appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the employer and the employee without prejudice to either party.

15. HARASSMENT-FREE WORKPLACE

The Belgrade/Brooten Police Department is committed to creating and maintaining a work environment free from all forms of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

Harassment of any person because of race, creed, color, religion, national origin, sex, age, marital

status, disability, sexual orientation, receipt of public assistance, political opinions or affiliations and union involvement is unlawful. This policy statement is intended to make all employees sensitive to the matter of harassment, to specifically express the Belgrade/Brooten Police Department strong disapproval of unlawful harassment, to advise employees of their behavioral obligations and to inform them of their rights.

In keeping with this commitment, the Belgrade/Brooten Police Department maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

Management has the obligation to provide an environment free of harassment. The Belgrade/Brooten Police Department and Board are obligated to prevent and correct unlawful harassment in a manner that does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required. The Board will, in all cases, take action to correct any reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation.

All allegations will be investigated. Strict confidentiality is not possible in all cases of harassment as the accused has the right to answer charges made against them, particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

Sexual Harassment

Because sexual harassment is sometimes more difficult for employees to recognize, the following definition, based on Minnesota Statutes, is provided:

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

- 1) submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, public accommodations, or public services, education, or housing.
- 2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, public accommodations or public services, education, or housing; or
- 3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive environment whether that be related to work, public accommodations, public services, education or housing; and in the case of employment the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Examples of inappropriate conduct include but are not limited to unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior.

In summary, sexual harassment is the unwanted, unwelcome and (normally) repeated action of an individual against another individual, using sexual overtones as a means of creating discomfort.

The Belgrade/Brooten Police Department recognizes the need to educate its employees on the subject of harassment and stands committed to provide information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may constitute just cause for discipline, including possible discharge. Each situation will be evaluated on a case-by-case basis depending on the severity and the circumstances involved.

Procedure for Addressing Concerns of Harassment

In order for a harassment issue to be addressed, it must be brought to the attention of management. In order for action to be taken, information must be forwarded to the appropriate level of management.

Employees who feel that they have been victims of harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

- 1) Chief of Police
- 2) Police Liaison
- 3) Board

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also urged to take the following steps:

- 1) make it clear to the harasser that the conduct is unwelcome and document that conversation.
- 2) document the occurrences of harassment.
- 3) submit the documented complaints to the person listed above, to whom the employee makes their report. The Belgrade/Brooten Police Department urges the employee to put the complaint in writing.
- 4) document any further harassment or reprisals that occur after the complaint is made.

A record of the complaint and the findings will become a part of the complaint investigation record and the file will be maintained separately from the employee's personnel file.

If the facts support the allegations, the perpetrator of the harassment will be subject to appropriate disciplinary action, up to and including discharge. Any official or employee found to have made a false complaint or found to have given knowingly false information during an investigation of such a complaint may also be subject to disciplinary action.

Supervisors shall report any complaint or suspicions of inappropriate behavior to their Chief at the earliest opportunity, normally within 24 hours. Department heads shall report this information to the Police Liaison and/or Board within 24 hours.

Reprisal

Employees have the right to raise the issue of harassment and to file complaints with respect to such harassment without reprisal. Any action intended to intimidate, retaliate against, harass, or disadvantage any person because the person has opposed harassment; reported or complained of harassment; or testified, assisted, or participated in any investigation, proceeding, or hearing, under this policy or otherwise, regarding harassment is considered a reprisal.

Reprisal includes, but is not limited to, the following actions:

- 1) refusal to hire or promote the person.
- 2) departure from any customary employment practice to which the employee would have otherwise been entitled.
- 3) transferring or assigning the person to a lesser position in terms of wages, hours, job classification, job security or other employment status; or
- 4) informing another employer that the person has reported harassment.

Every attempt will be made to provide protection against retaliation.

Abusive Customer Behavior

While the Belgrade/Brooten Police Department has a strong commitment to customer service, the Belgrade/Brooten Police Department does not expect that employees accept verbal abuse from anyone. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful: Violent behavior includes the use of physical force, harassment, or intimidation.

Discriminatory behavior includes inappropriate remarks about, or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other, and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from the Chief of Police or Police Liaison.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

16. PUBLIC PURPOSE EXPENDITURE POLICY

Consistent with Minnesota State laws that permit and require the expenditure of public funds for public purposes, the following policy and guidelines were established to provide assistance and clarification to officials and employees for determinations of when public funds may be spent. The over-riding principle is that public funds must be spent for a public purpose.

The Board recognizes that the determination of a valid public purpose is an evolving concept that is somewhat subjective and therefore feels thoughtful discussion and guidance in the form of a policy and guidelines is appropriate. The Board authorizes the Chief of Police to establish additional administrative policies and procedures and to interpret appropriate use of public funds consistent with this policy and guidelines.

Definitions

Public Purpose Expenditure – An expenditure of funds related to the purpose for which the Belgrade/Brooten Police Department exists including the mission, goals, functions, and responsibilities of elected and appointed officials, employees, and other City representatives.

Employee – For purposes of this policy, the word 'employee' shall include all employees, elected officials and appointed officials.

Training Sessions Within Minnesota

Professional and technical employees are eligible for training sessions held anywhere within the State of Minnesota assuming general guidelines of this policy are met. All employees are eligible for local training under the same assumptions. Employees are expected to attend training sessions in the closest proximity to their work or home.

Payment or Reimbursement for Training

Whenever possible employees should use their Belgrade/Brooten Police Department Card to pay for approved training and follow applicable procedures for substantiation of payment. If not possible, the Belgrade/Brooten Police Department will pre-pay tuition or registration costs directly to the organization sponsoring the training. A copy of the conference or meeting agenda listing registration fees, meals included therein, and official starting and ending dates must be provided to the finance department with prepayment requests. Requests for reimbursement of training costs must include a copy of the conference or meeting agenda listing registration fees; meals included therein official start and ending dates and proof of payment.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the Belgrade/Brooten Police Department.

18. TRAVEL AND REIMBURSEMENT POLICY

Purpose

The purpose of the travel and reimbursement policy is to establish uniform and consistent guidelines for the reimbursement of money spent on official Belgrade/Brooten Police Department business. The guidelines were developed using Belgrade/Brooten Police Department practices, State regulations, and State Auditor recommendations. The policy and procedures relative to such travel are contained in the following statement.

Travel by Belgrade/Brooten Police Department officials and employees to attend a professional or municipal association meeting is beneficial to progressive local government. A person engaged in such travel for the benefit of the Belgrade/Brooten Police Department has a responsibility to keep accurate, substantiated records and to submit a request for reimbursement in accordance with this policy.

Training

Training must be approved in advance by the Chief of Police. All out-of-state training must be approved by the Board. Whenever possible the Belgrade/Brooten Police Department will prepay tuition or registration costs directly to the organization sponsoring the training. A copy of the conference or meeting agenda listing registration fees, meals included therein, and official starting and ending dates must be provided to the Treasurer with prepayment requests. If it is not possible to prepay registration cost the employee will be reimbursed the cost. Requests for reimbursement of training costs must include a copy of the conference or meeting agenda listing registration fees; meals included therein official start and ending dates and proof of payment.

Travel

Mileage will be reimbursed at the current IRS mileage reimbursement rate. Reimbursable mileage will be the lesser of actual miles driven from normal work location to training/meeting/conference location or the actual miles traveled from departure location to destination less the mileage of commute to normal work location. If this results in the employee traveling less miles, the Belgrade/Brooten Police Department will not reimburse the employee for mileage. When more than one Belgrade/Brooten Police Department employee uses the same personal car for travel, reimbursement shall be based upon the IRS mileage reimbursement rate, payable to the owner of the vehicle.

Meals

The Belgrade/Brooten Police Department will reimburse the employees for any meals including gratuities/tips while on Belgrade/Brooten Police Department business.

Alcoholic beverages are not eligible for reimbursement.

The limits do not apply when meal expense is included in the cost of the training, conference, or seminar. Additionally, the Belgrade/Brooten Police Department does not reimburse cost on a per diem basis but for actual cost incurred.

Itemized receipts must be submitted to qualify for reimbursement and must clearly state the date, name of the establishment (pre-printed form), itemized list of purchased items, total, and gratuity. Reimbursement request without a receipt or non-itemized credit card receipts will not be reimbursed.

Belgrade/Brooten Police Department employees may occasionally be in the position of having to provide a meal for other persons who have official business with the Belgrade/Brooten Police Department. In addition, receipts for these meals must include the name of each person attending the meal along with a description of the public purpose/benefit of the meeting. The actual cost of the meals will be reimbursed in these instances however the cost of any alcoholic beverages will not be reimbursed.

Lodging

Hotel, motel, or other authorized accommodations will be reimbursed at actual cost not to exceed the base occupancy rate and should be chosen based on reasonableness of cost and proximity to conference, meeting, or training site. Each employee shall be allowed a base room.

Detail lodging receipts must be submitted for reimbursement. The receipts must include the dates of the stay, nightly room rate and any incidental expenses charged. Only incidental costs related to the room charges will be reimbursed.

Lodging costs, unless previously approved by the Treasurer, shall be reimbursable only from the night preceding a conference, seminar, or training through the night immediately following such event.

Miscellaneous Expenses

Hourly employees may receive overtime compensation if the training/seminar/meeting hours including travel to/from exceed normal work hours. The Chief of Police will approve all overtime prior to registering for the training/seminar/meeting. Employees will be paid eight (8) hours of paid for training/seminar/meeting, which require overnight stays.

Reimbursable parking is limited to daily parking at destination business (meeting, conference, training, etc.) site and/or hotel site (when applicable). Valet parking is not allowable. Detail receipts including date, times and costs of parking should be provided when requesting reimbursement.

Gratuities/tips for service providers may be reimbursed as long as reasonable and serve the public purpose of the trip.

Non-Reimbursable Expenses

The Belgrade/Brooten Police Department shall not pay for any expenses, of which the costs are included in the registration fees.

Costs for alcoholic beverages shall not be reimbursed.

The Belgrade/Brooten Police Department shall pay no expenses for a spouse/guest who accompanies the employee to a conference, seminar, or meeting including the incremental lodging expenses of occupancy rates over base occupancy rates.

The Belgrade/Brooten Police Department will not reimburse for personal telephone calls, rental of luxury vehicles, or recreational expenses such as golf or tennis unless included as part of the registration fees or previously approved by the Board.

Reimbursement Process

To apply for reimbursement, an employee must complete an “Employee Reimbursement Voucher” form. The completed form with expenditures totaled, detailed original receipts attached, and signed should be submitted to the Treasurer, who shall review and approve (by signing) such request once approved by Board. The reimbursement check will be processed during the next regular accounts payable processing. If the request is not complete or supporting data does not meet policy guidelines, the request will be returned to the employee.

Any exceptions to this policy must receive approval from the Board whenever practicable prior to the conference, seminar, or training.

DATA

Types of Data

Public Data: Data about a person that must be shown to the person if he/she wishes, and which are available to other people.

Private Data: Data about a person that must be shown to the person upon request but are not available to others without his/her permission or as otherwise specifically authorized by law.

Personnel Data: Data on individuals collected because the individual is or was an employee, an applicant for employment, performs service on a voluntary basis, acts as an independent contractor with the City or is a member of an advisory board, committee, or commission.

Summary Data: Data about a person used to develop statistics or reports are considered public information, if they do not identify the person in any way.

Public Personnel Data

Except for certain employees (i.e., undercover law enforcement personnel) the following personnel data is public:

1. name
2. employee identification number, which must not be employee’s social security number
3. actual gross salary
4. salary range
5. terms and conditions of employment relationship
6. contract fees
7. actual gross pension
8. value and nature of employer paid fringe benefits
9. expense reimbursement
10. job title and bargaining unit
11. job description
12. education and training background
13. previous work experience
14. date of first and last employment
15. status of complaints or charges against employees
16. outcome of complaints-disciplinary action
17. work location
18. work telephone number

19. badge number
20. work related continuing education
21. honors and awards received
22. payroll time sheets or other comparable data except to the extent the release of the time sheets would reveal the employee's reason for use of sick leave or medical leave or other non-public data.

Personnel Data on Applicants for Employment: The following personnel data are considered public data:

1. veteran status
2. test scores
3. rank and eligibility
4. job history
5. education and training
6. work availability
7. name when certified as eligible for an appointment to a vacancy and considered as one of the "finalists."

Private Personnel Data

The following personnel data and information are considered private data on individuals and are not accessible to the public, but this data is accessible to the subject employee, the employee's authorized representative, the immediate supervisor or officials who have a legitimate need to view/know such data as determined by the Belgrade/Brooklyn Police Department Chief or his/her designee.

1. Social Security number
2. age, gender
3. marital and family status
4. employee home address and telephone numbers
5. criminal records
6. race and ethnic data
7. insurance status
8. references
9. college transcripts
10. reference check data
11. medical records
12. psychological evaluations
13. worker's compensation reports
14. physical limitations related to the job
15. sick leave forms - doctor's reports
16. data collected from disciplinary proceedings prior to a hearing
17. opinion questionnaire response by potential employee
18. names of applicants for employment until certified as finalists for appointment to a vacancy.
19. employee assistance programs and exit interview responses

No employee may disclose the home address, telephone number, or personal information about another employee to any third party without prior consent of the affected employee, as per section on "Informed Consent."

Employment selection instruments and/or answer keys to such instruments are protected non-public data, except pursuant to a valid court order.

To Data

Public Data: Access shall be provided to any person, without regard to the nature of the person's interest. Access must be provided by the City Clerk-Treasurer or other persons authorized by the City Clerk-Treasurer. Access must be provided within a reasonable time.

Interpretation shall be provided if requested. A fee may be charged reflecting mailing and duplicating costs and other costs as allowed under the Minnesota Data Practices Act.

Private Data: Access is available to the following only:

1. The subject of the data.
2. Individuals whose work assignments with the Belgrade/Brooten Police Department reasonably require access.
3. Entities and agencies determined by the Treasurer to be authorized by statute or Federal Law to gain access to that specific data.
4. Entities or individuals given access by the express written direction of the subject.

The Treasurer and the Police Departments Records personnel is designated as the “responsible authority” under the Data Practices Act and shall assure that access is provided only to the parties listed above. The identity and authority of an individual who seeks to gain access to private data must be confirmed. The time that access is available is limited to the normal working hours of the City Hall offices. No fees shall be charged in the instances where the data subject only wishes to view private data. Fees may be charged for providing copies.

General Contents of Personnel Files

The following information shall routinely be included in an employee's personnel file:

1. data collected for administrative purposes such as job applications, resumes, change of address forms, training or education records, veteran's certification, etc. (Documents containing medical information are retained in a separate medical file.)
2. documentation of personnel actions or activities such as salary changes, job classifications, performance reviews, termination notices, disciplinary actions.
3. official written correspondence to or from an employee.
4. documentation of employment status and benefit status.

Employees will not be specifically notified each time such data are routinely entered into their file, except that employee shall be made aware of data entered into their file that relates to discipline or may have adverse impact on them. Employees may make a written request to view and receive copies of information in their file as per Section on "Access to Data."

Personnel files will be maintained by the Chief of Police and Treasurer. Any documents added or removed from the files must be approved by the Board.

Informed Consent

Private data on individuals may be used by and given to any individual or persons by the Treasurer or Chief of Police if the individual subject or subjects of the data have given their informed consent.

All informed consents:

1. Shall be in writing and stated in plain language.
2. Shall be signed and dated.
3. Shall specifically designate the particular persons or agencies the data subject has authorized to disclose information about him or her.
4. Shall specifically state the nature of the information he/she has authorized to be disclosed.
5. Shall specifically state the persons or entities that he/she has authorized to receive the disclosed information.
6. Shall specifically list an expiration date not to exceed one year except in the case of authorization for application for life insurance or non-cancelable or guaranteed renewable health insurance (which shall be two years).
7. Shall specifically state the purpose for which the information may be used by the parties named above.

If the Police Chief or Treasurer makes reasonable efforts to obtain the informed consent of a data subject and if those efforts are not acknowledged in any way, they shall interpret the silence of the data subject as the giving of implied consent to the new or different purpose or use of the data.

"Reasonable efforts" are defined as:

1. Depositing in the U.S. Mail, postage pre-paid, and directed to the last known address of the data subject, at least two (2) communications requesting informed consent.
2. Waiting for a period of not less than sixty (60) days for a response to the second request.

22. DRIVING POLICY

General

This policy applies to all employees who drive a Belgrade/Broton Police Department -owned vehicle for business.

The Belgrade/Broton Police Department expects all employees who are required to drive as part of their job to drive safely and legally and to follow all safety guidelines in the Belgrade/Broton Police Department Safety Manual while on business and are required to maintain a valid driver's license. The intent of this policy is to provide clear expectations of behavior and clear consequences for failure to adhere to the policy.

Driving Records

The Belgrade/Broton Police Department will examine driving records at least once per year for all employees who are covered by this policy to determine compliance with this policy. Employees are required to furnish all information needed to obtain these records.

Loss of License or Restricted License

Normally, employees will be placed on unpaid leave immediately upon losing their license if driving is an essential duty. Therefore, the Belgrade/Broton Police Department will attempt to reasonably accommodate an employee who has lost their license or has received restrictions that impact their ability to do their job.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending, or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter. Employees will be required to use any accrued vacation in lieu of leave without pay.

The Belgrade/Brooklyn Police Department desires to retain good, qualified employees and at the same time reduce or limit liability for the Belgrade/Brooklyn Police Department. Positions where driving is an essential requirement of the job are normally more difficult to accommodate, particularly for long periods. The Board will determine appropriate action on a case-by-case basis and will take the following into consideration:

1. In considering accommodations, other work that needs to be done must be readily available.
2. Any restrictions or revocation must be for less than 60 days for positions where driving is an essential requirement of the job.
3. The employee must be able to obtain a work permit within 30 days if driving is essential.
4. The accommodation cannot create a significant negative impact to the department or other employees.
5. The employee must be able to perform the vast majority of their regular job during a period of accommodation.

The Board will consider the employee's performance and discipline record in determining the length of time the Belgrade/Brooklyn Police Department will accommodate but in no case will the Board extend accommodations beyond sixty days for positions where driving is an essential requirement of the job. As soon as the employee knows the length of time that they will be unable to drive, the Chief of Police will schedule a meeting to discuss the situation.

In cases where the employee will not be able to legally drive for sixty days or more (and cannot obtain a work permit) and where driving has been determined to be essential to the job, the employee will not be able to retain their job. The employee will be given the option to resign or be terminated. Employees with a good performance record may be eligible to stay with the Belgrade/Brooklyn Police Department in a different position (if qualified and one is available) if it is determined by the Board to be in the best interest of the Belgrade/Brooklyn Police Department.

In cases where the employee can obtain a work permit within 30 days, or where driving is not essential, the Board will look at the possibility of a temporary workplace accommodation. If work accommodations can be found that meet the above criteria, the employee can remain employed, although other discipline may be considered depending on the circumstances.

All accommodations must be approved by the Chief of Police and are subject to approval by the Board. If on any given day, the employee cannot be accommodated due to the type of work being done, the employee will be sent home. The employee may use vacation, compensatory time, if applicable, or leave without pay in these instances.

Examples of workplace accommodations include:

1. Assigning other work that needs to be done and does not involve driving.

2. Assigning an employee to ride with a coworker driving where the task normally requires two or more employees to ride together and it does not decrease the efficiency of the operation.
3. For positions where the driving is much less frequent (once per week or less) and involves going to a meeting outside of the office or other city building away from their normal worksite, it may be feasible to use a taxi or a non- Belgrade/Brooten Police Department employee to get there and back. However, when other transportation is authorized, the expense must be paid by the employee.

An employee who drives in an illegal, careless, or unsafe manner **while on duty**, will be subject to additional sanctions including the possibility of discipline and/or loss of work accommodation. It is an expectation that all employees who are covered by this policy maintain a good driving record.

Use of Belgrade/Brooten Police Department Vehicles

The intent of this policy is to provide clear direction on authorized use of Belgrade/Brooten Police Department vehicles and also to comply with Minnesota Statutes governing the personal use of publicly owned vehicles. Certain designated Belgrade/Brooten Police Department employees are authorized take-home vehicles based on demonstrated need to respond to emergencies outside of their normal scheduled work hours. The Board will approve all ongoing take home vehicle assignments.

Overall, Belgrade/Brooten Police Department vehicles generally fall into two (2) categories:

1. Patrol cars marked with Belgrade/Brooten Police Department emblem
2. Unmarked vehicle or Department owned forfeiture vehicles

The following rules shall apply as indicated:

- A. Vehicles are provided to employees to assist in conducting business. Use of Belgrade/Brooten Police Department -owned property and vehicles outside work hours will be allowed only in situations where such use constitutes a benefit to the Belgrade/Brooten Police Department.
- B. Employees may not be under the influence of illegal drugs, alcohol or legal drugs that impair an employee's driving ability. Employees may not purchase alcohol while using a Belgrade/Brooten Police Department vehicle unless required to do so as part of assigned work duties.
- D. Incidental personal use, determined to be appropriate by the Chief Of Police, during the workday (or for take home vehicles on the way to and from work) is permitted on a limited basis.
- E. Belgrade/Brooten Police Department vehicles should never be used in situations that are exclusively for personal use. Personal use of vehicles that involves driving significantly out of your normal route to and from home is not permitted.
- F. Smoking is prohibited in all Belgrade/Brooten Police Department vehicles.

Any exceptions to this policy must be approved by the Chief of Police. Reimbursement may be required for uses other than those specified in the policy or approved by the Chief of Police. Violations of this policy could result in discipline.

23. REDUCTION OF WORKFORCE

If it is necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be separated before regular employees in those job classes.

Within these groups, the selection of employees to be retained shall be based on merit and ability as determined by the Chief of Police, subject to approval of the Board. Reduction of a Chief of Police position shall be at the discretion of the approval of the Board.

Layoff shall mean a reduction in the work force due to lack of work, job elimination, lack of funds or for other causes not directly related to disciplinary action. Within a given job class, Seasonal, temporary, probationary, intermittent, and casual part-time employees shall be laid off first.

Regular employees shall be laid off last based on the needs of the Belgrade/Brooten Police Department, with regular non-benefit earning part-time employees, laid off first, regular benefit-earning part-time employees next and full-time employees last.

In layoff of regular employees, weight shall be given to the employee's ability to fill the needs of the Belgrade/Brooten Police Department for that area. Layoff lists will be maintained for 6 months. Recall from layoff will be based on merit.

24. RESIGNATIONS

Notice Required to Be in Good Standing: Employees wishing to leave the Belgrade/Brooten Police Department service in good standing shall provide a written resignation notice to Chief of Police at least ten (10) working days before leaving.

The written resignation must state the effective date of their resignation. Failure to comply with this procedure may be considered cause for denying such employees future employment with the Belgrade/Brooten Police Department and severance pay.

25. SEVERANCE PAY

Severance pay includes accumulated vacation, comp time and eligible sick leave hours under the provisions cited below.

- A. Belgrade/Brooten Police Department employees who resign or leave voluntarily and in good standing are eligible for severance pay.
- B. Belgrade/Brooten Police Department employees are eligible for the cash equivalent of 100% of their accrued vacation and comp time.
- C. Sick leave as severance will be granted only to employees who have been employed with the Belgrade/Brooten Police Department for a minimum of 5 years, except in the case of death. A deceased employee's severance benefits shall be paid to the employee's spouse, estate or beneficiaries as defined under MN Law. The Board must approve any exceptions to this policy.

26. CITY PROPERTY AND OTHER EQUIPMENT

- A. Every employee who has authorized possession of any key, tools or other equipment on a full-time basis must register their name and the serial number of the key, if applicable, or other equipment with the department head.
- B. All such equipment must be turned in and accounted for by any employee who terminates his/her services with the Belgrade/Brooten Police Department.
- C. Every employee shall be responsible for the safekeeping and care of all such equipment. All expenses incurred by the loss of such equipment shall be borne by the employee unless such loss was unpreventable.
- D. The duplication by a locksmith or other person of keys, openings, structures, or equipment owned by the City or Belgrade/Brooten Police Department is prohibited unless authorized by the Chief or a designee. Any employee found having made an unauthorized duplicate key, or in possession of such, will be subject to disciplinary action.
- E. Employees shall not use or access another employee's office, computer, desk, e-mail, voice mail, or in- or out-boxes without authorization. Police Chief is presumed to have authorization for their own staff. The Belgrade/Brooten Police Department Board and City of Brooten and Belgrade have authorization for all staff and can authorize individuals for a specific business-related purpose.

27. SAFETY

The Belgrade/Brooten Police Department is required to follow O.S.H.A. Rules and Regulations and requires employees to follow them also.

Where personal protective safety equipment and clothing is required by federal, state, or local rules and regulations, it shall be a condition of employment that employees wear such equipment. The Belgrade/Brooten Police Department provides personal protective equipment (PPE) consistent with established standards. Employees may request to have PPE that exceeds established standards but, if approved, the employee will be required to pay the difference.

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

All accidents between Belgrade/Brooten Police Department equipment and private vehicles or private property should be reported by notifying the local law enforcement agency at the time of the accident as well as the Chief of Police.

Unsafe Behavior

The Police Chief is authorized to send an employee home immediately when the employee’s behavior violates the Belgrade/Brooten Police Department personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

Violations of this policy will be reported to the Police Chief.

The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the Board.

This Personnel Policy is effective upon approval.

Head Of Board

Chief of Police

Vice Of Board

Date

ACKNOWLEDGMENT

I have received a copy of the Belgrade/Brooten Police Department Personnel Policies and Procedures Manual. I will review the information and contact the Chief of Police or Board if I have any questions regarding the information contained in this manual.

Employee Name (*Please Print*)

Employee Signature

Date

UPON COMPLETION, PLEASE RETURN THIS FORM TO CHIEF OF POLICE