

CITY OF MINNEAPOLIS

# Municipal Sick Leave Policy - Overview

Committee of the Whole  
Wednesday, May 18, 2016

# Background

- Workplace Partnership Group created in Fall of 2015
- Extensive engagement with 14 listening sessions and over 500 individuals attending and/or providing written comments
- Recommendations presented to City Council on March 16, 2016
- Draft ordinance proposal presented to City Council on May 5, 2016

# Proposed Ordinance – Scope

## Employers

Includes all employers with 6 or more employees working in the City

### Excludes:

- US Government
- MN state departments and agencies
- Other county/local governments

## Employees

Must work at least 80+ hours/year in the City

### Includes:

- full-time
- part-time
- temporary

### Excludes:

- Independent contractors
- Construction workers paid prevailing wage for all hours worked
- Construction worker apprentices
- Health care providers who are casual employees

# Proposed Ordinance – Accrual & Use

## Accrual

Accrual Rate: 1 hour for every 30 hours worked

Carry-over of up to 80 hours to the next year

Maximum Accrual: 48 hours in a calendar year

Accrue immediately upon employment, though cannot use until after 90 calendar days of employment

## Use – by whom

Employee

### Family Member

- Child, step-child, adopted child, foster child, adult child
- Spouse
- Sibling
- Parent, Step-parent, mother-in-law, father-in-law
- Grandparent, grandchild
- Guardian, ward or member of the household
- Registered domestic partner

## Use - purpose

Mental or physical illness, injury or health condition

Medical diagnosis, care or treatment or a mental or physical illness, injury or health condition

Preventive medical or health care

An absence due to domestic abuse, sexual assault, or stalking

- Seek medical attention
- Obtain services from a victim services organization
- Obtain psychological or other counseling
- Seek relocation
- Take legal action

Closure of business or school due to public health emergency

# Proposed Ordinance – Notice and Record keeping

## Notice

Must post notice provided by the City informing employees of rights

Notice must be given in language spoken by at least 5% of employees

Must include in employee handbook

## Records and documentation

Requires tracking of hours of employees who occasionally work in the City

Records must be maintained for 3 years

Obligation to keep confidential health or medical information or information pertaining to domestic abuse, sexual assault, or stalking

## Existing Policies or additional benefits

PTO policies that meet minimum standard deemed in compliance

Encourages more generous policies

Policies may allow for donation of leave

Employers may advance or “front load” leave if desired

# Proposed Ordinance – Enforcement and Timeline

Authority given to Department of Civil Rights to:

- implement, administer and enforce
- promulgate rules
- investigate possible violations
- order appropriate relief for violations

Summer 2016-end of June 2017:

General stakeholder outreach and community engagement

Multilingual and culturally specific outreach and community engagement

Create guidelines, FAQs

Exploration of work-sharing agreements with the State

Adopt rules

Create multilingual notices for employer use

July 1, 2017-June 30, 2018:

Corrective action for new violations

Effective date  
July 1, 2017

July 1, 2018:  
Full regulatory enforcement

Thank you for your  
attention.

