

**RAVENNA TOWNSHIP
DAKOTA COUNTY, MINNESOTA
Resolution No. 2023-04**

RESOLUTION ESTABLISHING SICK AND SAFE TIME POLICY

WHEREAS, Minn. Stat. §181.9445 require Minnesota employers to provide certain notices and certain minimum paid time off;

WHEREAS, Ravenna Township is an “employer” within the meaning of Minn. Stat. §181.9445 or its successor statutes;

WHEREAS, those statutes come into force and legal effect January 1, 2024;

NOW, THEREFORE, BE IT RESOLVED, that the town board of Ravenna Township, Dakota County, Minnesota hereby adopts the following sick and safe time policy to discharge its obligations under the law; and

BE IT FURTHER RESOLVED, as further policy changes may become necessary or expedient due to changing law or changing conditions, amendments to the policy may be adopted by Ravenna Township board through simple majority vote.

POLICY:

The Township hereby grants all eligible employees paid sick and safe time at a rate not less than one hour of earned sick and safe time for every 30 hours worked up to a maximum of 48 hours of earned sick and safe time in a year.

Employees shall be eligible if they work at least 80 hours in a year for the township within Minnesota; and they are not an independent contractor.

The Township elects to permit employees to carryover accrued but unused sick and safe time into the following year, except that such accrued but unused time shall not exceed 80 hours at any time.

Earned Sick and Safe Time may be used for the purposes outlined in Minn. Stat. §181.9447 subd. 1 or its successor statutes.

Earned Sick and Safe Time may be used as it is accrued. It may be used in the smallest increment of time tracked by the townships’ payroll system.

The Township does not require the employee to provide a replacement worker as a condition of using the earned sick and safe time.

Earned Sick and Safe Time begins to accrue at the commencement of employment by the employee or January 1, 2024, whichever comes later.

Employees are hereby notified that retaliation against employees who request or used earned sick and safe time is prohibited; and that each employee has the right to file a complaint or bring civil action if earned sick and safe time is denied by the employer or the employee is retaliated against for requesting or using earned sick and safe time.

Pursuant to Minn. Stat. §181.9447 subd. 2, the Township elects to require notice of the need for use of earned sick and safe time. If the need for use is foreseeable, notice must be given in writing through any reasonable means at least seven days in advance. If the need for leave is unforeseeable, the employee shall give notice as soon as reasonably practicable under the circumstances. Notice may be by whatever practicable means are available, but employees are encouraged to reduce the request to writing in the event that the first notice is oral to ensure all parties have reliable access to the relevant information.

When an employee used earned sick and safe time for more than three consecutive days, the employee shall provide reasonable documentation to ensure that the leave is covered by Minn. Stat. §181.9447 subd. 1 or its successor statutes.

A written copy of this policy shall be provided to each employee as notice of their right to earned sick and safe time.

The Township shall keep and maintain accurate records documenting hours worked by employees and earned sick and safe time earned and taken.

Employees have the right to inspect these records at a reasonable time and place.

If the township comes into possession of:

1. Health or medical information regarding an employee or an employee's family member;
2. Information pertaining to domestic abuse, sexual assault, or stalking;
3. Information that the employee has requested or obtained leave under this section; or
4. Any written or oral statement, documentation, record, or corroborating evidence provided by the employee or an employee's family member; the Township shall treat such information as confidential.

Confidential records shall be maintained separately from the usual personnel files and shall be disclosed by the Township if the disclosure is requested or consented by the employee, when ordered by court or administrative agency, or when otherwise required by federal or state law. Records shall be destroyed or returned to the employee upon their request. Records older than three years shall be destroyed.

Upon being put to a vote,

The following supervisors voted in favor of said Resolution:

Paul Curtis: X Jeff Human: X Carl Reuter: X

The following supervisors voted in opposition to said Resolution:

Paul Curtis: _____ Jeff Human: _____ Carl Reuter: _____

WHEREUPON, the Chairperson declared the Resolution to be duly passed on this 14th day of December 2023.

Attest:

Ravenna Township,
Dakota County, Minnesota

By: Paul Curtis
Paul Curtis, Town Board Supervisor

By: Jeff Human
Jeff Human, Town Board Supervisor

By: Carl Reuter
Carl Reuter, Town Board Supervisor

Caroline Spurgeon
Caroline Spurgeon, Clerk/Treasurer

