



Board of County Commissioners Agenda Request



Requested Meeting Date: November 26, 2024

Title of Item: Personnel Policy Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
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Submitted by: Bobbie Danielson	Department: HR Dept.
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Bobbie Danielson

Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: Est 5 minutes
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Summary of Issue:

The personnel policy is updated on an on-going basis. Highlights of the proposed updates are as follows:

1. Update Board adoption dates and Chair to sign Equal Employment Opportunity Policy statement.
2. Initial probationary period extended from 6 months to 1 year, 3-month probationary extension language removed. (Effective for non-union new hires following adoption on 11/26/2024. Employees covered by union contracts will continue to follow the language of those Agreements.)
3. Highway Dept hours amended to 7:00 a.m. to 3:30 p.m.
4. Reclassification and Involuntary demotion language updated to match Apscme.
5. Dental insurance removed from the list of "voluntary" benefits. Added group dental insurance with employer paying 50% of the single dental premium.
6. Inserted health insurance premium language, effective 1/1/2025 - 1/1/2027. Edited insurance waiver dollars from \$2,750/year to \$2,800/year. Updated dates on early retirement incentive policy, to extend 2025-2027.
7. Entered "June 19th" in reference to Juneteenth in the holidays section.
8. Edited PTO section to indicate the PTO cash out can be split into two separate requests, not to exceed the 120 hours maximum. Clarified that PTO hours count as time worked for the purpose of OT computation, while holidays, comp time, personal leave, and extended sick bank hours do not.
9. Increased personal leave 1/1/2025 to 12 hours each quarter and 80 hours carryover. (Tie to ESST.)
10. Add Minnesota Paid Leave (new) language with the premiums split 50:50, employer and employee.
11. Insert 2025-2027 wage scales (5% within range movement 1/1/25, 6% 1/1/26, 7% 1/1/27), consistent with union.

Alternatives, Options, Effects on Others/Comments:

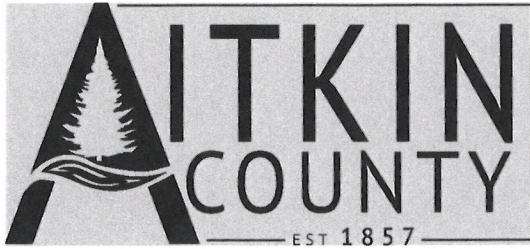
Recommended Action/Motion:
 Motion to approve the personnel policy updates as presented.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*



Personnel Policy

November 26, 2024

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If you have any suggestions for changes to policy content, please contact HR, or [click here to submit ideas](#) for changes. All suggestions are welcome.

Our Vision: We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

Our Mission: Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

Our Core Values: Collaboration, Innovation, Integrity, People-Focused, Professionalism

Personnel Policy

Table of Contents and Appendix references will be updated on the final copy following Board approval.

ARTICLE I INTRODUCTION

Section A. Purpose

It is the purpose of this Personnel Policies and Procedures Manual to provide a uniform, comprehensive and effective system of personnel administration in Aitkin County and to establish procedures which will serve as a guide to administrative action concerning personnel activities and transactions.

It is the further purpose of this Personnel Policies and Procedures Manual to ensure:

- (a) A spirit of confidence and cooperation between the Board and its employees.
- (b) That all appointments and promotions to positions in the County service shall be made on the basis of job-related qualifications.
- (c) That position classification and compensation plans shall be adopted which will conform to the principle of like compensation for like work.
- (d) That the citizens of Aitkin County can be assured that their best interests are being served by the employment of the most qualified personnel available.
- (e) Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status, and with proper regard for the privacy and constitutional rights of applicants and employees.

Section B. Adoption

Subd. (1) This Personnel Policies and Procedures Manual was approved by the County Board of Commissioners at a regular board meeting on **November 26, 2024**, and on subsequent dates as revised. Any changes in the content of the Personnel Policies and Procedures Manual must be approved by the Board of County Commissioners.

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Subd. (2) Upon approval by the County Board, this Personnel Policies and Procedures Manual shall supersede all existing policies or rules that in any way conflict with these Personnel Policies and Procedures.

ARTICLE III EMPLOYMENT

Section A. Equal Employment Opportunity Policy Statement

Purpose: To affirm Aitkin County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363.

Aitkin County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, citizenship, sex, marital status, familial status, pregnancy, disability, public assistance status, age, sexual orientation including gender expression and identity, political affiliation, veteran status, genetic information, local human rights commission activity, or other protected-class status.

Aitkin County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices included, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination and rates of pay or other forms of compensation.

Aitkin County will use its best effort to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

Aitkin County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Any employee of this County, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this statement, will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes §363 will be subject to appropriate legal sanctions.

If any employee or applicant for employment believes he/she has been discriminated against, he/she should contact the [County Administrator](#) or the [Human Resources Department](#), Aitkin County Courthouse, 307 2nd Street NW, Room 312, Aitkin, MN 56431 or (218) 927-7306.

bargaining agreement. The Human Resources Director or designee, the Payroll Technician or designee, and the individual's immediate Supervisor share the responsibility for orientation.

Subd. (1) The orientation of a new employee is the final step in the hiring process. The County has an orientation program for all new employees, including:

- Payroll, E-time, and Benefits Orientation (HR/Payroll)
- General Orientation, Policies, and Training (HR/Payroll)
- Position, Department, Performance Management, and Social Orientation (Immediate Supervisor or Department Head)

Section E. Probationary Period

Purpose: To provide a time frame for the employee's supervisor to observe the employee's fitness for continued employment with the County. The probationary period shall be utilized by supervisors to closely observe the employee to determine whether the employee will be able to meet the organization's core values, the Department demands, and become a contributing member to the County's workforce or whether it is necessary to remove the employee whose performance does not meet the values and performance standards.

Subd. (1) All County employees will serve and successfully complete a probationary period.

Subd. (2) All newly hired or promoted non-union employees will be on a probationary period for one (1) year unless specified otherwise by statute. Employment may be terminated for any reason during this period unless specified otherwise by statute.

Subd. (3) If the employee takes a leave of absence while on probation, the probationary period shall be extended by a period of time equal to the total number of calendar days on leave.

Subd. (4) Union employees will follow the probationary periods as they are defined in the applicable collective bargaining agreement.

Subd. (5) Probationary employees are eligible to apply for other positions for which they are qualified.

Section F. Access To Personnel Files

Purpose: Aitkin County maintains a personnel file on each employee. Personnel files are the property of Aitkin County. Aitkin County allows access to personnel files in accordance with applicable law.

Deleted: six (6) calendar months
Deleted: Upon request of the Department Head, the County Administrator or designee may extend the probationary period by up to 6 months. Under no circumstances may a probationary period exceed 12 months. The employee will be notified in writing and informed of performance deficiencies and offered assistance to improve performance.

be kept in a separate medical file. Workers' compensation information will be kept in a separate workers' compensation file.

Section G. Hours Of Work

Purpose: To define the schedule of work hours for Aitkin County employees as determined by operational needs and demands of Aitkin County. Hours of work generally include all of the time an employee is on duty at the employer's establishment or at a prescribed work place, as well as all other time during which the employee is suffered or permitted to work for the employer.

The normal workweek of the organization is Monday through Friday, 8:00 a.m. to 4:30 p.m. (7:00 a.m. to 3:30 p.m. in the county Highway Department); however, it is expected that all staff will provide service necessary to carry out the functions of their position which includes weekends and evenings as required. Department Heads are authorized to establish schedules to meet the business needs of their department.

Flexible Schedules

- (a) Flexible hours for staff may be arranged with the Department Head or designee provided the normal scheduled hours worked fall between 6:00 a.m. and 7:00 p.m.
- (b) A flexible schedule is an agreed upon schedule that meets the business needs of the Department and meets with the approval of the employee which is outside of the normal business day. The expectation under a flexible schedule is that employees are accountable to begin and conclude work for the day at the agreed upon, scheduled time.
- (c) Flexible schedules may not include scheduled work days longer than 10 hours and should generally not incur overtime pay.

Remote / Alternative Work Site Policy

See supplemental Remote Work/Alternative Work Site Policy

Meal Periods

The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he or she is required to perform any duties, whether active or inactive, while eating. If the employee is not completely relieved from duty, the meal period must be counted as hours worked. For example, an employee who is required to remain at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

- (b) The employee shall receive a wage or salary adjustment based upon the County Board adopted compensation schedule referred to in Appendix A. In no event shall an employee's wage or salary be adjusted to exceed the maximum of the appropriate salary range.
- (c) An employee's salary may not exceed the range maximum. If an employee's salary currently exceeds the maximum of their pay scale, their salary will be frozen until the pay scale catches up.
- (d) Pay days for all employees shall be bi-weekly on a Friday.
- (e) ~~At the end of each year, all non-union employees shall remain at their rate of pay until a new wage scale, Appendix A, is adopted by the Board. Employees who terminate employment prior to the date of County Board approval of the annual non-union wage scale shall not be eligible for retroactive wage adjustments.~~
- (f) ~~Promotion Pay: A FLSA non-exempt employee who is promoted to a higher paid classification would be placed within range or on the step that results in at least a \$0.25 per hour increase. A FLSA exempt employee who is promoted to a higher paid classification would be placed within the higher pay range resulting in at least a \$520.00/year increase (pro-rated if promotion occurs mid-year). See Section B below.~~
- (g) Any special benefits or conditions of employment negotiated with an individual employee prior to this policy adoption shall be in addition to the rights and benefits covered by these guidelines.

Section B. Job Reclassification, Promotion Pay, and Demotion

Reclassification and Promotion: Employees who move to a position of a higher grade shall receive a minimum increase of 5% or \$1.00 per hour (whichever is greater), not to exceed the maximum, or be less than the minimum rate, and will be placed into the range of the new pay grade.

Involuntary Demotion: An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale, not to exceed the Maximum. Thereafter, the employee will receive within range movement as provided for by this Agreement. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum. Or, a Grade 6 employee who is paid at the Grade 6 maximum, will move to the Grade 5 classification and be paid at the Grade 5 maximum.) This language does not apply to voluntary demotions when an employee applies for a new position in a lower graded classification.

Deleted: An employee who is demoted to a lower paid classification will be placed into the lower classification at the same percentile of the scale. Thereafter, the employee will receive within range movement as provided for by policy. (For example: a Grade 6 employee who is paid 25% higher than the Grade 6 minimum will move to the Grade 5 classification and be paid 25% higher than the Grade 5 minimum.)

ARTICLE V EMPLOYEE BENEFITS AND SERVICES

Section A. Group Insurance

Purpose: To provide medical, life and long term disability insurance to eligible employees of Aitkin County.

Summary

- (a) Full time (probationary and non-probationary) employees who work a minimum of thirty (30) hours per week are entitled to health and life insurance provided by Aitkin County. Some exclusions apply for LLCC staff. See Subd. (1) (d) below. Those who are eligible for medical insurance and can prove that they are already covered by a different policy are not required to sign up for a plan provided by Aitkin County.
- (b) Select voluntary benefits are also available for full-time employees to purchase, including supplemental life insurance, short-term disability insurance, and critical illness voluntary insurance policies.
- (c) The effective date of coverage shall be based upon the specific policy.
- (d) The County offers health insurance to substantially all full-time employees, which is defined under the Affordable Care Act as 95% of employees working 30 or more hours per week on average or 130 or more hours per month on average. The County is not subject to a penalty if 5% of employees working 30 or more hours per week on average or 130 or more hours per month on average are not offered health care coverage. The Affordable Care Act offers limited exemptions and the County Administrator may authorize use of those exemptions as needed.

Deleted: dental insurance,

Refer to applicable agreements for additional details and employer contribution rates.

Section B. Health Insurance and HSA (or VEBA)

Health insurance coverage will be provided in accordance with the County's group health insurance policy with the Minnesota Public Employees Insurance Program, commonly referred to as "PEIP". The employee and employer premium contributions and HSA (or VEBA) contributions shall be established by the County Board and calculated in the same manner as defined in the Agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit), or as otherwise adopted by the Board.

The effective date of coverage shall be based upon the specific policy.

<u>HSA Compatible Plan (2025-2027)</u>	<u>Employer's Share of the Total Premium per month</u>	<u>Employee's Share of the Total Premium per month</u>
<u>Single</u>	<u>100%</u>	<u>0%</u>
<u>Single + 1</u>	<u>80%</u>	<u>20%</u>
<u>Family</u>	<u>80%</u>	<u>20%</u>

The Employer's contribution shall not exceed the cost of the premium.

The employee may "buy up" to available higher cost plans by paying the premium difference. However, note, there is no employer HSA contribution offered on the higher cost plans.

Eligible employees will receive a pro-rated HSA (or VEBA) contribution for all pay periods in which the employee is in a compensated payroll status or on FMLA.

The Employer shall be obligated to make only one (1) HSA (or VEBA) account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

HSA (or VEBA) ADVANCEMENT: If an employee meets his/her annual deductible, the employee may provide proof and request advance payment up to the remainder employer HSA (or VEBA) allocation for the plan year, provided the employee agrees in writing to reimburse the County for the HSA (or VEBA) contribution, prorated by pay period [over 24 pay periods per year] for any time that remains, in the event the employee leaves employment for any reason other than death, and that the County has the right to deduct this amount from the employee's final paycheck. This "HSA (or VEBA) advancement" option as described in this paragraph will also be extended to bargaining unit members who are on the PEIP plan.

WAIVER PLAN OPTION: The employer may offer a waiver plan for employees who waive health insurance coverage. Effective January 1, 2024, employees who waive health insurance coverage, may elect to receive \$2,800 per year, pro-rated over 24 pay periods. Employees who waive coverage can elect to place their waiver dollars into their deferred comp account, into their HSA if they have a corresponding High Deductible Health Plan (HDHP), or receive it as taxable cash through the cafeteria plan, unless prohibited by law.

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Subd. (1) MSRS HCSP Early Retirement Health Insurance Incentive:

Term: January 1, 2025, through December 31, 2027.

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Intent: Aitkin County values its long-term employees and this incentive is intended to assist employees who want to retire between the age of 62 and 65. Age 62 is the age at which most employees can start receiving Social Security retirement benefits (the amount is reduced until they reach full retirement at age 65 or older). Age 65 is the age at which employees become eligible for Medicare. This early retirement health insurance incentive is intended to help the employee cover any health insurance gaps between age 62 and 65.

Applies to: All employees age 62 or older who have 15 or more years of full-time service with Aitkin County, with at least 5 of the 15 years being served immediately prior to retirement, and who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA who elect to participate in the county's Early Retirement Incentive option in calendar year 2019, 2020, or 2021. All of these factors (age + years of service + PERA annuity or disability) must be met in order to qualify for the early retirement incentive. (Part-time, seasonal, intermittent, and temporary service does not apply.)

Contribution: The employer will deposit up to \$512.08 per month into a Minnesota State Retirement Systems (MSRS) Health Care Savings Plan (HCSP) account as a reimbursement for the employee's single health insurance premium up to age 65. Employer contributions will stop sooner than age 65 in cases where the employee becomes eligible for Medicare sooner¹, or upon death. In cases where the single health insurance premium is less than \$512.08 per month for single coverage, the employer's contribution shall not exceed the cost of the actual single premium. The employee will be responsible for any difference in premium.

¹If the employee becomes eligible for Medicare sooner by either satisfying eligibility or disability criteria.

[HR file note: Retirements effective by June 30th, 60 days written notice required. An example: If an eligible employee submits their written retirement notice by April 30, 2022, and retires by June 30, 2022, they are eligible for the \$512.08 per month from July through December 2022 or until age 65 or eligible for Medicare. If an eligible employee submits their written retirement notice after April 30, 2022 and does not retire by June 30, 2022, they are ineligible for the \$512.08 per month from July through December 2022; their contribution would start in January 2023.]

Section C. Life Insurance

The County Board agrees to provide and pay for a life insurance policy of \$25,000 for all full-time employees, and to provide life insurance coverage in the amount of \$15,000 for their spouses and dependents up to age 26, subject to carrier restrictions.

Section D. Long Term Disability Insurance

All employees covered by a collective bargaining agreement shall follow the LTD provisions contained in the applicable union agreement.

Part-time, seasonal and temporary employees are not eligible for LTD insurance.

The County shall provide Long Term Disability Insurance reimbursement for full-time employees based on current salaries, subject to the provisions of this Article and limitations, benefits and conditions established by the contract with the insurance carrier. Said insurance shall take effect for new employees and elected department heads on the 1st of the month following date of hire. LTD monthly premiums will be paid by the employee via payroll deduction and then reimbursed by the employer.

Section E. Group Dental Insurance:

Effective January 1, 2025, the Employer will contribute 50% of the group Single dental insurance premium for eligible permanent and probationary employees working thirty (30) or more hours per week. This contribution amount, based on 50% of the Single premium value, will be applied as a flat-dollar contribution toward the Family dental premium for employees electing Family coverage, with any remaining premium costs paid by the employee through payroll deductions. This contribution will not equal 50% of the Family premium but will reflect the flat-dollar contribution amount equivalent to half of the Single premium.

Section F. Affordable Care Act (ACA) Policy:

In March 2010, Congress enacted and President Obama signed major reform legislation – the Patient Protection and Affordable Care Act (commonly called PPACA, ACA, or “Obamacare”) (Pub.L. 111-148), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. 111-152). This represents the most significant regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. The law includes hundreds of new requirements packed into thousands of pages of rules that affect the delivery and administration of employer-sponsored group health plans. The rules, as applied to employer-sponsored group health plans, generally fall into one of seven general categories, namely: 1) effective dates and grandfathering; 2) qualifying coverage mandates (insurance reforms); 3) employer mandates (play-or-pay provisions); 4) reporting and disclosure requirements; 5) individual mandates; 6) tax issues (revenue generating rules); and 7) the exchange program.

- (a) Seasonal employees work up to 67 days per calendar year. For ease of recordkeeping, seasonal employees will be required to be inactive (zero hours of work) for a period of 26 consecutive weeks between work seasons.
- (b) An employee who is rehired and had no active service with the employer for a period of 26 consecutive weeks will be treated as a new employee and will be evaluated by the employer during the standard measurement period to determine if the employee is eligible for health insurance benefits during a subsequent stability period.
- (c) Active service is based on all hours combined with the employer and is not separated or tracked individually by department.

Opt-out Health Insurance Waivers: Employees who elect to waive coverage will be required to do so in writing. The employer does not provide a cash in-lieu of health insurance benefit.

Section G. Holidays

Full-time (probationary and non-probationary) employees shall be entitled to the following paid holidays, eight (8) hours each, unless noted otherwise:

- (a) New Year's Day
- (b) Martin Luther King Day
- (c) President's Day
- (d) Memorial Day
- (e) 4th of July
- (f) Juneteenth (June 19th)
- (g) Labor Day
- (h) Veteran's Day
- (i) Thanksgiving Day
- (j) Friday after Thanksgiving
- (k) Christmas Eve when it falls on a Monday through Thursday, four (4) hours (eff. 2019)

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(l) Christmas Day

When any of the above named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis. Seasonal and temporary employees are not eligible for holiday pay. For example:

A 14 hour per week employee shall receive 2.8 hours holiday pay for each 8 hour holiday listed above or 1.4 hours holiday pay for Christmas Eve when it falls on a Monday through Thursday.

A 20 hour per week employee shall receive 4 hours holiday pay for each 8 hour holiday listed above or 2 hours holiday pay on Christmas Eve when it falls on a Monday through Thursday.

A 29 hour per week employee shall receive 5.8 hours holiday pay for each 8 hour holiday listed above or 2.9 hours holiday pay on Christmas Eve when it falls on a Monday through Thursday.

Non-exempt employees who are required to work on a holiday shall receive compensation at the rate of one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay, or will be given an alternate day off as determined by the department head.

When a paid holiday falls during an employee's paid leave of absence or vacation (PTO) period, they shall receive holiday pay for that day.

Employees will not receive pay for holidays occurring while on an unpaid leave of absence.

~~When necessary, the Department Head and/or County Board may require an employee to work on a holiday.~~

Deleted: When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week.

Section H. Paid Time Off (PTO)

Employees will receive PTO that will accrue on a per payroll period basis. Full-time (probationary and non-probationary) employees shall accrue PTO benefits based on the following table:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	2.00 (New full-time employees will be provided 40 hours of PTO at time of hire so their rate of accumulation for the first year will be adjusted accordingly.)	24
3	2.25	27
5	2.50	30
10	2.75	33
15+	3.00	36

PTO cash out: Employees who have used at least 80 hours PTO in the previous twelve-month period may elect pay in lieu of PTO for up to 120 hours (15 days) once in any calendar year. This 120 hour benefit may be split into two separate requests, as an example 40 hours in January and 80 hours in July.

Employees may not accrue more than 35 days (280 hours) at any time.

All PTO hours count as time worked for the purpose of overtime computation. (Holidays, comp time, personal leave, and extended sick bank hours do not count towards the computation of overtime.)

Upon separation of service, the employee will be paid for any unused PTO, up to the maximum accrued amount, unless the employee is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results. In the event of the death of an employee, the employee's accumulated vacation credits shall be paid to the employee's estate.

An employee must notify the employee's supervisor of sick leave usage prior to the employee's starting time, unless an emergency prevents the employee from doing so. Failure to give such notice may be cause for disciplinary action.

The County reserves the right to require written medical certification from an employee.

In the event of three (3) consecutive days of absence or in cases of the repeated and systematic absence of an employee the Department Head may require a medical statement from an appropriate medical authority before granting sick leave, as well as verification that an employee is able to perform the duties of employment before the employee is allowed to return to work.

Section J. Personal Leave

Effective January 1, 2024, full-time (probationary and non-probationary) employees shall be granted nine (9) hours of personal leave each quarter, and may accumulate up to 36 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death.

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Effective January 1, 2025, full-time (probationary and non-probationary) employees shall be granted twelve (12) hours of personal leave each quarter, and may accumulate up to 80 hours of personal leave at any given time. Personal leave is not paid out upon termination of employment or death. Earned Sick and Safe Time (ESST) usage will run concurrently with Personal Leave time.

Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis. Seasonal and temporary employees are not entitled to personal leave with pay.

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Section K. Workers Compensation Procedures

Reporting A Work-Related Injury or Illness

An employee who experiences a work-related injury or illness should immediately notify his/her supervisor of the injury/illness. The employee should fill out a First Report of Injury form and forward it to the HR as soon as possible. The employee should also complete an Accident Report and submit it to his/her immediate supervisor. These forms are available for download from the intranet, or by calling HR.

Workers' Compensation Notification

Section R. Continuing Education

Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below in the Educational Tuition section.

If the continuing education provided results in a certification, accreditation or diploma not specifically required by the County an employee must remain in the employment of Aitkin County for at least one year following completion of the course or they shall reimburse the County for any costs incurred by the County related to the course.

Section S. Educational Tuition

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

- (a) That the course is germane to the duties of the employee's job.
- (b) That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "B-" in an A-F course.
- (c) That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
- (d) That the course be approved by the Department Head and the County Board prior to taking the course.
- (e) It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

Section T. Minnesota Paid Leave.

Minnesota Paid Leave. Beginning January 1, 2026, the employer and the employee shall equally split the cost of Minnesota family and medical leave premiums (Statute §268B.14). The employee portion shall be paid through payroll deduction.

The Employer will allow employees to use supplemental benefits, including Extended Sick Leave, Personal Leave, and then PTO concurrently with Paid Family and Medical Leave (PFML) benefits, provided that the employee elects this option at the start of their leave. This supplemental benefit will continue until the leave ends or all supplemental benefits are

exhausted, whichever occurs first, ensuring that the combined total does not exceed the employee's regular base salary.

ARTICLE IX FORMS AND ATTACHMENTS

Section A. Appendix A, Salary Schedule

Employees covered by these compensation guidelines shall receive an annual salary or wage as approved by the Aitkin County Board of Commissioners. Salary increases will take effect January 1 for all positions, unless noted otherwise.

January 1, 2024

On January 1, 2024, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum. LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

January 1, 2025

On January 1, 2025, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum. LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

January 1, 2026

On January 1, 2026, full-time and part-time employees will receive 6% within range movement, not to exceed the scale maximum. LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

January 1, 2027

On January 1, 2027, full-time and part-time employees will receive 7% within range movement, not to exceed the scale maximum. LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.

Within Range Movement Guarantee Effective January 1, 2028. While on the Open Range pay scale, all employees not at the maximum pay shall receive a minimum of a 2% within range movement on January 1, not to exceed the maximum pay. This 2% within range movement guarantee does not apply if the State of Minnesota institutes a levy limitation during the term of this Agreement. If the State of Minnesota institutes a levy limitation, this clause shall be reopened for negotiation. If the Open Range pay scale is eliminated, the 2% language shall not apply.

Employees who terminate employment shall not be eligible for retroactive wage adjustments.

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January 1, 2023¶

On January 1, 2023, full-time and part-time employees will receive 5% within range movement, not to exceed the scale maximum.¶

¶ LLCC, temporary, and seasonal employees will be reviewed on an individual basis with any increases subject to County Administrator approval. Refer to separate LLCC scale.¶

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Section B. Seasonal and Temporary Employees

Seasonal and temporary employee wages will be determined by the County Administrator or designee. Seasonal and temporary employees will typically be paid between the MIN and 15% above the minimum pay, depending on experience and qualifications.

Appendix C. Job Classifications

[Click here](#) to request a current job classification list.

(COUNTY BOARD ADOPTED May 10, 2022)
OPEN RANGE SCALE FOR JANUARY 1, 2023

Grade	FLSA Non-Exempt		FLSA Exempt	
	MIN	MAX	MIN	MAX
20	\$ 50.90	\$ 70.34	\$105,881.95	\$146
19	\$ 49.02	\$ 67.73	\$101,967.89	\$140
18	\$ 47.14	\$ 65.12	\$ 98,053.83	\$135
17	\$ 45.26	\$ 62.51	\$ 94,139.76	\$130
16	\$ 43.38	\$ 59.90	\$ 90,225.70	\$124
15	\$ 41.50	\$ 57.29	\$ 86,311.64	\$119
14	\$ 39.61	\$ 54.68	\$ 82,397.58	\$113
13	\$ 37.73	\$ 52.07	\$ 78,483.51	\$108
12	\$ 35.85	\$ 49.46	\$ 74,569.45	\$102
11	\$ 33.97	\$ 46.85	\$ 70,655.39	\$ 97
10	\$ 32.09	\$ 44.24	\$ 66,741.33	\$ 92
9	\$ 30.20	\$ 41.64	\$ 62,819.33	\$ 86
8	\$ 28.32	\$ 39.03	\$ 58,903.94	\$ 81
7	\$ 26.44	\$ 36.42	\$ 54,988.54	\$ 75
6	\$ 24.56	\$ 33.81	\$ 51,094.78	\$ 70
5	\$ 22.68	\$ 31.20	\$ 47,179.39	\$ 64
4	\$ 20.80	\$ 28.59	\$ 43,264.00	\$ 59
3	\$ 18.92	\$ 25.98	\$ 39,348.61	\$ 54
2	\$ 17.04	\$ 23.37	\$ 35,433.22	\$ 48
1	\$ 15.15	\$ 20.76	\$ 31,517.82	\$ 43

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Grade 3, Seasonal Equipment Operator, Seasonal Boat & Water Safety Officer¶

Grade 2, Election Clerk, Temporary Clerical Worker, Seasonal Crew Leader, Survey Crew Technician, Survey/Construction Staking Laborer¶

Grade 1, Seasonal Park Laborer, Substitute Cook, Substitute Custodian¶

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Other Temporary and Seasonal Positions, including but not limited to all LLCC Substitutes and LLCC Seasonal Staff will be determined by the County Administrator or designee.¶

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Appendix D, Open Range Scales

OPEN RANGE SCALE FOR JANUARY 1, 2024

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
20	\$ 52.94	\$ 73.15	\$110,117.23	\$152,157.37
19	\$ 50.98	\$ 70.44	\$106,046.60	\$146,512.62
18	\$ 49.03	\$ 67.72	\$101,975.98	\$140,867.87
17	\$ 47.07	\$ 65.01	\$ 97,905.35	\$135,223.12
16	\$ 45.11	\$ 62.30	\$ 93,834.73	\$129,578.37
15	\$ 43.16	\$ 59.58	\$ 89,764.10	\$123,933.62
14	\$ 41.20	\$ 56.87	\$ 85,693.48	\$118,288.87
13	\$ 39.24	\$ 54.16	\$ 81,622.85	\$112,644.12
12	\$ 37.28	\$ 51.44	\$ 77,552.23	\$106,999.37
11	\$ 35.33	\$ 48.73	\$ 73,481.61	\$101,354.62
10	\$ 33.37	\$ 46.01	\$ 69,410.98	\$ 95,709.87
9	\$ 31.41	\$ 43.30	\$ 65,332.10	\$ 90,065.12
8	\$ 29.45	\$ 40.59	\$ 61,260.09	\$ 84,420.37
7	\$ 27.49	\$ 37.87	\$ 57,188.09	\$ 78,775.62
6	\$ 25.55	\$ 35.16	\$ 53,138.58	\$ 73,130.87
5	\$ 23.59	\$ 32.45	\$ 49,066.57	\$ 67,486.12
4	\$ 21.63	\$ 29.73	\$ 44,994.56	\$ 61,841.37
3	\$ 19.67	\$ 27.02	\$ 40,922.55	\$ 56,196.62
2	\$ 17.72	\$ 24.30	\$ 36,850.54	\$ 50,551.87
1	\$ 15.76	\$ 21.59	\$ 32,778.54	\$ 44,907.12

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OPEN RANGE SCALE FOR JANUARY 1, 2025

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
21	\$ 57.09	\$ 78.90	\$118,751.41	\$164,115.46
20	\$ 55.06	\$ 76.08	\$114,521.92	\$158,243.67
19	\$ 53.02	\$ 73.26	\$110,288.47	\$152,373.13
18	\$ 50.99	\$ 70.43	\$106,055.02	\$146,502.59
17	\$ 48.95	\$ 67.61	\$101,821.57	\$140,632.05
16	\$ 46.92	\$ 64.79	\$ 97,588.12	\$134,761.51
15	\$ 44.88	\$ 61.97	\$ 93,354.67	\$128,890.97
14	\$ 42.85	\$ 59.14	\$ 89,121.22	\$123,020.43
13	\$ 40.81	\$ 56.32	\$ 84,887.77	\$117,149.89
12	\$ 38.78	\$ 53.50	\$ 80,654.32	\$111,279.35
11	\$ 36.74	\$ 50.68	\$ 76,420.87	\$105,408.81
10	\$ 34.71	\$ 47.85	\$ 72,187.42	\$ 99,538.27
9	\$ 32.67	\$ 45.03	\$ 67,945.39	\$ 93,667.73
8	\$ 30.63	\$ 42.21	\$ 63,710.50	\$ 87,797.19
7	\$ 28.59	\$ 39.39	\$ 59,475.61	\$ 81,926.65
6	\$ 26.57	\$ 36.57	\$ 55,264.12	\$ 76,056.11
5	\$ 24.53	\$ 33.74	\$ 51,029.23	\$ 70,185.57
4	\$ 22.50	\$ 30.92	\$ 46,794.34	\$ 64,315.03
3	\$ 20.46	\$ 28.10	\$ 42,559.45	\$ 58,444.49
2	\$ 18.43	\$ 25.28	\$ 38,324.57	\$ 52,573.95
1	\$ 16.39	\$ 22.45	\$ 34,089.68	\$ 46,703.41

Min/Max post adjusted 4% 1/1/2025

OPEN RANGE SCALE FOR JANUARY 1, 2026

Grade	MIN	MAX	MIN	MAX
	FLSA Non-Exempt		FLSA Exempt	
21	\$ 59.38	\$ 82.06	\$123,501.46	\$170,680.07
20	\$ 57.26	\$ 79.12	\$119,102.79	\$164,573.41
19	\$ 55.14	\$ 76.19	\$114,700.01	\$158,468.05
18	\$ 53.03	\$ 73.25	\$110,297.22	\$152,362.69
17	\$ 50.91	\$ 70.32	\$105,894.43	\$146,257.33
16	\$ 48.79	\$ 67.38	\$101,491.64	\$140,151.97
15	\$ 46.68	\$ 64.45	\$ 97,088.86	\$134,046.60
14	\$ 44.56	\$ 61.51	\$ 92,686.07	\$127,941.24
13	\$ 42.44	\$ 58.57	\$ 88,283.28	\$121,835.88
12	\$ 40.33	\$ 55.64	\$ 83,880.49	\$115,730.52
11	\$ 38.21	\$ 52.70	\$ 79,477.70	\$109,625.16
10	\$ 36.09	\$ 49.77	\$ 75,074.92	\$103,519.80
9	\$ 33.97	\$ 46.83	\$ 70,663.20	\$ 97,414.44
8	\$ 31.86	\$ 43.90	\$ 66,258.92	\$ 91,309.07
7	\$ 29.74	\$ 40.96	\$ 61,854.63	\$ 85,203.71
6	\$ 27.63	\$ 38.03	\$ 57,474.68	\$ 79,098.35
5	\$ 25.51	\$ 35.09	\$ 53,070.40	\$ 72,992.99
4	\$ 23.40	\$ 32.16	\$ 48,666.12	\$ 66,887.63
3	\$ 21.28	\$ 29.22	\$ 44,261.83	\$ 60,782.27
2	\$ 19.16	\$ 26.29	\$ 39,857.55	\$ 54,676.90
1	\$ 17.04	\$ 23.35	\$ 35,453.27	\$ 48,571.54

Min/Max post adjusted 4% 1/1/2026

OPEN RANGE SCALE FOR JANUARY 1, 2027

Grade	FLSA Non-Exempt		FLSA Exempt	
	MIN	MAX	MIN	MAX
21	\$ 61.75	\$ 85.34	\$128,441.52	\$177,507.28
20	\$ 59.55	\$ 82.29	\$123,866.91	\$171,156.35
19	\$ 57.35	\$ 79.23	\$119,288.01	\$164,806.77
18	\$ 55.15	\$ 76.18	\$114,709.11	\$158,457.20
17	\$ 52.95	\$ 73.13	\$110,130.21	\$152,107.62
16	\$ 50.75	\$ 70.08	\$105,551.31	\$145,758.04
15	\$ 48.54	\$ 67.02	\$100,972.41	\$139,408.47
14	\$ 46.34	\$ 63.97	\$ 96,393.51	\$133,058.89
13	\$ 44.14	\$ 60.92	\$ 91,814.61	\$126,709.32
12	\$ 41.94	\$ 57.87	\$ 87,235.71	\$120,359.74
11	\$ 39.74	\$ 54.81	\$ 82,656.81	\$114,010.16
10	\$ 37.54	\$ 51.76	\$ 78,077.91	\$107,660.59
9	\$ 35.33	\$ 48.71	\$ 73,489.73	\$101,311.01
8	\$ 33.13	\$ 45.65	\$ 68,909.27	\$ 94,961.44
7	\$ 30.93	\$ 42.60	\$ 64,328.82	\$ 88,611.86
6	\$ 28.74	\$ 39.55	\$ 59,773.67	\$ 82,262.28
5	\$ 26.54	\$ 36.50	\$ 55,193.22	\$ 75,912.71
4	\$ 24.33	\$ 33.44	\$ 50,612.76	\$ 69,563.13
3	\$ 22.13	\$ 30.39	\$ 46,032.31	\$ 63,213.56
2	\$ 19.93	\$ 27.34	\$ 41,451.85	\$ 56,863.98
1	\$ 17.73	\$ 24.29	\$ 36,871.40	\$ 50,514.40

Min/Max post adjusted 4% 1/1/2027

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