

**COON CREEK WATERSHED DISTRICT  
Request for Board Action**

**MEETING DATE:** January 27, 2025  
**AGENDA NUMBER:** 12  
**ITEM:** DRAFT Personnel Guidance Manual

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**AGENDA:** Discussion

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**BACKGROUND**

On April 25, 2022, the Board approved the Coon Creek Watershed District Personnel Guidance Manual. On August 14, 2023, The Board approved an amendment to the Manual to include the change in cannabis laws in Minnesota and other minor housekeeping withing the Manual.

On January 22, 2024 the Board was informed that a rewrite of the entire Personnel Guidance Manual will take place to coincide with the final phase of separation from Anoka County.

Prior to December 14, 2024, employees of Coon Creek Watershed District were under some of the personnel policies imposed by being subject to Anoka County payroll and human resources. Effective December 14, 2024, Coon Creek Watershed separated from Anoka County's payroll system and human resources. This change required substantial changes to the previously adopted Personnel Guidance Manual. This also gave the District an opportunity to align the Manual with the League of Minnesota Cities vetted and updated personnel manual update of October, 2024, incorporating the many changing laws that affect District personnel and policies.

**ACTION REQUESTED**

Review and discuss the DRAFT the Coon Creek Watershed District Personnel Guidance Manual. Provide comments and corrections to provided draft for discussion for adoption at a future meeting.

**COORDINATION**

Staff has based the Personnel Guidance Manual on the well-researched template provided by the League of Minnesota Cities and on the best interests of the District. The Manual will also be review by legal counsel prior to adoption.

**PERTINENT FACTS/CHANGES PROPOSED**

- District employees no longer accrue time toward their Extended Medical Benefit (EMB) time bank. This was a benefit provided while with Anoka County that provided income-protection insurance to regular employees. Effective December 14, 2024, EMB no longer accrues, however, employees with an EMB balance will have it carried over. Use of EMB will follow the guidelines set forth for ESST use and while being tracked separately, will be considered an extension of their ESST. EMB is only used after ESST has been exhausted. EMB is not paid out upon separation from the District.

- Earned Sick and Safe Time (ESST) will change to 80 hours front loaded for staff. This change will help off-set the loss of EMB. This option for ESST simplifies record keeping.
- Previously Flexible Time Off (FTO) was utilized for non-work time. This is being changed to Vacation Time. Vacation Time is not to be utilized for time away from work that qualifies as ESST.
- A more clearly defined Work From Home policy has been included.
- Tuition reimbursement guidance has been refined to meet the District's needs.
- One floating holiday (full-day) has been eliminated and Christmas Eve Day, formerly ½ day has been replace as a full-day holiday.
- Unpaid leave and continuation of benefits have been defined for District employees.
- Funeral leave has been elimination as a “leave” as it is now covered by ESST.

### **CONCLUSION**

Adoption of this Personnel Guidance Manual will maintain legal compliance in accordance with changes brought about by separation from Anoka County and more clearly defines needed policies in order to provide added protection to the District.

### **RECOMMENDATION**

Review and comment on the proposed Personnel Guidance Manual at the February 10, 2025, Board of Managers Meeting.

### **OPTIONS, ACTION & IMPLEMENTATION STEPS**

- 1) Adopt the Personnel Guidance Manual as written, with appropriate changes to the Table of Contents and cover.
- 2) Make changes to the Draft Personnel Guidance Manual and Adopt with proposed changes.
- 3) Board will hold over and bring revisions to the Board and discuss at the February 10, 2025, Board of Managers Meeting. Recommendation of Adoption with changes may or may not be made at that date.