

Madam Chair Peggy Clayton  
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**Mission Statement:**  
The Harris Town Board strives  
to enhance the quality of life,  
protect the environment,  
and maintain economic stability  
for the residents of their community.

[www.harristownshipmn.org](http://www.harristownshipmn.org)

**December 18, 2023**  
**Work Session Re: Sick and Safe Time Policy, and Employer Handbook**  
**5:45 pm Town Hall**

**Present:** Madam Chair Clayton, Vice Chair Schack, Supervisors Davies, Gilbert and Kelley

Chair Clayton called the meeting to order immediately following the closed work session at 5:45 pm.

The purposed of the work session was to discuss potential changes in the (draft) Sick and Safe Time Policy, and the Employee Handbook.

**Sick and Safe Time Policy**

Chair Clayton further researched the sick and safe time law and spoke with the MAT Attorney regarding the draft sick and safe time policy language for the township. With the information gathered, she stated that changes should be made in this policy as the intent of the law, which is effective January 1, 2024, was to grant eligible employees paid sick and safe time at a rate offered of 1 hour of earned sick time for every 30 hours of work, up to a maximum of 48 hours per year, and with a right to carry over any unused sick time, and not to be paid out any unused sick time. The earned sick and safe time law is a benefit provided to eligible employees, who would ordinarily not have/get sick and safe time, therefore, allowing them paid sick time when they are unable to work.

The proposed changes were as follows.

The Township elects to:

- Allow all eligible employees (full- time, part-time, appointed) paid sick and safe time at a rate of (1) one hour of earned sick and safe time for every 30 hours worked.
- Pay the employee the hourly rate established in the administrative policy, when sick time is used.
- Allow each employee to accrue up to 48 hours a year, carried over from year to year, until an 80-hour maximum accrual is reached.
- Cap the maximum accrual of 80 ESST hours.
- Not pay out accrued sick and safe time to the employee upon retirement, resignation, being released from their position, or other means.

Discussion held and the board was in agreement with the changes to the policy.

A motion was made by Supervisor Schack and seconded by Supervisor Davies to make the (above) changes to the sick and safe leave policy, and place the policy on the January 10, 2024 Board Meeting for approval. Ayes: 5; Nays:0. Motion carried.

## **Employee Handbook**

Chair Clayton stated that the sick and safe leave policy language changes will also need to be made to the employee handbook. Chair Clayton will update the employee handbook to include the updated sick and safe time policy language.

Discussion was held on the paid holiday language (in the employee handbook) (currently) for regular full-time employees. The township does not have a full-time maintenance employee but does have a part-time maintenance employee who does not get paid holiday time (when the holiday falls on his workday). The current part-time employee works 32 hours a week, Monday through Thursday.

After discussion, it was decided that the current part-time employee should be getting paid holiday time when a holiday falls during his normal work week (Monday-Thursday), and that the list of holidays listed in the employee handbook should be updated.

A motion was made by Supervisor Gilbert and seconded by Supervisor Davies to change the paid holiday language to include regular part-time employees and update the list of holidays in the employee handbook. Ayes: 5; Nays:0. Motion carried.

The board was in agreement that no further changes need to be made to the employee handbook. Chair Clayton will make the necessary changes to the employee handbook and place it on the January 10, 2024 Board Meeting.

There being no further business to discuss, a motion was made by Supervisor Schack and seconded by Supervisor Davies to adjourn the meeting at 6:08 pm.

Prepared by: \_\_\_\_\_  
Peggy Clayton, Chair

Signed by:  \_\_\_\_\_  
Peggy Clayton, Chair