

Attachment A

City of Maple Grove Summary of Personnel Policy Amendments For the March 21, 2022 City Council Agenda

Article 16 – Sick leave	Effective date: 3/22/2022	Applies to: Non-union and union employees
The annual sick leave payout provision of the policy has been updated to remain in compliance with IRS constructive receipt regulations and to provide a payout into Health Care Savings Plans (HCSP) when sick leave balances reach a certain threshold.		
Article 58 – Advance resignation notice program	Effective date: 3/22/2022	Applies to: Non-union and union employees subject to City and exclusive representative agreement
Language has been amended to allow for management discretion in approving paid time off requests during the 90- or 120-day notice period under this policy. Paid time off will be approved or denied as per usual department practices and participation in the advance resignation program will not change that practice.		
Article 59 – Background check policy	Effective date: 3/22/2022	Applies to: Non-union and union employees
This policy has been developed to document current practices into formal policy format. This policy provides clarity to candidates, employees, and supervisors on the types of background checks conducted per position. This clarifies when an individual with a particular criminal history background should be qualified or disqualified from employment in particular positions.		