

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday November 27, 2012**

**5:45 pm**  
**Lake Itasca Room, 7550 Sunwood Drive NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
  - 1.** Consider a Resolution to Re-authorize a Leave of Absence (This discussion will be closed to the public)
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 11/27/2012

**Submitted For:** Colleen Lasher

**By:** Jim Way, Police

**Information**

**Title:**

Consider a Resolution to Re-authorize a Leave of Absence (This discussion will be closed to the public)

**Background:**

This meeting will be closed to the public as allowed by Minnesota Statute, section 13D.05, Subd. (a)(3)(4)

Staff has received notification requesting that the City Council, per section 7.7 of the Personnel Policy, consider granting the employee an additional leave of absence due to a serious medical condition.

Previously, the City Council authorized an initial 3-month leave of absence covering June, July, and August. In August, Council authorized an additional 4 months of leave that will expire in December. It should be noted, as stated in the Personnel Policy, the City Council has the authority to authorize up to 12 months of leave in cases where the employee is disabled or where extraordinary circumstances exist. The 12 month period started in June.

**7.7 Leave of Absence**

The City Council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension. No vacation leave, sick leave, holiday leave or compensatory time off benefits shall be used or accrued during a leave of absence and the City will not contribute to insurance premiums. All accrued and unused paid leave will be paid to an employee prior to the employee commencing the leave of absence. In determining entitlement to seniority and seniority-based rights and benefits, the period of absence from employment due to a leave of absence constitutes a break in service. The City of Ramsey does not guarantee job restoration after a leave of absence.

**Recommendation:**

To approve an additional 1-month leave of absence to an employee due to a serious medical condition.

**Funding Source:**

There is no funding required; there have been no expenses related to this employee since June 1, 2012.

**Council Action:**

Motion to confirm the recommendation of the Personnel Committee to approve resolution 12-11-XXX authorizing an additional 1-month leave of absence to an employee due to a serious medical condition.

**Attachments**

Leave of Absence Resolution

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Jo Thieling	Jo Thieling	11/20/2012 02:52 PM
Kurt Ulrich	Kurt Ulrich	11/21/2012 11:39 AM
Form Started By: Jim Way		Started On: 11/20/2012 01:53 PM

Final Approval Date: 11/21/2012

Councilmember           introduced the following resolution and moved for its adoption:

**RESOLUTION #12-XX-XXX**

**RESOLUTION TO RE-AUTHORIZE A LEAVE OF ABSENCE**

**WHEREAS**, the City council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension; and

**WHEREAS**, the City Council previously authorized a leave of absence covering June through December 2912; and

**WHEREAS**, staff received a third request from the employee asking to be considered for an additional leave of absence; and

**WHEREAS**, at this time, the City Administrator recommends a one-month leave of absence; and

**WHEREAS**, there is no funding required.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) That the City Council approve an additional one-month leave of absence for an employee due to a serious medical condition.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember           , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the \_\_\_\_ day of \_\_\_\_\_, 2012.