

## City of Ramsey, Minnesota City Administrator Employment Agreement

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Ramsey, Minnesota, a Minnesota Charter City (“Employer”) and \_\_\_\_\_, (“Employee”)

The parties agree as follows:

1. **POSITION**. Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with federal and state statutes, the Employer’s Charter, and ordinances and the Code of Ethics of the International and Minnesota City Management Associations, and to perform such other legal permissible and proper duties and functions as the City Council shall from time-to-time assign.
  
2. **MOVING AND RELOCATION ALLOWANCE**. Employer shall reimburse Employee an amount not to exceed \$\_\_\_\_\_ for moving Employee’s household good and an amount not to exceed \$\_\_\_\_\_ for house hunting expense such as travel expenses, temporary lodging, and meals. Payment shall be made upon receipt by the City of documentation that the expenses have been incurred and deemed reasonable.
  
3. **PENSION PLAN**. Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by the Employee, authorized by State law.
  
4. **SALARY**. Employer shall pay Employee a salary of \$\_\_\_\_\_ per year starting on \_\_\_\_\_, 2022. Employer and Employee agree that an initial performance review will be conducted on Employee after \_\_\_\_\_ months and annually thereafter. The Employer agrees to increase the compensation to the Employee dependent upon the results of the performance evaluation.
  
5. **BENEFITS AND SICK LEAVE**. Employee shall be credited \_\_\_\_ days of sick leave, \_\_\_\_\_ days personal time off at the beginning of employment with the City. Additional such benefits shall accrue annually thereafter in accordance with the Employer’s personnel policies.
  
6. **VACATIONS**. Employee shall initially be credited with \_\_\_\_\_ days of accrued vacation. In addition, Employee shall accrue additional vacation leave in accordance with the Employer’s personnel policies.

7. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

8. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

9. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel, and subsistence expenses of Employee for professional an official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in Employee's choice of outside activities so as to not neglect his primary duty to the Employer.

10. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer, and at Employer's expense.

11. **AUTOMOBILE EXPENSE.** Employer shall reimburse Employee for the reasonable use of a vehicle for job-related travel at the mileage rate authorized in any given year by the Internal Revenue Service.

12. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided with appropriate documentation.

13. **HOURS OF WORK.** It is understood the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time off shall not be allowed for such additional expenditures of time, which are to be considered part of the Employee's normal job duties as City Administrator.

14. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator, then in that event, Employer agrees to pay Employee at the time of

receipt of Employee's last paycheck a lump sum cash payment in the amount equal to \_\_\_ months aggregate salary and to continue to provide and pay for the benefits in paragraph 7 for a period of \_\_\_\_\_, following termination. If, however, the termination because of malfeasance in office, gross misconduct, conviction of a felony, or conviction for an illegal involving personal gain to Employee, then Employer shall have no obligation to pay the aforementioned termination benefits.

If the Employee voluntarily resigns the City Administrator position, Employee agrees to give the Employer thirty (30) days advance notice. If the Employee voluntarily resigns as City Administrator, there shall be no termination pay due to Employee.

15. **GENERAL CONDITIONS OF EMPLOYMENT**. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time as City Administrator, subject only to the provisions of this Agreement.

**IN WITNESS WHEREOF**, the Employer has caused the Agreement to be signed and executed on its behalf by its Mayor, Mark E. Kuzma, and Employee has signed this Agreement, in duplicate, the day and year first written above.

**EMPLOYER, CITY OF RAMSEY, MINNESOTA :**

**EMPLOYEE:**

\_\_\_\_\_  
BY: Mark E. Kuzma, It's Mayor

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