

LOANED CITY EMPLOYEE:

There are a number of possibilities as to how a City employee may be “loaned out” to another organization. There are options available under current Civil Service Rules that are listed below and are attached. If these don’t fit the needs of the current situation, a Resolution for City Council approval could be drafted to meet the desired criteria.

I. NO PAY LEAVE OF ABSENCE

1. [Click here to get to Rule 19. LEAVE OF ABSENCE](#)

Up to one-year leave of absence with no pay and no benefits. Reason granted: for the good of the City.

2. [Click here to get to Rule 19, Got to Section D PUBLIC SERVICE LEAVE OF ABSENCE](#)

Leave of absence with no pay up to six months for public service work. The employee may continue to accrue vacation and sick leave and City may pay for health insurance costs.

II. LOANED EXECUTIVE FOR COMBINED CAMPAIGN:

1. LOANED EXECUTIVE FOR COMBINED CAMPAIGN

Work assignment with no change in pay or benefits for 16 weeks with no City Council approval. Simply considered an expanded work assignment.

2. HURRICAN HUGO RELIEF

Tree trimmers flown to Charleston, South Carolina, by Northwest Airlines. Employees’ salary and benefits fully paid by City of Saint Paul. Approved by City Council through Council Resolution.

III. CONTRACT

1. Contract with jurisdiction who is accepting loaned employee to pay all salary and benefit costs to the City, and does not alter employee’s employment status. The employee’s official City employment status including seniority and promotion rights are not affected in any way. State law limits length of contract to two years total.
2. Contract with jurisdiction that is accepting loaned employee to pay the employee’s salary and benefits directly to the employee. This option raises issues of equity, insurance eligibility, and other employment status issues including PERA contributions etc., and is not recommended.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT: