

## **CITY OF SAINT PAUL EARNED SICK AND SAFE TIME POLICY**

**Effective Date: January 1, 2017; Revised May 31, 2019**

### **Statement of Policy**

It is the policy of the City of Saint Paul to ensure that all City of Saint Paul employees can address their own health needs and the health needs of their family members. For employees currently covered by the City of Saint Paul Civil Service Rules or a collective bargaining agreement, the provisions of this policy will run in tandem with other earned leave benefits available through the City of Saint Paul Civil Service Rules and/or collective bargaining agreements. Employees not covered by the Civil Service Rules or a collective bargaining agreement will be covered by this policy or related sick and safe time policies as issued by Human Resources. This policy is effective May 31, 2019

### **Reason for Policy**

The purpose of the Earned Sick and Safe Time Policy is to comply with City of Saint Paul Legislative Code Chapter 233, which provides for Earned Sick and Safe time for all workers in the City of Saint Paul.

### **Eligibility**

Earned Sick and Safe Time is available to all employees employed by the City of Saint Paul. Independent Contractors, employees covered by a Trades collective bargaining agreement, and Tri-Council Highway Heavy temporary employees are excluded from this policy.

Employees who earn leave under this policy may use such leave for themselves, or family members who are defined as the employee's child, step-child, adopted child, foster child, adult child, spouse, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent, or registered domestic partner, and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

### **Provisions**

An employee will earn 1 hour of paid Sick & Safe time for every 30 hours worked (excluding overtime hours). The maximum amount of Sick & Safe time that can be earned in a calendar year is 48 hours. Employees may carry over Sick & Safe hours into the following year, up to a maximum of 80 Sick & Safe hours. Employees who are separated from the City will receive no financial benefit from the accrued Sick & Safe time balance. However, if an employee is rehired within 90 days of the separation, previously earned Sick & Safe time accruals that had not been used will be reinstated.

### **Use**

Eligible employees may begin using accrued Sick & Safe time as it becomes available. Available means that a current accrued total is shown on a paycheck or City report of ESST. The use of Sick & Safe time is for previously scheduled hours. Sick and Safe time must be used in a minimum of .25-hour increments. Employees utilizing Sick & Safe time must normally report such absences within 30 minutes of their start time unless otherwise specified by the applicable collective bargaining agreement. The City may require reasonable documentation of the use of Sick & Safe time absences. Fraudulent requests for use of Sick & Safe time is grounds for discipline, up to and including discharge.

Retaliation against eligible employees who request or use earned Sick & Safe time is prohibited. An eligible employee has the right to file a complaint with the Director of Human Resources if earned Sick & Safe time is denied or if the employee is retaliated against for requesting or taking earned Sick & Safe time. Complaints that are not resolved by the Human Resources Director shall be forwarded to the Civil Service Commission for hearing and determination.

Earned Sick & Safe leave may be used for the following reasons:

1. An absence resulting from an employee's own mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
2. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
  - a. seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
  - b. obtain services from a victim-services organization;
  - c. obtain psychological or other counseling;
  - d. seek relocation due to domestic abuse, sexual assault, or stalking; or
  - e. seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
4. The closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material or other public health emergency.
5. To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material or other public health emergency.
6. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

## **Questions**

Please contact Human Resources: 651-266-6500.