

CITY OF TYLER, MINNESOTA

RESOLUTION NO. 2025-4

A RESOLUTION TO IMPLEMENT THE EMPLOYEE SICK AND SAFE TIME POLICY (ESST)

WHEREAS, the City of Tyler, Minnesota (hereinafter referred to as "the City") recognizes the importance of supporting the health, safety, and well-being of its employees and their families; and

WHEREAS, the City has developed an Employee Sick and Safe Time (ESST) Policy, effective January 1, 2025, to provide employees with paid leave to address health and safety needs; and

WHEREAS, the ESST Policy includes provisions for annual allocation, usage, and end-of-year payout of sick and safe time hours to eligible employees; and


WHEREAS, the City Council has reviewed the policy and determined that its implementation aligns with the City's commitment to employee welfare and operational efficiency;


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TYLER, MINNESOTA:

1. **Adoption of ESST Policy:**
The City hereby adopts the Employee Sick and Safe Time (ESST) Policy, effective January 1, 2025.
2. **Annual Allocation of Hours:**
At the beginning of each calendar year, 80 hours of ESST will be allocated to each eligible employee's account as outlined in the policy.
3. **Usage of ESST Hours:**
Employees may use their allocated ESST hours for:
 - o Personal illness or medical appointments.
 - o Illness or medical appointments of immediate family members.
 - o Reasons related to domestic violence, sexual assault, or stalking that affect the employee or their family members.
4. **End-of-Year Payout:**
Unused ESST hours at the end of the calendar year 2025 will be paid out to employees at their regular rate of pay, in accordance with the policy guidelines.
5. **Notification and Documentation Requirements:**
Employees are required to notify their supervisor as soon as possible when planning to use ESST hours. Documentation may be required for extended or frequent absences, as per applicable laws.
6. **Effective Date and Administration:**
The ESST Policy will take effect on January 1, 2025. The City Administrator and supervisors are tasked with overseeing the implementation and adherence to this policy.

Adopted this 6th day of January 2025, by the City Council of the City of Tyler, Minnesota.

Attested:


Joan Jagt
Mayor, City of Tyler


Terry East
City Administrator, City of Tyler