

**COON CREEK WATERSHED DISTRICT
Request for Board Action**

MEETING DATE: February 23, 2026
AGENDA NUMBER: 10
ITEM: DRAFT Personnel Guidance Manual

AGENDA: Discussion

BACKGROUND

On April 25, 2022, the Board approved the Coon Creek Watershed District Personnel Guidance Manual. On May 27, 2025, the Board approved an amendment to the Manual.

In January 2026 several new laws came into effect that require an update to the Personnel Guidance Manual. These laws included Minnesota Paid Leave and changes to meal and rest breaks.

ACTION REQUESTED

Review and discuss the proposed Coon Creek Watershed District Personnel Guidance Manual. Provide comments and corrections to provided draft for discussion for adoption.

COORDINATION

While staff has made minor grammatical corrections throughout the manual, the majority of the changes are due to the addition of the Minnesota Paid Leave and how it is to be used in conjunction with other leaves offered by the District. The Manual has been reviewed by legal counsel.

PERTINENT FACTS/CHANGES PROPOSED

Section	Name	Description of Change
1.10	Data Practices Advisory	Incorporation of laws regarding employee's right to access personnel file every six months.
3.04	Types of Employees	Seasonal and Temporary also eligible for Minnesota Paid Leave
5.03	Meal Breaks and Rest Breaks	Updated to reflect new laws effective 1/1/2026 for non-exempt employees: 30-minute unpaid lunch break and 15-minute break for every 4 hours work
7.02	Improper Deduction and Overpayment Policy	Simplified
7.03	Time Reporting	Clarification of timesheet reporting being accurate and timely and recording of 30 minutes lunch break times for non-exempt employees.

7.06	Non-Exempt (Overtime Eligible) Employees	Incorporation of Minnesota Paid Leave into compensation details for non-exempt Employees
7.07	Leave Policy for Exempt Employees	Incorporation of Minnesota Paid Leave into details for Exempt Employees
Article IX	Benefits	Incorporation of Minnesota Paid Leave in Benefits
Article XI	Leaves of Absence	Include Minnesota Paid Leave
11.01	Earned Sick and Safe Time (ESST)	Summary of CCWD policy and moved overall policy to Appendix A
11.04	Military Leave	Updated to correspond to Minnesota Paid Leave
11.05	Military Leave for Family Members	Updated to correspond to Minnesota Paid Leave
11.06	Military Leave for Family Member Injured or Killed in Active Service	Updated to correspond to Minnesota Paid Leave
11.12	Minnesota Paid Leave	Summary of CCWD use of Minnesota Paid Leave policies and how it is used in conjunction with other leaves. Minnesota Paid Leave Policy is Appendix B
11.14	Adoptive Parents	Updated to correspond to Minnesota Paid Leave
11.19	Regular Leave Without Pay	Updated to include unpaid leave beyond Minnesota Paid Leave
11.20	Pregnancy and Parenting Leave	Updated to correspond to Minnesota Paid Leave
Article XII	Respectful Workplace Policy	Incorporated former Article XII <i>-Diversity, Equity and Inclusion</i> into new Article XII along with former Article XIII <i>Respectful Workplace Policy</i>
Appendix B	Minnesota Paid Leave	Addition of Minnesota Paid Leave guidelines

CONCLUSION

Adoption of this Personnel Guidance Manual with any recommended board changes will maintain legal compliance in accordance with changes brought about by new laws, including Minnesota Paid Leave and more clearly defines needed policies in order to provide added protection to the District.

RECOMMENDATION

Review, discuss and make recommendations and comment on the proposed Personnel Guidance Manual at the March 9, 2026, Board of Managers Meeting.

OPTIONS, ACTION & IMPLEMENTATION STEPS

- 1) Adopt the Personnel Guidance Manual as written.

- 2) Make changes to the Draft Personnel Guidance Manual and Adopt with proposed changes.
- 3) Board will hold over and staff will bring revisions to the Board and discuss at the March 9, 2026, Board of Managers Meeting.