

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

**MEETING DATE:** March 9, 2026  
**AGENDA NUMBER:** 13  
**ITEM:** Personnel Guidance Manual

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**AGENDA:** Discussion

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**ACTION REQUESTED**

Review and comment on the proposed Coon Creek Watershed District Personnel Guidance Manual.

**PURPOSE & SCOPE OF ITEM**

The purpose of the Personnel Guidance Manual is to:

- provide employees with a comprehensive guide to District policies, procedures and expectations
- provide new hires with a foundational understanding of the District culture, policies and procedures
- promote consistent communication across the District, ensuring that all employees receive the same information and are held to the same standards
- help the District comply with employment laws and regulations
- provide a readily available resource for employees to refer to when they have questions or need clarification on specific policies or procedures

**BACKGROUND**

On April 25, 2022, the Board approved the Coon Creek Watershed District Personnel Guidance Manual. On August 14, 2023, the Board approved an amendment to the Manual to include the change in cannabis laws in Minnesota and other minor housekeeping within the Manual.

On January 22, 2024, the Board was informed that a rewrite of the entire Personnel Guidance Manual will take place to coincide with the final phase of separation from Anoka County.

Effective December 14, 2024, Coon Creek Watershed separated from Anoka County's payroll system and human resources. This change required substantial changes to the previously adopted Personnel Guidance Manual.

On May 27, 2025, the Board Adopted the rewrite of the Personnel Guidance Manual.

On January 1, 2026, multiple changes in Minnesota law impacting employees and employers were put into effect creating the need for incorporation into the Personnel Guidance Manual.

On February 23, 2026, a DRAFT Personnel Guidance Manual was prepared for the Board. At that meeting, the Board decision was to hold over the DRAFT for consideration at a future meeting.

On March 9, 2026, the Board is being presented with an opportunity to discuss and review possible revisions to the DRAFT Manual.

### **COORDINATION**

The updated manual development was based on the League of Minnesota Cities template for a personnel manual updated of October 2024.

### **FACTS**

An updated Personnel Guidance Manual was needed primarily due to new laws requiring employers comply with new Minnesota Paid Family and Medical Leave. The addition of this law requires changes in how the District handles this new leave in conjunction with other leaves as outlined in the Manual.

### **ISSUES/CONCERNS**

The DRAFT Personnel Guidance Manual is substantially the same as the DRAFT provided to the Board at the February 23<sup>rd</sup>, 2026, Board of Managers Meeting.

### **IMPLICATIONS**

The Personnel Guidance Manual will clearly outline the expectations of the District and of District employees and provide facilitation of more consistent management.

### **CONCLUSIONS**

The Personnel Guidance Manual is a working document that requires regular updates. As the Minnesota Paid Family and Medical Leave is new, we anticipate that regular updates will need to be made. We attempted to write the manual in a manner that will allow for the majority of the text to remain the same and update Appendix B Minnesota Paid Leave.

### **RECOMMENDATION**

Staff recommendation is to:

- 1) **Make changes as recommended by the Board and present the amended DRAFT at the March 23, 2026, Board Meeting for Adoption; or**
- 2) Make changes as recommended by the Board on March 9, 2026, and Adopt with the proposed changes; **or**
- 3) Adopt the Personnel Guidance Manual as written.

### **ACTION/IMPLEMENTATION STEPS**

Adopted manual will be provided for staff. Staff will be required to Acknowledge Receipt of the Personnel Guidance Manual. A review of the Manual in sections will take place over the next few months during staff meetings. This will allow for changes to be highlighted and discussed.