

CITY OF MINNEAPOLIS

Sick and Safe Time Quarterly Report

Committee of the Whole – September 21, 2016

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Director, Civil Rights

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Enforcement Supervisor

Requirement to report quarterly

Staff Direction 2.5, LIMS 15-01372

“The City Council hereby directs the Civil Rights Department, together with other affected departments, to report quarterly to the City Council on progress related to implementation of the Sick and Safe Time Ordinance.”



Implementation goals

- Provide businesses and employers the information and tools necessary for compliance
- Educate employees about their rights under the ordinance and how to assert them
- Engage staff and stakeholders for effective implementation of the ordinance

Key objectives for the quarter

- Build staff implementation team
- Hire/Identify dedicated staff
- Create initial communication tools
- Begin initial engagement
- Address Council's directions to staff

Milestones

- City Staff Implementation Team: City Attorney, City Coordinator, Communications*, Community Planning and Economic Development – Business Licensing, Civil Rights, Intergovernmental Relations, BTAP, Neighborhood and Community Relations*, and 311*
- Division of Labor Standards Enforcement
- Held initial meetings with key stakeholders
- Engagement Design Team: Clerk, Equity, Arts, **
- Website, checklist, workplace posting, and data

Milestone: Website



Sick & Safe Time Ordinance

[How it came to be](#)

[Contact](#)

[Mob thiab xyuamxim sijhawm txojcai](#)

[Ordenanza para tiempo por enfermedad y seguridad](#)

[Seera yeroo hukksatani fi tika nagummaa](#)

[Sharciga wakhtiga jirrada iyo daryeelka](#)

[Sắc lệnh về thời gian nghỉ đau bệnh và bảo vệ an toàn](#)

[T病假和安全工时](#)

[ກົດໝາຍວ່າດ້ວຍການພັກວຽກຍ້ອນການເຈັບປ່ວນ ແລະເພື່ອຄວາມປອດໄພ](#)

Official site of the Minneapolis Sick and Safe Time Ordinance

Minneapolis has a new [Sick and Safe Time Ordinance](#).

Overview of Sick and Safe Time

- Beginning July 1, 2017, employees will accrue sick and safe time at one hour per 30 hours worked and be compensated while using sick and safe time at normal rates of pay and benefits.
- Employees may use sick and safe time for their own health and certain family members' illness, injury or health conditions; or appointments for diagnosis, care, treatment or preventive care.
- Victims of domestic abuse, sexual assault and stalking may use sick and safe time to receive medical treatment and other necessary services.
- Employees may use sick time to stay home with a child if school is unexpectedly canceled for public health reasons.
- [Sick Leave Policy Presentation](#)

Full website page available [here](#)

Milestone: Checklist

City of Minneapolis Sick and Safe Time

checklist

Do you have employees that work within Minneapolis City Limits? The checklist below can help make sure that your current paid time off plan meets each of the requirements of the City of Minneapolis Sick and Safe Time Ordinance (effective July 1, 2017).

- All of my employees who work within Minneapolis city limits 80+ hours per year qualify for sick and safe time off work, including part-time, seasonal, and temporary staff.
- My employees accrue the equivalent of a minimum of 1 hour of **paid** (*at customary rates and benefits*) sick and safe time for every 30 hours worked. However, if I employ fewer than 6 people, then the time off may be **unpaid**.
- My employees can accrue up to 48 hours (*or more*) of sick and safe time per year and add it to an overall bank of up to 80 hours (*or more*) of accrued but unused time that carries over from year to year.
- My employees begin accruing at time of hire and can begin using their accumulated leave 90 calendar days after their hire date.
- My employees can use their leave for all of the following reasons, free from retaliation:

View full checklist [here](#)

Milestone: Workplace Poster

City of Minneapolis Sick and Safe Time

notice to employees

what

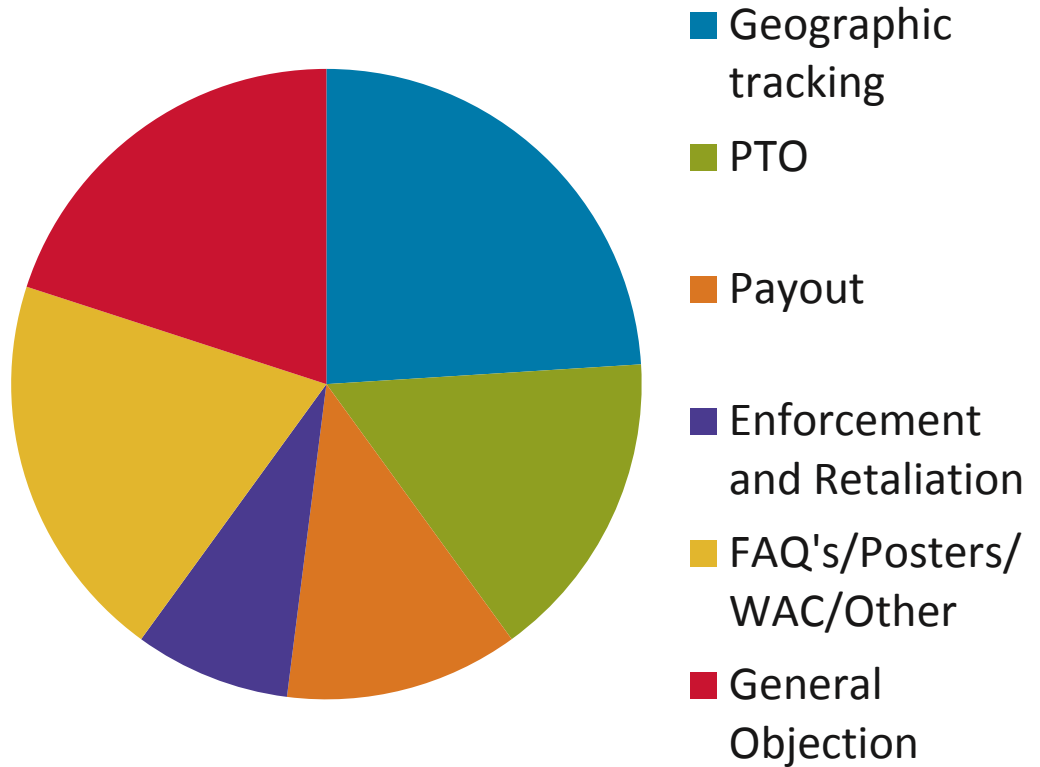
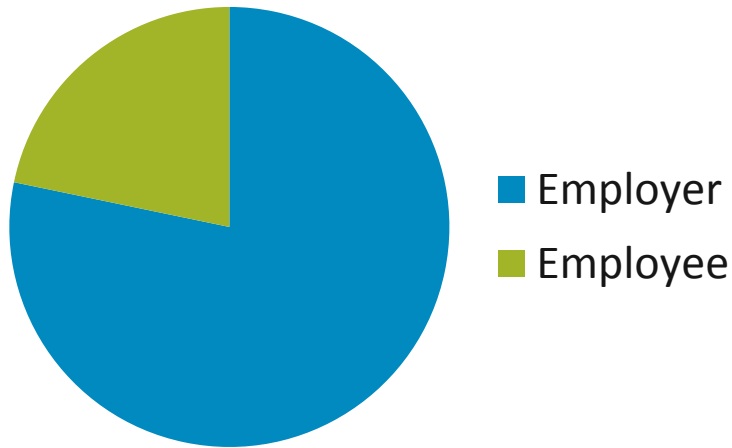
Effective July 1, 2017: The City of Minneapolis Sick and Safe Time Ordinance ensures that all eligible persons working in the City receive paid leave to use when they or a family member are sick, injured, need preventative health care, or need to seek help for domestic violence, sexual assault, stalking, or other safety-related issues. The Ordinance is intended to allow employees to care for themselves and family members, making Minneapolis a healthier, more secure, and more productive community.

who

The Sick and Safe Time Ordinance applies to all employees who work within Minneapolis city limits who work 80+ hours per year. All types of employees qualify, including full-time, part-time, seasonal, paid interns and temporary staff. Employees collect a minimum rate of 1 hour of paid (*at customary rates and benefits*) of sick and safe time off for every 30 hours worked. However, if there are 5 or fewer employees in an organization, the time off may be *unpaid*.

Full workplace poster available [here](#)

First quarter feedback




Small business support

Staff Direction 2.6, LIMS 15-01372

“The Minneapolis City council hereby directs the City Coordinator’s Office, in collaboration with the Department of Civil Rights and Community Planning & Economic Development, to develop a proposal for the creation of a small business compliance program focused on supporting small businesses as they work towards compliance with the new Workplace Regulations ordinance. The program and its personnel should focus on technical assistance and administrative resources for small businesses up to 15 employees. The program should be capable of providing support for the City’s diverse small business and new immigrant communities. Staff are directed to report back to the Committee of the Whole by September 21, 2016, with a program proposal and to include additional funding requests to account for the program in their 2017 budget proposals.”

Small business support



Employee Name
Employee Number

MONTH	BEGINNING BALANCE	ACCRUED	USED	ENDING BALANCE
January	48	2	5	45
February				0
March				0
April				0
May				0
June				0
July				0
August				0
September				0
October				0
November				0
December				0

Small business assistance



Department of Civil Rights
350 S. Fifth St. - Room 239
Minneapolis, MN 55415
TEL 612.673.3000
www.minneapolismn.gov

Affidavit of Understanding

Sick and Safe Leave Small Business Technical Assistance Program

I, _____ swear or affirm that I am
(Print Full Name)

_____ of applicant firm _____
(Print Title) (Print Business Name)

I certify that I have five or less employees.

I understand that because I have five or less or employees I need not provide paid time off to employees, but must at least provide unpaid time off pursuant to the Minneapolis Sick and Safe Leave Ordinance.

I certify that all of my employees who work within Minneapolis city limits 80+ hours per year qualify for sick and safe time off work, including part-time, seasonal, and temporary staff.

Find complete document [here](#)

Small business assistance

- Leverage existing networks
 - BTAP – Business Technical Assistance Program
 - BAG – Business Advisory Group
 - LINC – Liquor in the City
 - MNUCP – MN Unified Certification Program
 - Somali Community Business Forum
- Identify new users
- Assign staff to assist small businesses

Affect on business license

Staff Direction 2.2, LIMS 15-01372

“The City Council hereby:

Directs the City Attorney’s Office, Civil Rights Department, and Community Planning & Economic Development Department’s Business Licensing Division to prepare to enforce City requirements related to the Sick & Safe Time Ordinance and to ensure adherence to its policies and provisions by licensed businesses, and to prepare to take adverse action against a license or permit holder that fails to comply with the Safe & Sick Time Ordinance.

Directs the City Attorney’s Office, City Coordinator’s Office, and Civil Rights Department to develop rules and regulations to address the impact of non-compliance with the Sick & Safe Time Ordinance on city of Minneapolis vendors and contractors.”

Business licensee responsibility

Ordinance Chapter 259.250. - Business license management responsibilities.

“Failure to comply with any of these standards and conditions shall be adequate grounds for the denial, refusal to renew, revocation or suspension of said license. . .

(2) It shall be the responsibility of the licensee to maintain and operate the business in compliance with all applicable laws and ordinances. . .”

Offset rate increase options

Staff Direction 2.4, LIMS 15-01372

“The City Council hereby directs the Intergovernmental Relations Department to review options for advocating for increased state reimbursement rates for areas such as long-term care, care for people with disabilities, and child care, in order to offset the expected cost increase as a result of sick time, as recommended by the Workplace Partnership Group related to concerns raised by nonprofit employers that rely on government reimbursements for services.”

Rate increase offset (IGR)

- IGR is currently working through the policy development process in anticipation of the next legislative session, which will include reviewing and updating existing legislative items and consideration of new ones.
- The development process began over the summer, and is expected to wrap up by the end of 2016.

Existing PTO/PST policies

Staff Direction 2.1, LIMS 15-01372

“The Minneapolis City Council hereby:

Recognizes that many employers in Minneapolis have existing policies allocating annual paid time off or paid sick time (collectively “PTO/PST”) each calendar year without requiring direct accrual. Said policies may surpass minimum annual accrual as provided in Title 2, Chapter 40 of the Minneapolis Code of Ordinances, but require PTO/PST to be used within the year without carryover.

Directs the City Coordinator’s Office, City Attorney’s Office, Department of civil Rights, and the Director of Economic Policy and Development to analyze how said policies can be accounted for within Title 2, Chapter 40, and directs staff to return to the City Council Committee of the Whole with recommendations for doing so by August 17th, 2016.”

Existing PTO/PST policies

Initial Staff Recommendation

- ***Employer Paid Time Off Policies May Be Deemed in Compliance In Situations Where They've Met These Requirements:***
 - ✓ *At least* the same amount of accrual
 - ✓ The same uses under the same conditions
 - ✓ Carry over (or “front loading”) of *at least* 80 hours (48 hours the first year)

Employers that have met these requirements may be deemed to be in compliance with the general tracking and recordkeeping requirements of the ordinance. However, this would not relieve employers of the requirement to comply with other laws regarding tracking and recordkeeping AND records must be provided to the department in the event of a report of violation and subsequent investigation.

Objectives for next quarter

- Complete FAQ drafting and publication: October
- Engage stakeholders and incorporate their feedback in the FAQs, as appropriate: Nov - Mar
- Develop enforcement procedures
- Begin to educate employees and the general public
- Full launch of SST website
- Workplace Advisory Committee - Jan

Contact Information

- Call: Minneapolis 311
- Email: sicktimeinfo@minneapolismn.gov
- Website: www.minneapolismn.gov/sicktimeinfo



Thank You

