



2011 Business Plan

St. Louis County Employee Relations Department

Efficient, Effective Government

Business & Organizational
Efficiencies

Mission:
To help county managers improve St. Louis County operations through the use of sound methods of human resources management consistent with merit and equal employment opportunity principles.

Goal:
To become an employer of choice so that we can recruit, develop and retain the best possible current and future workforce which has the skills and support needed to provide quality public services to the people of St. Louis County. To accomplish this goal, the employee relations system will be fair, consistent and adaptable, and the County, as an employer, will respect county employees, recognizing that they are county government's most valuable resource.

The St. Louis County Employee Relations Department is responsible for helping the County Board, department heads, and supervisors manage the county workforce in the most efficient and effective ways. We do that through a number of service areas:

Executive Leadership: We advise the Board on employment matters and propose policy & organizational changes that will ensure the county is in compliance with all federal & state employment laws and regulations, and will help the county manage its workforce more effectively & provide better customer service.

Management Consultation & Research: We provide daily advice and consultation to department heads and line supervisors on such things as: employee selection; pre-placement physicals; drug testing; organizational change; labor contract & grievance administration; interpretation & application of employment laws, rules, policies & procedures; training & development; benefits administration; classification & compensation; performance management; complaint & incident investigations; personnel transactions; workforce planning; and affirmative action & equal employment opportunity.

Salary & Benefits Administration: We develop and administer the county's compensation & benefits programs, including negotiated pay ranges and wage increases, & administration of self-insured health & dental plans. We ensure that county employees are paid equitably based on internal comparisons of job content & on appropriate market comparisons adjusted for geographic differences. We assign and reassign jobs to job classes based on job duties & responsibilities. We negotiate administrative fees with our insurance carriers. We manage the county's human resources information system (HRIS) & provide reports for workforce planning and other purposes.

Recruitment, Assessment & Selection: We assist supervisors in filling positions by helping them identify appropriate job-related qualifications, recruit applicants, and assess applicants' qualifications. We develop & administer job-related assessment methods and we maintain & refer to hiring supervisors lists of qualified candidates for employment.

Labor Relations: We assist the county's labor attorney in negotiating 11 collective bargaining agreements and assist supervisors in correctly administering the provisions of those agreements. We assist supervisors in investigating allegations of employee misconduct, determining the appropriate discipline when needed, and handling grievances. We participate in planning & representing the county in grievance & interest arbitrations.

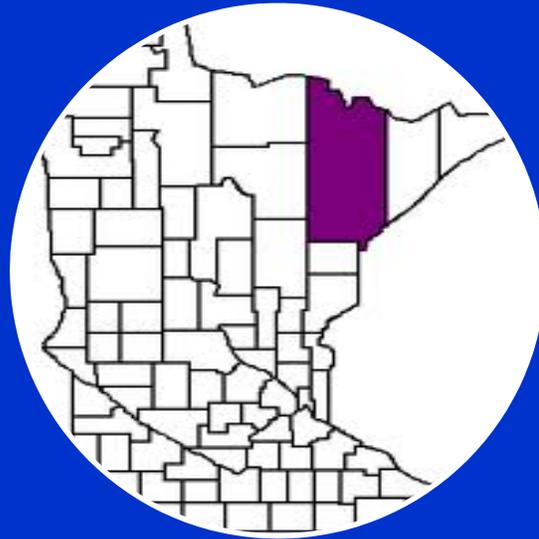
Training & Development: Using a needs assessment model, we design and implement training & development programs for county employees on a variety of job-related subjects and tools, including how to be better consumers of their health care. A new focus is on e-learning (computer-based training).

Trends & Issues Affecting Our Work



External

- The Economy: Not improving much & when it does, growth will be much slower than in the past. Negative impact on county finances will result in demands for greater productivity & more difficult collective bargaining
- Escalating health care costs & uncertainty about health care laws & regulations
- Younger workers predicted to be more mobile, resulting in more turnover
- Fewer younger workers available & competition for them will be significant
- Unfunded mandates from federal & state governments
- Increasingly complex employment laws



Internal

- Increased pressure for wage increases
- Continually being asked to do more with less
- Trying to work effectively under a 1941 civil service law
- Aging workforce
- Restrictive and/or inflexible union contract provisions
- Need for more "creative destruction" & more flexibility in how & when people work
- Attrition doesn't always occur in the right place

Aging Baby Boomers

Major Issues & Recommended Solutions

AGING WORKFORCE

- Our aging workforce is likely to be less willing or able to be flexible. They may hang on to old ways of working & old union contract provisions affecting wages, benefits & other terms & conditions of employment. Health insurance benefits will be especially important to these folks. Worst case scenario: They want to retire, but can't afford to -- they don't want to be in the workplace.
- **Good news:** These are experienced workers with a wealth of knowledge, skill & ability. We may need them!
- We have to invest in employee engagement strategies designed to keep these folks excited about work & challenged to help us "creatively deconstruct" the old ways & find innovative new ways.
- We have to explore new benefit sets, or go to cafeteria style plans, that allow employees to spend their benefit dollars on their priorities. The needs of different generations of workers are likely to be very different.

INCREASINGLY COMPLEX EMPLOYMENT LAWS & REGULATIONS

- The ER Department is responsible for helping the county comply with these laws & regs, and they change on a regular basis. There are also new federal & state employment laws & regs being adopted all the time.
- ER Department staff have a tough time staying current on all these legal requirements. The same is more true for assistant county attorneys whose time is spread over a variety of types of laws. Supervisors need to know the basics about the most important laws, too.
- Employment complaints & lawsuits are on the rise.
- **Things to Do:**
 - Invest in ongoing training for ER staff.
 - Require supervisors to attend ER-sponsored training on an annual basis.
 - Contract with an outside law firm to represent the county in employment law matters. Could be just representation, but would be better if it included all employment law advice & consultation.
 - Ask the Board to give the Administrator authority to settle employment complaints for amounts not to exceed \$75,000 to help speed complaint resolution.

CIVIL SERVICE REFORM

- An on-going need.
- We still need to amend -- or repeal -- the 1941 SLC civil service law. We have a draft new law and associated rules ready for stakeholder review.
- The County Board needs to decide if it is a priority and, if so, what they are willing to do to get the SLC legislative delegation to support it.
- With or without the legislation changes, we will continue to change our local rules, policies & procedures to improve our employment system and practices and keep pace with the county's changing needs.

Major Issues & Recommended Solutions, cont.

HEALTH CARE

- The ER Department is responsible for the day-to-day administration of the group health plan and health promotions.
- **Things to Do:** Need to address and develop an implementation strategy for federal and state health care reform mandates starting in 2011.
- The mandates of health care reform are complex and sometimes ambiguous. The County needs to keep abreast of interpretations and clarifications issued by the Department of Health & Human Services and the IRS.
- Educate employees on coverage changes and how to select providers based on cost and quality considerations.
- Continue to develop and implement health promotions targeted to improve employee nutrition, activity levels, biometrics and reduce chronic illness.
- Incentivize employees to maintain healthy lifestyles and participate in the health promotions offered.

COLLECTIVE BARGAINING

- Collective bargaining is going to be increasingly difficult as employees expect raises and no changes in their health insurance. The county will need to hold the line on costs plus look for more flexibility in how we do things.
- **Things to Do:**
 - We need to discuss & plan our bargaining priorities for the 2012-2013 & 2014-2015 contracts.
 - We need to plan for changes consistent with health care reform mandates.
 - We need to start planning for the eventual retirement of our negotiator.

WORKFORCE PLANNING

- The aging workforce is just one -- but very large -- aspect of workforce planning. We need to be doing more workforce planning on a regular basis.
- **Things to Do:**
 - Update the county workforce plan that was done a few years ago.
 - Provide training to managers & supervisors on how to do workforce planning.
 - Provide regular workforce reports to managers & supervisors to help them plan.
 - Engage the Board by helping them understand why workforce planning is important & how it can help them make county-wide decisions.

Finance Plan – Employee Relations Department

Statutory Responsibility of the County

The ER Department is responsible for ensuring the County's compliance with a vast array of ever-changing employment laws & regulations.*

*See Appendix A for a list of some of these legal mandates.

County Strategic Initiatives

- We are developing a new branding & recruitment strategy to include job-specific recruitment videos.
- We are continuing to work on civil service reform by "creatively destructing" our old ways of doing business & actively looking for ways to innovate.
- We are staying on top of health care reform & working to keep our insurance programs effective from both a cost and a personal members' health perspective.
- We are developing a process to review on a regular basis (& update as needed) the content & compensation of all county jobs.
- There are several new policies we need to develop (e.g., criminal background checks) & many others that need to be updated.
- RFP for health plan administration.

**Efficient,
Effective
Government**

Department Priorities

- We are working with the Auditor's Office to explore the purchase of a new personnel/payroll system (HRIS).
- We hope to implement an electronic data management system, e.g., electronic personnel files. In preparation for that, we are updating our records retention schedule, scanning paper files, & eliminating paper wherever possible.
- We need a better way to prepare seniority rosters. The current program developed by MIS is cumbersome & only 1 person in MIS knows it.
- We are continuing to develop more online resources for supervisors & employees, ... especially in training.

Optional/Traditional

- We are continually looking for things we can stop doing. One thing we still need more discussion about is eliminating the dual entry of personnel transactions. We enter them into our personnel/payroll system & we record them on index cards.
- There are things we do that supervisors could be doing if trained & supported, e.g., keeping track of when their employees' performance appraisals are due.

Technology Plan – Key Initiatives

Mission, Goals, Vision

- We rely heavily on technology to deliver human resources services to managers, employees & applicants. The personnel/payroll system (HRIS) provides managers with web-based self-service access to employee job and leave balance information, provides employees with access to certain personnel, training and payroll records and the ER Department staff with a comprehensive information on jobs, positions, employees, budgeted fte complements and automates tracking of vital employee statistics. HRIS has become vital to the employee maintenance and reporting work performed by the department.
- The web-based applicant management system has assisted the ER Department and the County in expanding its recruiting efforts in marketing the County brand to persons of protected class status. This has been achieved by providing an online system that is more accessible than the former paper application and easy to understand and use. The department has promoted the County employment brand on numerous web-based social media sites in addition to its own web site.

Business Need

- HRIS technology supports the department business functions by providing for accurate automation of HR records and operating procedures, reporting, storing compensation and hours worked for bi-weekly payroll processing, benefit enrollments, paying mandated taxes and garnishments, and many other critical HR/payroll functions.
- The ER Department website provides applicants and employees with immediate access to information on most County jobs, employment opportunities, benefit information and open enrollment forms. The intranet site provides managers and employees with access to administrative forms, training opportunities, labor contracts, and internal transfer and employment opportunities.

Initiatives

- RFI for a new HRIS system: ER Department and Auditor's Office plan to explore alternative HRIS system options in 2011.
- Convert HRIS system from Vertex tax software to Symmetry tax software by year-end 2011.
- High Line HRIS eP upgrade to 4.09.01 (or 4.10.00) software version if this version of software resolves issues with current version 4.08.10.06 by mid-2011.
- High Line Time & Scheduling module development or MIS time sheet development depending on HRIS system direction. If stay with High Line, will begin Time & Scheduling module development. If move to a new HRIS system, may ask MIS to update the current online time sheet program. Time line for beginning work on this initiative is mid-year 2011 and completion by year-end 2012.
- Develop a recruiting video to be presented on the St. Louis County web site by end of 1st quarter 2011. Continue development of individual job-specific recruiting video testimonials throughout 2011 and 2012. This will become an ongoing project.
- Update license arrangement with computerized testing vendor to offer web-based employment testing for certain County jobs by year-end 2012.

Technology Plan – Major ER Business Tools

Business Needs

- Store personnel transactions and training records electronically and link to HRIS employee records. Current HRIS system has functionality to attach images to employee records.
- Complete and submit personnel record transaction forms electronically using approvals of the hiring authority (supervisor), manager(s), department head (designee), ER staff, etc. This functionality is available in the current HRIS system.
- Enhance employee access to ER Department communications by adding email accounts for all employees, even if accessed via a kiosk. Another alternative is utilizing the HRIS self-service bulletin board from a kiosk.

Current ER Systems

- MIS developed program for maintaining certain records on former employees
- MIS developed program for seniority rosters
- MIS developed program for EEO compliance reporting

Current Enterprise Systems

- High Line HRIS system is used by ER Department for daily maintenance of jobs and positions, employee assignment records, attendance policies, leave banks, benefit plans, tracking statistics, FTE assignments, etc.; used by Auditor's Office for bi-weekly payroll and special payroll processing, collecting and paying income taxes, collecting and paying benefit premiums, collecting court ordered garnishments, transmitting general ledger interface to Mitchell Humphrey financial system, etc.; Public Works time keepers hand key all hours worked for employees in their department including work orders, function codes, asset numbers and system generates interface file of project expenses to Public Works MRO asset accounting system; and High Line HRIS system is used by all employees and managers with self-service access to retrieve personnel and payroll information.
- NEOGOV web-based applicant management, requisition tracking and interview referral system.
- OrgPublisher org charting solution that creates Department organization charts based on position reporting relationships described in the HRIS system. The org charting output is displayed via both the Manager Self-Service system and via the intranet.

Current Software & Programs

- Opac computer testing software for applicant assessments
- Epi Suite Id card system and card printer
- Lectora online training
- MS Office Suite
- DYMO label software and label printer

Web-Based Tools

- High Line HRIS and Employee/Manager Self-Service
- NEOGOV
- Lectora
- Dot Net Nuke

Technology Plan – Training & Support Required

Enterprise Systems	ER Department Systems	Website
<ul style="list-style-type: none">• High Line requires ongoing MIS resources in the areas of database administration and application server administration.• Implementing the High Line Time & Scheduling module will require 2 weeks of vendor training for the implementation team.• Implementing a different HRIS system will require considerable training resources and conversion support.	<ul style="list-style-type: none">• The MIS developed seniority reporting and compliance reporting have typically required ongoing routine maintenance by systems and programming staff. That is expected to continue into the future as long as such reports are developed by MIS and required by contract, rule, or statute.	<ul style="list-style-type: none">• Routine training on current web development tools for specified web content managers.• Ongoing routine training for users of the Employee/Manager Self - Service module.• If a new online time keeping solution is implemented, it will be necessary to train time controllers and end users.

Technology Plan – Resource Management

Financial Resources	Project Prioritization	Analysis, Development & Support Resources
<ul style="list-style-type: none">• Implementing High Line Time & Scheduling will cost an additional \$17,500 for licensing and an estimated \$10,500 for onsite training and troubleshooting assistance.• Cost for an MIS developed time sheet solution has not been calculated.• Cost of conversion to a new HRIS solution has not been calculated.• Annual maintenance for the High Line HRIS system is approximately \$40,000 per year.• NEOGOV annual maintenance is \$15,000 per year.• Org Publisher annual maintenance is \$3,000 per year.• High Line, NEOGOV and Org Publisher are enterprise systems and paid from the MIS budget.• Opac annual maintenance is \$900 and paid from the Employee Relations Budget.	<ul style="list-style-type: none">• HRIS RFI/RFP.• Time & scheduling solution.• Routine maintenance on existing programs.• Complete the MIS re-write of the seniority reporting program.	<ul style="list-style-type: none">• A team will need to be convened to undertake the process of reviewing HRIS system alternatives and make a recommendation to either continue on the High Line platform or pursue a new HRIS vendor.• Other systems do not require measureable development resources.

Other Employee Relations Department Plans

Workforce Plan

- We work closely with other departments on their workforce planning.
- We have a plan for our department.
- We have a contract with ARC to provide them with human resources services.
- We anticipate entering into a similar arrangement with the Community Health Board.
- We are sharing a clerical position with the PHHS Department.

Purchasing Plan

- We do not do any significant purchasing except for routine business needs such as office supplies, computer hardware & software, and furniture. We do not plan to make any changes in this area.

Department Resources

Space Plan

- We are working with Property Management for some remodeling of the main floor of our courthouse office. We are planning to increase the size of our conference room & make sure it has 2 exits.
- We have 23 employees: 5 in the GSC building (3 in Training & Wellness, 2 in PHHS), 1 at Public Works-Pike Lake, 1 at ARC's offices, and the rest on the ground floor of the Duluth courthouse. We do not anticipate a change in the number of employees.

Website Utilization

- We will be updating our websites like the rest of the County.
- We hope to increase our use of self-service applications.
- We will be expanding our use of online recruitment videos, tailoring many for specific jobs.

**A Sampling of the Federal and State Laws
Administered by the Employee Relations Department**

FEDERAL LAWS	
Age Discrimination in Employment Act (ADEA) 1967	Prohibits discrimination in employment for persons 40 and over. Prohibits mandatory retirement ages.
Affordable Care Act (ACA) of 2010	Establishes uniform and minimum health insurance standards, coverage mandates and the creation of a new insurance market under state-run health insurance exchanges.
Americans with Disabilities Amendments Act (ADAAA)	Protects qualified individuals with disabilities from unlawful discrimination in employment.
American Recovery and Reinvestment Act of 2009 (ARRA)	Provides for employer notice requirements, premium reductions and additional election opportunities for health benefits under COBRA law.
Consolidated Omnibus Budget Reconciliation Act (COBRA) 1985	Requires employers to permit employees to extend their health insurance coverage at group rates for up to 36 months following a qualifying event.
Continuing Extension Act of 2010 (CEA)	Expanded ARRA, DOD and TEA laws by extending eligibility rules and employer notice requirements.
Department of Defense Appropriations Act of 2010 (DoDAA)	Expanded ARRA law by extending length of subsidy, eligibility rules and employer notice requirements.
Drug Free Workplace Act 1988 (DFWA)	Self-Explanatory
Employee Retirement Income Security Act (ERISA) 1974	Establishes standards and requirements for the administration of employee benefit and welfare plans.
Equal Pay Act (EPA) 1963	Prohibits wage discrimination by requiring equal pay for equal work of the same skills, effort, and responsibilities.
Family Medical Leave Act (FMLA) 1993 Amended in 2008	Provides unpaid leave rights to eligible employees under certain circumstances such as child care, serious health conditions or care for military personnel. Also allows 12 weeks unpaid leave for a "qualifying exigency" for a son, daughter, parent or spouse on active duty.
Fair Credit Reporting Act (FCRA) 1970	Defines employees' and potential employees' rights regarding employers using information obtained by reports compiled by third party credit reporting agencies as the basis for employment decisions.
Fair and Accurate Credit Transactions Act (FACTA) 2003	A federal law that requires employers to take reasonable measures to reduce the risk of identity theft and other harm to their employees, resulting from the employer's failure to properly dispose of confidential records.
Fair Labor Standards Act (FLSA) 1938	Regulates the status of employees (versus independent contractors) and provides for a minimum wage and overtime unless the employee meets an exempt classification.
Genetic Information Nondiscrimination Act 2008 (GINA)	Prohibits the use of genetic information to make decisions about health insurance and employment and restricts the acquisition and disclosure of genetic information.

Health Insurance Portability Accountability Act (HIPAA) 1996	Title I of HIPAA protects health insurance coverage for workers and their families when they change or lose their jobs.
Immigration Reform & Control Act (IRCA) 1986	Requires that new employees provide specific documents to employers showing that they are who they claim to be and that they have a legal right to work in the United States. (I-9 forms)
Pregnancy Discrimination Act of 1978 (PDA)	Prohibit sex discrimination on the basis of pregnancy, childbirth or related medical conditions.
Rehabilitation Act of 1973	Prohibits discrimination on the basis of disability in programs conducted by Federal agencies, in programs receiving Federal financial assistance, in Federal employment, and in the employment practices of Federal contractors.
Executive Order 13166 (Limited English Proficiency Protections)	Recipients of Federal financial assistance must ensure that their programs and activities normally provided in English are accessible to LEP persons and thus do not discriminate on the basis of national origin.
Title VII, Civil Rights Act of 1964 Amended in 1991	Prohibits the discrimination in all terms and conditions of employment (including pay and benefits) on the basis of race, color, religion, sex, national origin.
Temporary Extension Act of 2010 (TEA)	Expanded ARRA and DOD laws by extending eligibility rules and employer notice requirements.
Uniform Guidelines of Employee Selection Procedures 1978 (UGESP)	Prohibits selection policies and practices from having an adverse impact on the employment opportunities for any race, sex, or ethnic group unless it is a business necessity.
Uniformed Services Employment and Reemployment Rights Act (USERRA) 1994	Prohibits discrimination against military service members because of past, current, or future military service. Protects military service workers, employment rights and benefits of employment.

State Laws	
Additional Right of Access to Records (MN Stat 181.966)	Minnesota Statutes sections 181.960 to 181.965 do not prevent an employer from providing additional rights to employees and do not diminish a right of access to records under chapter 13.
Authorization for Blood Donation Leave (MN Stat 181.9458)	An employer may grant paid leave from work to an employee to allow the employee to donate blood.
Bribery (MN Stat 609.42)	A public employee or officer who requests, receives or agrees to receive, directly or indirectly, any such benefit, reward or consideration upon the understanding that it will have such an influence is guilty of bribery and may be sentenced to imprisonment or fined or both.
Child Labor Act (MN Stat 181A)	Establishes standards for duties and hours of work that can be performed by minors.
Cobra Premium Subsidy (MN Stat 62A.17)	Provides temporary financial assistance (35% of premium) with COBRA payments to employees experiencing an involuntary separation of employment.
Consumable Products Act (MN Stat 181.938)	Establishes that an employer may not take an adverse action against an employee due to their use of a legally consumable product such as alcohol or tobacco while off premises or during nonworking hours.
Corrections Officer Discipline Procedures (MN Stat 241.026)	Establishes procedural requirements for the investigation and discipline of corrections officers.
Disclosure of Information by Employees (MN Stat 181.932 – 181.935: Whistleblower Law)	Establishes that an employer may not take an adverse action against an employee reports a violation or suspected violation of any federal or state law or rule; the employee is requested to participate in an investigation; the employee refuses an order believed to be a violation.
Domestic Abuse Act (MN Stat 518B.01)	Establishes that an employer may not take an adverse action against an employee due to their need to take reasonable time off from work to obtain or attempt to obtain relief due to domestic abuse.
Drug and Alcohol Testing in the Workplace Act (MN Stat 181.950 – 181.957)	Employer may not request or require an employee or job applicant to undergo drug or alcohol testing unless the employer has adopted a written testing policy that contains a number of elements.
Employment References (MN Stat 181.967, Subd. 4)	Current or former employee must give employer written consent to release of their private data: (1) written employee evaluations conducted before the employee's separation from the employer, and the employee's written response, if any, contained in the employee's personnel record; and (2) written reasons for separation from employment. (See 13.43 Personnel Data)
Expenses for Background Checks, Testing and Orientation (MN Stat 181.645)	Employer cannot require an employee or prospective employee to pay for expenses incurred in criminal or background checks, credit checks or orientation.

Failure of Employer to Pay Benefits or Wage Supplements, Penalty (MN Stat 181.74)	Employer who refuses to pay wages/benefits to employees/third party/benefit fund for employees are guilty of a misdemeanor.
Minnesota Fair Labor Standards Act (MN Statutes Chapter 177)	Establishes employer recordkeeping requirements for covered employees. Establishes when a discharged employee must be paid their last paycheck.
Genetic Testing in Employment (MN Stat 181.974)	No employer shall directly or indirectly administer a genetic test or request, require or collect protected genetic information regarding a person as a condition of employment or affect the terms or conditions of employment or terminate the employment of any person based on protected genetic information.
Group Benefits for Officers, Employees, Retirees (MN Stat 471.61)	Provides life-time continuation rights on health and dental insurance plans to public employees and their dependents.
Leave for Bone Marrow Donations (MN Stat 181.945)	An employer must grant paid leaves of absence to an employee who seeks to undergo a medical procedure to donate bone marrow. Leave may not exceed 40 work hours, unless agreed to by the employer.
Leave for Civil Air Patrol Service (MN Stat 181.946)	Unless the leave would unduly disrupt the operations of the employer, an employer shall grant a leave of absence without pay to an employee for time spent rendering service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions.
Leave for Organ Donation (MN Stat 181.9456)	An employer must grant paid leaves of absence to an employee who seeks to undergo a medical procedure to donate an organ or partial organ to another person. Leave may not exceed 40 work hours for each donation, unless agreed to by the employer.
Leaves for Adoptive Parents (MN Stat 181.92)	An employer shall grant time off, with or without pay, to an adoptive father or mother. Minimum time off shall be four weeks or the minimum time allowed in the employer's established policy.
Leave for Immediate Family Members of Military Personnel Injured or Killed in Active Service (MN Stat 181.947)	An employer must grant up to ten working days of a leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service.
Leave to Attend Military Ceremonies (MN Stat 181.948)	Unless the leave would unduly disrupt the operations of the employer, an employer shall grant a leave of absence without pay to an employee whose immediate family member has been ordered into active service to attend a send-off or homecoming ceremony.
Minnesota Government Data Practices Act (MN Statutes Chapter 13)	Provides procedures for government agencies to follow in collecting and keeping records; for individuals to follow in inspecting and copying government records; special protections for individuals who are asked to supply information about themselves, seeking to obtain records government holds on them, or wishing to correct erroneous government data about themselves; for getting advisory opinions on access to government data; and civil and administrative remedies and criminal penalties for violating the act.
Minnesota Human Rights Act (MN Stat 363A.08)	Except when based on a bona fide occupational qualification, it is an unfair employment practice for an employer, because of race,

	color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age to: 1-refuse to hire or to maintain a system of employment which unreasonably excludes a person seeking employment; 2-discharge an employee; 3-discriminate against a person with respect to hiring, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment.
Misconduct of Public Officer or Employee (MN Stat 609.43)	A public officer or employee who, for which no other sentence is provided, may be sentenced to imprisonment, fined or both for 1) intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the office or employment within the time or manner required by law; 2) does an act knowing it is in excess of lawful authority or forbidden by law to be done; 3) under pretense of official authority intentionally and unlawfully injures another; or 4) makes a false return, certificate, official report or other like document.
National Guard (MN Stat 192)	Only portions of 192 pertain to public employees (e.g. 192.26, 192.261, 192.262, 192.263)
Nursing Mothers (MN 181.939)	Employer must provide reasonable unpaid breaks and a room (not a toilet stall) for the employee to express breast milk.
Parental Leave Law (MN Stat 181.941)	Provides up to six weeks of unpaid parental leave to a mother or father upon the birth or adoption of a child upon certain conditions being met.
Peace Officer Discipline Procedures Act (MN Stat 626.89)	Establishes procedural requirements for the investigation and discipline of licensed peace officers.
Polygraph Tests of Employees or Prospective Employees Prohibited (MN Stat 181.75)	No employer or agent thereof shall directly or indirectly solicit or require a polygraph, voice stress analysis, or any test purporting to test the honesty of any employee or prospective employee.
Privacy, Confidentiality, and Privilege Safeguards (MN Stat 181.954)	A laboratory may only disclose to the employer test result data regarding the presence or absence of drugs, alcohol, or their metabolites in a sample tested. These results are considered private data as defined in chapter 13 and may not be disclosed by an employer or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.
Prohibition Against Employer Retaliation (MN Stat 611A.036)	Subpoenaed employees must be allowed reasonable time off from work to attend court to give testimony in proceedings related to a criminal proceeding where the employee is a witness or victim and reasonable time off from work to attend criminal proceedings if the victim is the employee's spouse or immediate family member.
Public Employee Labor Relations Act (MN Stat 179A.01 – 179A.25)	PELRA governs the relationship between employers and unions in the public sector.
Public Employment; Consideration of Criminal Records (MN Stat 364.021)	Public employer may not inquire into or consider the criminal record or criminal history of an applicant for public employment

	until the applicant has been selected for an interview by the employer. This does not apply if employer has a statutory duty to conduct a criminal history background check or otherwise take into consideration a potential employee's criminal history during the hiring process.
Removal or Revision of Information (MN Stat 181.962)	If an employee disputes specific information contained in the employee's personnel record, the employer and employee may agree to remove or revise the disputed information or the employee may submit a written statement specifically identifying the disputed information and explaining the employee's position.
Retaliation Prohibited (MN Stat 181.964)	An employer may not retaliate against an employee for asserting rights or remedies provided in the Minnesota Statutes sections 181.960 to 181.965.
Review of Personnel Record by Employee (MN Stat 181.961)	Upon written request, the employer shall provide the employee with an opportunity to review the employee's personnel record under certain conditions.
School Conference and Activities Leave (MN Stat 181.9412)	Employer must grant employees up to 16 hours of leave per 12 month period to attend school conferences or school-related activities that cannot be scheduled during non-work hours.
Sick or Injured Child Care Leave (MN Stat 181.9413)	Employee may use personal sick leave benefits for absences due to an illness or injury to the employee's child.
Unemployment Insurance Law	Provides Minnesota's definitions for all aspects of the implementation of unemployment insurance for employers and applicants.
Use of Omitted Personnel Record (MN Stat 181.963)	Information properly belonging in an employee's personnel record that was omitted from the personnel record provided by an employer to an employee for review pursuant to section 181.961 may not be used by the employer in an administrative, judicial, or quasi-judicial proceeding, unless the employer did not intentionally omit the information and the employee is given a reasonable opportunity to review the omitted information prior to its use.