



# Board of County Commissioners Agenda Request

## 5A

Agenda Item #

**Requested Meeting Date:** 4/27/2021

**Title of Item:** Personnel Committee Recommendations

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
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<b>Submitted by:</b> Bobbie Danielson	<b>Department:</b> HR
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<b>Presenter (Name and Title):</b> Bobbie Danielson, HR Director	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

The Personnel Committee recommends:

A) Hire 2 full-time Zoning Technicians (new job classification combining office support/inspector), Grade 6. Draft job description attached, this is being finalized by HR and Env. Services Director at time of agenda deadline. The Assistant Zoning Administrator position and seasonal Temporary Clerical support positions will not be filled. Current staff/benefit budget \$620,783. With changes proposed, estimate \$612,927. Will revisit supervisory position when next two retirements occur. Andrew Carlstrom will be present for this discussion.

B) Amend Bryan Hargraves Inspector contract to start on April 19, 2021, instead of May 3, 2021, due to increased inspections. Contract ends 11/5/2021. Est. \$5k for the added contract time, per Andrew. Authorize Chair to sign.

C) Hire 1 full-time Social Worker (MnCHOICES Assessor) to add to the Home and Community Based Services Waiver Team, in the Adult Services Unit, to help manage the workload of the current assessment levels the agency is experiencing. This new position pays for itself, per HHS Director Bennett, with increased revenues. Cynthia Bennett will be present for this discussion.

D) Extend County emergency paid sick leave (EPSL) to May 31, 2021. 80 hours maximum 2020-2021 available to eligible staff who are experiencing Covid-19 illness. Criteria outlined on EPSL request form.

E) Policy Updates: Ratify change to Travel policy in the Interim Coronavirus Program and Covid-19 Preparedness Plan to indicate employees who are fully vaccinated do not need to self-quarantine for 14 days for post-travel monitoring. Employees who are not fully vaccinated will continue to be reviewed on a case-by-case basis following travel to assess level of risk upon return and/or 14 day post-travel monitoring can be reduced with a negative Covid test upon return.

**Alternatives, Options, Effects on Others/Comments:**

E) Continued from above: Update fire/tornado/storm shelter areas in the Safety Policy. Update the personnel policy Early Retirement Health Insurance Incentive policy expiration date from 12/31/2021 to 12/31/2023.

**Recommended Action/Motion:**

Will address each item individually. Motion to accept the personnel committee's recommendations on Items (A) through (E) above.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No Please Explain:

As noted above.

Environmental Services Department

1

Adopted 2021

122-6101 P&Z	Salaries Full Time	\$	268,965
122-6102 P&Z	Salaries Part Time	\$	-
122-6109 P&Z	Overtime	\$	500
122-6124 P&Z	Medicare	\$	3,900
122-6148 P&Z	Employer Contr HSA.	\$	10,170
122-6150 P&Z	Health Insurance	\$	33,208
122-6152 P&Z	Life Insurance	\$	320
122-6154 P&Z	LTD Insurance	\$	700
122-6159 P&Z	PERA	\$	20,175
122-6165 P&Z	Fica	\$	16,675
390-6101 FBL	Salaries Full Time	\$	64,805
390-6124 FBL	Medicare	\$	946
390-6152 FBL	Life Insurance	\$	111
390-6154 FBL	LTD Insurance	\$	168
390-6159 FBL	PERA	\$	4,910
390-6165 FBL	Fica	\$	4,056
391-6101 Solid Waste	Salaries Full Time	\$	150,245
391-6109 Solid Waste	Overtime	\$	1,000
391-6124 Solid Waste	Medicare	\$	2,205
391-6148 Solid Waste	Employer Contr HSA.	\$	3,390
391-6150 Solid Waste	Health Insurance	\$	11,069
391-6152 Solid Waste	Life Insurance	\$	60
391-6154 Solid Waste	LTD Insurance	\$	400
391-6159 Solid Waste	PERA	\$	11,390
391-6165 Solid Waste	Fica	\$	9,415
392-6231 Water Wells	Wages Part Time	\$	2,000
	<b>2021 Adopted Budget</b>	<b>\$</b>	<b>620,783</b>
	<i>Reorganization +</i>	<i>\$</i>	<i>612,927</i>
	<i>Inspector Contract Increase</i>	<i>\$</i>	<i>5,000</i>
	<b>2021 Revised Budget Est. (proposed)</b>	<b>\$</b>	<b>617,927</b>



## **ZONING TECHNICIAN (OFFICE SUPPORT/INSPECTOR) 1<sup>st</sup> draft**

**Department** Zoning and Environmental Services Office  
**Grade** Grade 6 (this job is a combination of Gr 6 Zoning Officer and Gr 5 Office Assistant V)  
**Reports to** Zoning and Environmental Services Director  
**FLSA Status** Non-Exempt  
**Union Status** AFSCME Courthouse Unit

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

To perform technical and inspection work as it relates to the objectives of the Zoning Department; and is responsible for the administrative enforcement of the county and state ordinances and functions as required by the Environmental Services/Planning and Zoning Departments.

To complete paperwork related to planning and zoning, keep records of transactions, ~~track budgets for the department~~, provide customer service to citizens requiring information and permits.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Responds and investigates complaints of potential violations of local and state rules and regulations from the public and related state and local agencies. Resolves complaints and violations through compliance and restoration, and if unsuccessful, issues citations and follows through with court/legal proceedings.
2. Receives and issues or rejects permits for land use and zoning purposes. Answers questions from the general public relating to issuing permits and rules and regulations of Aitkin County Ordinances. Performs inspections of individual sewage treatment systems and reviews related soil and design information for permit compliance with Aitkin County SSTS Ordinance. Reviews and inspects subdivisions/plats, variances, conditional use permits land use permits and rezonings. Examines and



inspects all facilities and sites presently within the scope and jurisdiction of the Aitkin County Environmental Services Department for compliance with goals, plans and objectives of said Department. Receives payment and issues receipts for permits. Records and documents all findings of fact and transmits the necessary reports to the appropriate department or agency.

3. Consults with local officials and the general public to explain and interpret zoning ordinances, environmental protection regulations, and construction requirements.
4. Provides consultative services relative to Planning and Zoning, Environmental Health, and Solid Waste problems, representing the department favorably in public by handling potentially sensitive complaints, inquiries, and emergencies.
5. Performs office assistant functions as assigned which may include, but not be limited to, file maintenance, scanning, preparing agenda packets, notices, publications, taking minutes, typing correspondence, billing, processing mail, data entry, research, special projects, grant and report assistance, conference registrations, and other office related functions.
6. Attends seminars and workshops as needed to keep informed and up to date on state regulation and rule changes as it pertains to planning and zoning, environmental health, groundwater protection, surface water protection, solid waste, hazardous waste, wetland conservation, shoreland management and well program.
7. Performs fieldwork on wetland issues and determines Ordinary High Water Level of lakes and rivers.
- Performs other work-related duties as assigned/required.

**Minimum Qualifications**

Requires an Associate's degree or equivalent from a two-year college or technical school in Planning, Natural Science, or a related field, plus two (2) or more years related experience and/or training; or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

Must possess, or obtain within two (2) years of hire, a Certified ISTS Inspector license issued by the Minnesota Pollution Control Agency.

Valid Minnesota driver's license required. Employment reference checks, pre-employment physical, and a criminal background check will be performed as part of the pre-employment process.

Must be willing to work flexible hours when necessary, including occasional evenings for meetings and occasional weekends.

**Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including land use, zoning, wetland, solid waste, and pollution control.
3. Soils sufficient to interpret groundwater levels based on color and texture, and ability to interpret soil absorption based on soil texture.



4. Survey techniques, transits and levels to determine contour and slope ratios for onsite sewage treatment systems, and collect preliminary information for reports, design, and construction layouts.
5. Business English, spelling, grammar and punctuation.
6. Basic math and accounting skills sufficient to track expenses and revenues.
7. Modern office procedures, practices and equipment.

Skill in:

1. Public relations, communication, and interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.
5. Computer skills sufficient to efficiently retrieve and update information.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Demonstrate a high degree of self-motivation and the ability to work independently.
3. Read and interpret plans, specifications, and blue prints sufficient to compare them with construction in progress and construction regulations.
4. Exercise independent judgment, initiative, and discretion in operating methods and procedures.
5. Interpret and enforce regulation with tact, firmness, and impartiality.
6. Establish and maintain effective working relations with county personnel, local officials, state and federal agencies, the community and the general public.
7. Negotiate and resolve disputed issues and deal with difficult and irate people in a tactful manner.
8. Deal with the public on a daily basis in a pleasant and polite and tactful manner.
9. Conduct thorough investigative work from start to finish and to accomplish assignments under stress at times and time restrictions.
10. Read, understand, and locate properties by legal description.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Skills**



Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, PowerPoint, and other job-related software.

**Ability to Travel**

Daily travel required for site inspections in Aitkin County. Occasional travel required for trainings and meetings out of Aitkin County.

**Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

**Work Environment**

Outdoor work is performed for the majority of the day. The employee is required to operate office equipment, lift and transport light equipment including but not limited to, auger, probes, levers, transit, sewer manhole covers that may involve lifting up to 50 pounds, climbing, bending stooping, reaching, and also may involve dust and extreme temperatures. Outdoor work will include visiting construction sites, inspecting onsite sewage treatment systems, and investigating complaints. Outdoor work conditions will frequently be in proximity to wood ticks, mosquitoes, flies, bees and other insects, inclement weather, domestic and wild animals.

Indoor work will be performed in an office setting using various office machinery and equipment, assisting the public at the counter, processing and writing reports. Indoor work will involve sitting in front of a computer for prolonged periods of time, and getting up and down to greet the public.

**Equipment and Tools**

Computer, copier, fax, telephone, printer, shredder, hand tools, surveying equipment, laser levels, measuring and metering devices, county-owned vehicles, and personal vehicle (requires proof of insurance on file).



**Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium to heavy work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

**Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

**Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

4/8/2021 – this 1<sup>st</sup> draft was developed with input from Terry Neff. At time of agenda deadline, Andrew Carlstrom and Bobbie Danielson are working to finalize this job description with input from Environmental Services Department staff.

***Our Vision:** We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

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**ASSISTANT ZONING ADMINISTRATOR  
PROPOSING NOT TO REFILL AT THIS TIME**

**Department** Environmental Services Department  
**Grade** Grade 10  
**Reports to** Environmental Services Director  
**FLSA Status** Exempt  
**Union Status** Non-union Position

**Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

**Job Summary**

To administer and enforce County Zoning Ordinances to maintain land and water use in accordance with conservation and environmental protection regulations.

**Supervision Received**

Employees working in this job class work under general direction and are usually in charge of an organizational unit. They plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. They report to a superior by occasional conferences to discuss work progress or problems requiring upper advisement.

**Supervision Exercised**

Manages assigned technical and clerical support staff, including interns and seasonal staff. Assists in managing the Compliance Officer/Wetland Specialist and contracted staff.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, implementing performance improvement plans, disciplining employees, and resolving grievances.

**Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Supervises office personnel.
2. Receives and issues or rejects permits for building, zoning and inspection program.
3. Administers, amends and enforces all county ordinances including, but not limited to, General Zoning Ordinance, Shoreland Ordinance, Mining Ordinance, Subdivision Ordinance, Land Application of Septage Ordinance, Mississippi Headwaters Ordinance, and Flood Plain Ordinance.



4. Consults with local officials and the general public to explain and interpret zoning ordinances, environmental protection regulations, and construction requirements.
  5. Facilitates Planning Commission (PC) and Board of Adjustment (BOA) meetings; prepares materials and public notices for PC and BOA. Provides public education in form of meetings, open houses, educational materials, etc.
  6. Assists Environmental Services Director with solid and hazardous waste programs. Assists with the Administration of the Wetland Conservation Act.
  7. Provides consultative services relating to Planning and Zoning and Environmental Health problems, representing the department favorably in public by participating in meetings and conferences, by providing planning services, and by handling potentially sensitive complaints, inquires, and emergencies.
  8. Attends seminars and workshops as needed to keep informed and up to date on state regulations and rules changes as it pertains to planning and zoning, environmental health, groundwater protection, surface water protection, hazardous waste, wetland conservation, and shoreland management.
  9. Performs duties in the absence of the Environmental Services Director.
  10. Assists in preparing the department budget.
  11. Composes agreements, contracts, or solicit bids and quotes from appropriate sources.
  12. Maintains complete and accurate records and prepares clear and detailed reports.
  13. Provides updates and recommendations to the County Board as necessary.
  14. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
  15. Conducts business in accordance with the Open Meeting law.
  16. Coordinates annual emergency practice drills in department.
  17. Attend conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

**Minimum Qualifications**

Bachelor's degree in Environmental Health, Natural Sciences, Land Use Planning, or a related field, plus two or more years experience in Planning and Zoning that includes technical and inspection work and administrative enforcement of ordinances, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Supervisory experience preferred.

Must possess, or obtain within one (1) year of hire, a Certified ISTS Designer/Inspector license issued by the Minnesota Pollution Control Agency.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must be willing to work flexible hours when necessary, including occasional evenings for meetings and occasional weekends.

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules; and regulations relevant to the work performed in this position, including land use, zoning, wetland, pollution control, data practices, the open meeting law, and basic personnel administration.
3. Working knowledge of the Wetland Conservation Act.
4. Soils to interpret groundwater levels based on color and texture, and ability to interpret soil absorption based on soil texture.
5. Methods, techniques, and principles, and practices of building inspection and zoning.
6. Basic bacteriology, chemistry and geology as they apply to pollution control and environmental sanitation.
7. Survey techniques to determine contour and slope ratios for on-site sewage treatment systems.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Preparing and making presentations to groups.
4. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.
5. Effectively organizing and prioritizing workload.
6. Supervision, public relations, budget administration, oral and written communication, laboratory methodology, computer operation involving use of Microsoft and adobe programs.
7. Use of transits and levels and knowledge to determine slope and elevations.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Read and interpret plans, specifications, and blue prints sufficient to compare them with construction in progress and construction regulations.
4. Exercise independent judgment, initiative, and discretion in operating methods and procedures.
5. Enforce and interpret regulations with tact, firmness, and impartiality.
6. Multi-task and work under pressure in a sometimes demanding environment.
7. Travel and work in excess of standard hours when necessary.
8. Deal with the public on a daily basis in a pleasant and polite manner, including some difficult and sometimes irrational people.

9. Establish and maintain effective working relationships with county and other local officials, state agencies and with the general public.
10. Must have a high degree of self-motivation and the ability to work independently.

**Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to draw and interpret bar graphs. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Skills**

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, Access, PowerPoint, AS400 Tax System, Firefox and Internet Explorer Web Browsers, and Adobe Acrobat.

**Ability to Travel**

Travel required for trainings and meetings in and out of Aitkin County.

**Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.



**Work Environment**

The noise level in the work environment is usually moderate.

**Equipment and Tools**

Computer, copier, fax, telephone, cell phone, remote access equipment, printer, 10-key calculator, shredder, emergency weather-alert system, hand tools, surveying equipment, laser levels, measuring and metering devices, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

**Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

**Disclaimer**

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**Reasonable Accommodation Notice**

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05/13/2014

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**CONTRACT FOR INDEPENDENT SUBSURFACE SEWAGE TREATMENT SYSTEM  
INSPECTOR CONTRACTOR**

This contract, dated January 5, 2021 is made between the following parties:

County of Aitkin  
307 2<sup>nd</sup> St NW Rm 219  
Aitkin, MN 56431

And

Downunder Inspections, LLC (Bryan Hargrave) (Independent  
Contractor Located At : 12604 Co. Rd. 118, Merrifield, MN 56465 )

1. **SERVICES.** Aitkin County has adopted an ordinance to provide for the proper design, location, installation, use and maintenance of subsurface sewage treatment systems (SSTS) entitled the Aitkin County Subsurface Sewage Treatment System Ordinance and as required by Minnesota Rules Chapter 7080-7083 and must enforce the provisions of the Ordinance through the services of a qualified employee or licensed SSTS Inspector. The licensed independent SSTS Inspector contractor is responsible for inspections of installations of SSTS in Aitkin County. Aitkin County under the authority of Minnesota Statutes, 103F Minnesota Regulations, Parts 6120.2500 – 6120.3900, and the planning and zoning enabling legislation in Minnesota Statutes Chapter 394, has adopted zoning ordinances to promote the health, safety and general welfare of the inhabitants by dividing the County into zones and regulating therein the uses of land and the construction of all structures.

The duties of the Independent Contractor include, but are not limited to:

A. Obtain copies of the Aitkin County permits and related documents including an approved site evaluation and an approved design for all SSTS inspections prior to inspecting. Aitkin County will supply copies of permits and related documents.

B. Inspect new and replacement SSTS for full compliance with "Aitkin County's Subsurface Sewage Treatment System Ordinance."

C. Complete to the satisfaction of the Aitkin County Planning and Zoning Department all inspection forms, certificate of compliance or notice of noncompliance and submit to Aitkin County Planning and Zoning Department within five (5) days of the final inspection. This includes all soils information, verification of clean sand and any other information pertinent to the completion of the Individual Sewage Treatment System inspection form (or other form approved by the Environmental Services Director) in its entirety. Final inspection shall be when the tank(s) are covered, and if applicable, the drainfield is covered with black dirt and seeded or sod layed. The independent contractor is responsible and will

be held accountable for sewer inspections and all other relevant information.

D. Take and submit inspection photos, labeled clearly with inspectors name, installers name, property owners name, date and type of septic system and in sufficient quantity to document tank and drainfield area.

E. It is the responsibility of the independent contractor to have available all tools and equipment necessary to adequately complete a SSTS and site inspection(s).

F. It is the responsibility of the independent contractor to provide transportation to the job site and to service and maintain adequate automobile insurance. A copy of the automobile insurance will be provided to the County prior to any contractual work being performed.

G. Consult verbally and in written form with property owners and SSTS professionals in a positive manner.

H. The independent subsurface sewage treatment system inspector contractor will work together with the Aitkin County Planning and Zoning Department to provide thorough and fair enforcement of the Aitkin County Subsurface Sewage Treatment System Ordinance, Zoning Ordinance and Shoreland Management Ordinance. If during an inspection an item of noncompliance is not corrected the independent subsurface sewage treatment system inspector contractor shall immediately notify the Aitkin County Planning and Zoning Office and shall not authorize backfilling of the SSTS.

I. The Independent Contractor shall perform site inspections for setback distances of structures to verify compliance with permit applications and with the goals and objectives of the zoning ordinances of the Aitkin County Planning and Zoning Department.

2. **INSURANCE:**

The independent contractor is required to provide evidence that he/she carries his/her own insurance coverage's. Evidence shall be in the form of an original certificate of insurance. Faxed or photocopies will not be accepted. Aitkin County must be shown on the certificate as an additionally insured for all liability. The following minimum limits are required:

General Liability = **\$1,500,000** aggregate, **\$1,500,000** products and completed operations aggregate.

**\$500,000 Personal Injury and Advertising Injury, \$1,500,000 each occurrence.**

Explosion, collapse and underground must be included.

The liability policy must be written on an occurrence basis, not claims made basis. Coverage shall also be indicated on the certificate of insurance for Automobile Liability: Bodily Injury: **\$1,500,000** each occurrence or a combined single limit of **\$1,500,000**. If the independent contractor is unable to carry these minimum underlying limits, he/she shall demonstrate proof that he/she has an umbrella policy to meet the minimum amounts and insurance.

3. **INSPECTION SCHEDULE:** The independent contractor shall be responsible for setting their own schedule and provide a copy of said schedule on a daily basis to the Planning and Zoning Department for approval.
4. **MAINTAIN LICENSURE:** The independent contractor shall secure any and all state licenses that may be required in order to perform the services as contemplated by the inspection duties assigned to him/her and shall comply with all other Federal, State and Local rules, regulations and ordinances as required of a Subsurface Sewage Treatment System Inspector under the rules by the State of Minnesota (Chapter 7080-7083). If the required State License is rendered invalid for any reason the independent contractor shall not conduct any inspections.
5. **CONFLICT OF INTEREST:** The independent contractor shall not inspect an installation if the installer is related to or an employee of the contractor. The independent contractor shall not perform compliance inspections on existing systems or site evaluations and designs during the term of the contract, unless the compliance inspection, site evaluation or design is to fulfill requirements of the contract.
6. **INDEPENDENT CONTRACTOR STATUS:** Aitkin County shall consider individuals who sign this contract as independent contractors and not employees of the County. No statement contained in this contract shall be construed so as to find Contractor to be an employee of the county. The independent contractor acknowledges that he/she shall not be construed as an employee of the County. The independent contractor will not be entitled to workers compensation in the event of his injury while performing inspection duties, shall not be entitled to unemployment compensation in the event of the termination of this contract, shall not have Federal or State income tax, FICA and FUTA withheld from the payments made hereunder, shall not receive any employer match in social security, and shall not be entitled to any County benefit package available to the County employees. The independent contractor shall hold or have applied for a Federal Employee Identification Number and shall supply to Aitkin County the Federal Employee Identification Numbers or a copy of the application.

Independent Contractor acknowledges and agrees that it is his/her sole obligation to comply with the applicable provisions of all Federal and State tax laws.

7. **RELEASE AND INDEMNITY:** The independent contractor agrees to defend, indemnify, and hold Aitkin County, its employees and officials harmless from any claims arising out of an act of omission on the part of the independent contractor. In the event of any disputes or disagreements encountered by the independent contractor with property owners or contractors/installers, the Planning and Zoning staff agree to assist and confirm the work of the Independent Contractor.

8. **TERM:** The term of this contract shall be from May 3, 2021 and run until November 5, 2021. The independent contractor or the County may terminate this agreement after 30 days upon written notice of said termination. The County may terminate the agreement at any time without notice if the independent contractor fails to perform his/her duties satisfactorily or fails to demonstrate sufficient knowledge of local and state rules, regulations and ordinances or fails to exhibit a professional attitude. In the event Aitkin County terminates this contract, a written explanation of why will be provided to the contractor.

OK

Amend:  
April 19,  
2021

9. **COMPENSATION:** The County shall pay the independent contractor a flat fee of \$350.00 per day. This fee does not include travel time to and from the County from the contractor's place of residence or business. The County shall compensate the independent contractor on a bi-weekly basis provided that written invoices have been submitted to and accepted by the Planning and Zoning Department.

10. **ASSIGNMENT:** The independent contractor shall not assign this agreement without prior written consent of the County. This non-assignment clause shall not prohibit the independent contractor from hiring, at his/her discretion, such assistants as may be required in the fulfillment and completion of the inspections and reports as contemplated under this agreement. Any assistants shall be deemed to be employees of the independent contractor, payable by the independent contractor.

11. **NOTICES:** All notices given or sent pursuant to this contract shall be sent by United States mail, addressed to the respective party at the address as set forth in the heading of this agreement, or at such other address as the parties may designate in writing from time to time.

12. **DATA PRACTICES:** All data collected, created, received, maintained, or disseminated for any purposes by the activities of Independent Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now.



- 13. **RECORDS AVAILABILITY AND RETENTION:** Pursuant to Minn. Statute 16C.05, Subd. 5, the Independent Contractor agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, except, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Independent Contractor and involve transactions relating to the Contract.

Independent Contractor agrees to maintain these records for a period of six years from the date of termination of this Contract.

- 14. **SIGNATURE:** The independent contractor acknowledges by his/her signature on this document that he/she is in full agreement with the terms as imposed upon him/her by this contract, that he/she will comply with those terms and conditions, and has received a copy of this contract.

COUNTY OF AITKIN

DATE January 5, 2021 BY \_\_\_\_\_  
BOARD CHAIRPERSON

DATE January 5, 2021 BY \_\_\_\_\_  
ENVIRONMENTAL SERVICES  
DIRECTOR

DATE January 5, 2021 BY \_\_\_\_\_  
INDEPENDENT CONTRACTOR

*original  
will be  
provided  
for signatures.*

c:\ISTS\2021SSTScontract

## From Cynthia Bennett to Personnel Committee 4/8/2021

### Performa for Health and Human Services Additional Position

**Background:** for the past 4 years there was a position in our HHS budget that was approved for the purpose of adding an employee to the Home and Community Based Services (HCBS) unit. This decision was made prior to my joining HHS and from what I am able to gather, was intended to provide coverage for new requirements related to HCBS processes. DHS developed new recommendations and guidelines for application of the program based on federal requirements. This change prompted a new assessment that was much more comprehensive and time consuming than the original assessments HCBS had been conducting. In addition, the training to become an assessor was much more involved and time consuming. The DHS recommended changing the service delivery model to separate out the assessors from the case managers. That would save time and effort in training and allow the case manager employees to focus on case management not assessment.

The original thought 4 years ago was that the HCBS unit would need additional staff to implement the new model and support for a full time employee in this area was approved. This position could be either a PH nurse or a SW. The model and process is more efficient, however, as a small agency where we all need to wear multiple hats, we were not able to implement the changes until 2020. We did not fill the position prior to making the change in operations and we wanted to "see how things flowed" post workflow changes. We utilized a formula to determine staffing patterns and implemented the new model. We then removed the extra position from the budget for 2021 thinking we had things covered. After nearly a year into the new service delivery model we have discovered that the formula utilized to estimate staffing patterns was flawed. As a result, we are not able to perform the assessment tasks at the level required. If we would have kept that position in the budget one more year we would have been in a different place and would FYI all that we are filling the position. However, we removed it to bring our budget more in alignment with the HHS budget actuals.

#### **Request:**

HHS is requesting to hire a full time MnCHOICES Assessor to add to the Home and Community Based Services Waiver Team, in the Adult Services Unit. The request is for an immediate hire to help manage the workload of the current assessment levels the agency is experiencing and anticipates will continue to experience.

#### **Rationale:**

- In 2020 the Home and Community Based Team, per recommendations from DHS, adopted a new model of separating out workers who conduct assessment from workers who conduct case management. When this change occurred the estimated numbers of assessments each assessor would conduct was 12-16 per month for a full time assessor and 8-10 per month for a part time assessor. The formula utilized estimated working hours based on a 52 work week per year baseline. After implementing the new model after a year, we have discovered that the original formula utilized should

have been based on a of 47 work weeks per year schedule due to holidays and staff time out of the office. As a result, the workers conducting assessments have not been able to keep up within the state required guidelines. For coverage purposes case managers have been pulled in to help with assessments. This ultimately reduces the time case managers can spend on tasks that draw revenue for HHS. Although it is the best way we can get the work accomplished at this time, this model is out of compliance with the guidelines and recommendations of DHS.

- Current Assessment Numbers to Support Hire- A MNChoices Assessment takes on average 8.5 hours to complete. In looking at current data (316 assessments for 2020) our numbers support the decision to hire another assessor to have a team of 2.5 assessors. Two full time assessors will complete 141 assessments per year each and part time assessor up to 70 per year. Please note that assessment numbers vary some from year to year. (2019 assessment numbers were 313)
- Payment of Overtime and Comp Time- To manage the workload of the assessments, dollars have been spent on overtime and comp time in 2020. (\$3525.96)
- Revenue Loss by Case Management- Estimated 348.5 hours of case management time in 2020 spent on assessment. When converted into revenue loss, \$33,971.78 could have been billed for case management duties as opposed to assessment.
- Revenue Gain with Role Separation- Separating the roles of case management and assessment has proven to be fiscally advantageous for HHS. In separating out case management from assessment in 2019 and 2020 the agency was able to drawn down an additional \$207,200.44 in revenue.

**Benefits of Hiring:**

- Increased quality of service to the community by improving response times for assessments, meeting DHS recommended guidelines and meeting the demand needed within the community.
- Reduce overtime and comp time costs to the agency.
- Maximize revenue of case management team.

**Challenges of Hiring:**

- Additional employee on payroll

**Additional Supporting Information:**

Case Management Revenue for 2019- \$546,261.51

Case Management Revenue for 2020-\$753,471.95

Current Difference in Revenue with operational change- \$207,200.44

**MODIFIED UNIFORM WAGE SCALE, JANUARY 1, 2021**

One-half percent (0.5%) General Adjustment 1/1/2021

Grade	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
20	\$ 43.97	\$ 45.27	\$ 46.61	\$ 47.99	\$ 49.41	\$ 50.87	\$ 52.37	\$ 53.92	\$ 55.52	\$ 57.17	\$ 58.86	\$ 60.61	\$ 62.40	\$ 63.73	\$ 65.64
19	\$ 42.35	\$ 43.60	\$ 44.89	\$ 46.21	\$ 47.58	\$ 48.99	\$ 50.44	\$ 51.93	\$ 53.47	\$ 55.05	\$ 56.68	\$ 58.36	\$ 60.09	\$ 61.36	\$ 63.20
18	\$ 40.73	\$ 41.93	\$ 43.16	\$ 44.44	\$ 45.75	\$ 47.10	\$ 48.50	\$ 49.93	\$ 51.41	\$ 52.93	\$ 54.50	\$ 56.11	\$ 57.78	\$ 59.00	\$ 60.77
17	\$ 39.10	\$ 40.26	\$ 41.44	\$ 42.67	\$ 43.92	\$ 45.22	\$ 46.56	\$ 47.93	\$ 49.35	\$ 50.81	\$ 52.32	\$ 53.87	\$ 55.46	\$ 56.63	\$ 58.33
16	\$ 37.48	\$ 38.58	\$ 39.72	\$ 40.89	\$ 42.10	\$ 43.34	\$ 44.62	\$ 45.94	\$ 47.30	\$ 48.69	\$ 50.13	\$ 51.62	\$ 53.15	\$ 54.27	\$ 55.90
15	\$ 35.86	\$ 36.91	\$ 38.00	\$ 39.12	\$ 40.27	\$ 41.46	\$ 42.68	\$ 43.94	\$ 45.24	\$ 46.58	\$ 47.95	\$ 49.37	\$ 50.83	\$ 51.91	\$ 53.46
14	\$ 34.23	\$ 35.24	\$ 36.28	\$ 37.34	\$ 38.44	\$ 39.58	\$ 40.74	\$ 41.94	\$ 43.18	\$ 44.46	\$ 45.77	\$ 47.12	\$ 48.52	\$ 49.54	\$ 51.03
13	\$ 32.61	\$ 33.57	\$ 34.55	\$ 35.57	\$ 36.62	\$ 37.69	\$ 38.80	\$ 39.95	\$ 41.13	\$ 42.34	\$ 43.59	\$ 44.88	\$ 46.20	\$ 47.18	\$ 48.59
12	\$ 30.99	\$ 31.90	\$ 32.83	\$ 33.80	\$ 34.79	\$ 35.81	\$ 36.87	\$ 37.95	\$ 39.07	\$ 40.22	\$ 41.41	\$ 42.63	\$ 43.89	\$ 44.81	\$ 46.16
11	\$ 29.36	\$ 30.22	\$ 31.11	\$ 32.02	\$ 32.96	\$ 33.93	\$ 34.93	\$ 35.96	\$ 37.01	\$ 38.10	\$ 39.23	\$ 40.38	\$ 41.57	\$ 42.45	\$ 43.72
10	\$ 27.74	\$ 28.55	\$ 29.39	\$ 30.25	\$ 31.14	\$ 32.05	\$ 32.99	\$ 33.96	\$ 34.96	\$ 35.99	\$ 37.04	\$ 38.14	\$ 39.26	\$ 40.09	\$ 41.29
9	\$ 26.12	\$ 26.88	\$ 27.66	\$ 28.47	\$ 29.31	\$ 30.17	\$ 31.05	\$ 31.96	\$ 32.90	\$ 33.87	\$ 34.86	\$ 35.89	\$ 36.94	\$ 37.72	\$ 38.85
8	\$ 24.49	\$ 25.21	\$ 25.94	\$ 26.70	\$ 27.48	\$ 28.28	\$ 29.11	\$ 29.97	\$ 30.84	\$ 31.75	\$ 32.68	\$ 33.64	\$ 34.63	\$ 35.36	\$ 36.42
7	\$ 22.87	\$ 23.53	\$ 24.22	\$ 24.93	\$ 25.65	\$ 26.40	\$ 27.17	\$ 27.97	\$ 28.79	\$ 29.63	\$ 30.50	\$ 31.39	\$ 32.32	\$ 32.99	\$ 33.98
6	\$ 21.25	\$ 21.86	\$ 22.50	\$ 23.15	\$ 23.83	\$ 24.52	\$ 25.24	\$ 25.97	\$ 26.73	\$ 27.51	\$ 28.32	\$ 29.15	\$ 30.00	\$ 30.63	\$ 31.55
5	\$ 19.62	\$ 20.19	\$ 20.78	\$ 21.38	\$ 22.00	\$ 22.64	\$ 23.30	\$ 23.98	\$ 24.67	\$ 25.39	\$ 26.14	\$ 26.90	\$ 27.69	\$ 28.26	\$ 29.11
4	\$ 18.00	\$ 18.52	\$ 19.05	\$ 19.60	\$ 20.17	\$ 20.76	\$ 21.36	\$ 21.98	\$ 22.62	\$ 23.28	\$ 23.95	\$ 24.65	\$ 25.37	\$ 25.90	\$ 26.68
3	\$ 16.38	\$ 16.85	\$ 17.33	\$ 17.83	\$ 18.35	\$ 18.88	\$ 19.42	\$ 19.98	\$ 20.56	\$ 21.16	\$ 21.77	\$ 22.41	\$ 23.06	\$ 23.54	\$ 24.24
2	\$ 14.75	\$ 15.17	\$ 15.61	\$ 16.06	\$ 16.52	\$ 16.99	\$ 17.48	\$ 17.99	\$ 18.51	\$ 19.04	\$ 19.59	\$ 20.16	\$ 20.74	\$ 21.17	\$ 21.81
1	\$ 13.13	\$ 13.50	\$ 13.89	\$ 14.28	\$ 14.69	\$ 15.11	\$ 15.54	\$ 15.99	\$ 16.45	\$ 16.92	\$ 17.41	\$ 17.91	\$ 18.43	\$ 18.81	\$ 19.37



**Position Description**

**SOCIAL WORKER**

**Department** Health and Human Services Department

**Grade** Grade 9

(Board adopted 3/28/2017)

**Reports to** Social Services Supervisor

**FLSA Status** Non-exempt<sup>1</sup>

**Union Status** AFSCME HHS Unit

**Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

**Job Summary**

Provide direct case management services to individuals and families in the areas of adult and child protection, mental health, chemical health, developmental disability, foster care licensing, brain injury, and elderly services. Case management services include assessment of need, care planning and implementation, collaboration with interdisciplinary teams, authorization of client service agreements, community referrals, supportive services and service coordination.

**Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

**Supervision Exercised**

No formal supervisory authority.

**Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Assess client's needs, develops treatment plans, coordinates with other agencies and professionals, advocate for client needs, and provides ongoing evaluations of progress. Includes authorizing and monitoring client service agreements.
2. Conducts investigations of maltreatment for children and adults, conduct forensic interviews, develops plans for the safety of these populations, and responds to crises after normal business hours if necessary.
3. Conducts various valid and reliable assessments to determine the appropriate level of care, funding mechanisms, placements needs and/or service options in the areas of adult and child protection, mental health, chemical health, developmental disability, foster care licensing, brain injury, and elderly services.

**Position Description**

4. Conducts direct service duties in residents' homes or community settings in which the conditions may be hostile and/or unsanitary, using critical thinking skills to respond to situations that may be volatile or harmful. Provides counseling and crisis intervention services. Transports clients who may be hostile or uncooperative.
5. Monitors and provides feedback of services provided to clients by outside professionals and para professionals, including adult and child foster care providers, home care providers and community support providers.
6. Advises the Court through written reports and expert testimony on the matters of protection, custody, adoption, guardianship, pre-petition screenings, civil commitment and visitation, and monitors compliance of civil commitment and CHIPS orders. Maintains case records and documentation so they are in state/federal audit-ready condition.
7. Appointment as legal guardians or custodians for specific clients and in those roles, accepts responsibility for making decisions regarding living arrangements, education, employment and medical needs. May act as representative payee or authorized representative with legal authority to manage and direct the use of clients' personal funds.
8. Attends required training to ensure competency in current practice standards in child protection, adult protection, adult and children's mental health, chemical dependency services, disability services, MN Choices and licensing.
9. Participates in the development, planning, reassessing, implementation and evaluation of an emergency preparedness plan for the County. May be required to report for specialized assigned duties or perform emergency response roles.
10. As assigned represents the department on various advisory committees and state or local work groups pertaining to job specific topics. This may include statewide MN Choice Mentor Meetings, presentations and/or training for other departments, the community and/or key stakeholders.
11. Performs other related duties as assigned or apparent, including duties for emergency response roles which may be after hours or in unsafe situations/environments.

**Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

Must obtain pertinent CEU's required for assigned position.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

**Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Current principles and practices of social work case management as they apply to the treatment of human behavior.
3. State and Federal laws and rules relating to the protection of vulnerable consumers, licensing, and case management.
4. Court procedures including due process of law, rules of evidence and testimony.



**Position Description**

5. Principles and techniques of interviewing and documentation in social work and the ability to apply them.
6. Computer systems and electronic record keeping.
7. Cultural differences related to intervention and treatment provided to individuals and families
8. Data Privacy Rights and HIPAA requirements.
9. Community, State, and Federal resources and referral process to access resources.
10. Third party payer system.

Skill in:

1. Maintaining professionalism while demonstrating effective Interpersonal skills as applied to interactions with coworkers, supervisors, and the general public.
2. Typing skill sufficient to complete 35 net words per minute without errors.
3. Skill in reading, writing, and speaking English proficiently.
4. Skill in organizing and prioritizing work.
5. Interviewing clients and collaterals.
6. Analytical and deductive reasoning.
7. Advocacy on behalf of clients.
8. Assessment and coordination of client needs/services including collaboration with service providers.
9. Reacting to situations within the field and being able to maintain personal safety.
10. Technology skills sufficient to operate computers, copiers, cameras and recording equipment.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
- ~~3. Testify in court.~~
4. Motivate the-disadvantaged population in the community.
5. Establish and maintain effective working relationships with clients, relatives, the Courts, local law enforcement, schools, community based providers, and the public to enhance safety, efficiency and knowledge base.
6. Remain objective and make sound decisions while analyzing complex situations and evaluating potential for improvement.
7. Manage time productively, meet deadlines and comply with state and federal law to enhance improved outcomes for individuals and families.
8. De-escalate hostile situations to enhance safety of clients and staff.
9. Effectively apply casework knowledge, and skills which may include respectfully confronting issues in families and with individuals to promote personal growth and mastery of skills necessary for consumer safety, independence and a higher level of functioning.
10. Work independently, and make critical decisions with limited direction that maybe vital to the health and safety of individuals served.
11. Communicate effectively, both orally and in writing, with diverse populations.
12. Adjust to ongoing state and federal requirement changes and assure protocols, practices, timelines, and documentation meet required standards.



**Position Description**

- 13. Reduce complex operations and processes to their simplest terms to provide step by step directions on how to accomplish the larger goal.

**Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards. Ability to write reports and correspondence for the Court.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Skills**

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of complex instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Example for consultant (this is not part of the final job description). In 2015, the Governor’s Task Force on Child Protection provided a list of 93 recommendations. Per the Governor’s Task Force on Child Protection, the screening function for reports of child maltreatment is one that requires the practitioner to have high level knowledge and skill competencies. The screening decision is a very important child safety decision. The screening of alleged child maltreatment reports involves the crucial task of systematically gathering and critically thinking through the facts of a report. There is recognition that this fact-gathering cannot and should not occur in isolation. Decisions made that involve the best practice thinking and judgment of a variety of professionals and cross-disciplines serves to improve the overall quality and consistency of decision making. It also increases transparency and accountability to the citizens of Minnesota.

**Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, Adobe, SSIS, MMIS, MN Choices, RMS, Revation, and Internet.

**Ability to Travel**

Frequent travel is required to family residences, facilities, jails, foster homes, hospitals, American Indian Reservations, Minnesota Security Hospital, Minnesota Sex Offender Program, and Department of Human Service locations throughout the State of MN for meetings, trainings, staffing, court hearings and assessments/investigations.

**Competencies**





To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.

**Work Environment**

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including unclean houses, potential for walking into drug lab sites, unstable structures, snowy/icy roads, rotting garbage, insect infestations, dangerous dogs, sewage, disease, volatile/unstable clients, and remote locations , cigarette and/or smoky areas, mold, and clients under the influence of mood altering substances.

Susceptible to worker burn-out and compassion fatigue.

**Equipment and Tools**

Computer, copier, fax, telephone, printer, 10-key calculator, camera, USB flash drives, router, signature pad, air card, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

**Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

**Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.



**Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

02/09/2017

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***Our Vision:*** We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

***Our Mission:*** Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

***Our Core Values:*** Collaboration, Innovation, Integrity, People-Focused, Professionalism

<sup>1</sup> Classified as FLSA Exempt, but currently paid as Non-exempt

**Emergency Paid Sick Leave Request**

<sup>1</sup> Effective January 1, 2021 through ~~March 31, 2021~~ May 31, 2021

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_ Position Classification: \_\_\_\_\_

Have you been employed by Aitkin County for at least 30 calendar days prior to your leave request? Yes / No

Requested Leave Start Date (runs concurrent with FMLA): \_\_\_\_\_ Estimated Leave End Date: \_\_\_\_\_

Your symptoms began on: \_\_\_\_\_ Your Covid test date: \_\_\_\_\_

Are you teleworking part-time or full-time? Yes / No Describe \_\_\_\_\_

List your close contacts at work by name and date of contact, if known. This includes coworkers, homeowners, clients, customers, etc. Close contact is defined as anyone you were within 6 feet of for 15 cumulative minutes or longer (with or without a mask), during the two days prior to onset of your symptoms. HR or your supervisor will immediately notify these close contacts if you test positive for Coronavirus.

**List of close contacts:**

**Emergency Paid Sick Leave** – 80 hours of employer paid sick leave; may be utilized prior to utilization of any other accrued leave. Part-time employees allotted emergency paid sick leave will be pro-rated based on the average number of hours worked the prior work week. These 80 hours run consecutively with FMLA time. When this emergency paid sick leave time is exhausted, your accrued leave time will be utilized.

**I hereby request Emergency Paid Sick Leave for the following reason: (check all that apply)**

- (1) I have been advised by a healthcare provider to self-quarantine due to concerns related to Coronavirus.
- (2) I am experiencing symptoms of Coronavirus and seeking a medical diagnosis.
- (3) I am caring for an individual who is subject to an order as described in subparagraph (1) of this section or has been advised as described in subparagraph (2) in this section.
- (4) I am caring for my son or daughter due to the school or place of care for my son or daughter being closed, or the childcare provider of my son or daughter is unavailable, due to Coronavirus precautions.
- (5) Effective 4/1/2021, I am unable to work because I am obtaining a COVID-19 vaccine, or I am recovering from an illness, injury or condition related to such vaccine (side effects).
- (6) Effective 4/1/2021, I am unable to work because I am seeking or waiting for the results of a diagnostic test or awaiting a medical diagnosis related to Coronavirus.

Attach the following to this form, or text it to HR at 218-839-8983:

- Proof of your Coronavirus test results (positive or negative). Locally, test results arrive soonest through MyChart.
- Copy of your healthcare provider’s recommendation to self-quarantine, including start and end dates.
- Other data to support your request for emergency paid sick leave, if applicable. E.g. Letter from closed school or childcare providers, etc.

Direct questions to **Bobbie Danielson, HR Director**, at [bobbie.danielson@co.aitkin.mn.us](mailto:bobbie.danielson@co.aitkin.mn.us), text 218-839-8983, or office 218-927-7277, direct. File note: 80 hours combined maximum between FFCRA 4/1/2020 – 12/31/2020 and County EPSL 1/1/2021 – ~~3/31/2021~~ 5/31/2021 for full-time employees. Pro-rated for part-time.

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021



**Interim Policy:  
Coronavirus Program for Employees**

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021

**Aitkin County  
Interim Policy: Coronavirus Program for Employees**

**Article I. PURPOSE:**

Section 1. Aitkin County believes in the importance of a healthy workplace and wellness and wants to work together with employees to ensure essential functions are operational, services can be provided, and employees are supported. In order to assist employees with health concerns and issues related to the current public health environment, this Coronavirus Policy will be in place until abolished by the County Administrator, as directed by the Board of Commissioners.

We recognize that the evolving nature of the pandemic will likely create the need for this policy to be amended, updated, and replaced. This policy is dated in order to identify the most current policy.

Section 2. Paid Leave under the Federal Families First Coronavirus Response Act (FFCRA) ended on December 31, 2020. Aitkin County is extending emergency paid sick leave (EPSL) to employees who are unable to work (or telework) due to a need for leave because of the Covid-related matters listed below.

**These provisions go into effect January 1, 2021.**

**(A) Aitkin County Emergency Paid Sick Leave (EPSL):**

Emergency Paid Sick Leave (EPSL) is available for employees who are unable to work (or telework) due to a need for leave because:

- 1) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 2) The employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 3) The County will also provide up to two weeks of paid sick leave at partial pay (2/3 rate), up to a specified cap, when an employee is unable to work because of a need to care for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 4) The County will also provide up to two weeks of paid sick leave at partial pay, up to a specified cap, when an employee needs to care for the employee's son or daughter whose school or place of care is closed, or whose child care provider is unavailable, due to COVID-19 related reasons.
- 5) Effective April 1, 2021, the employee is unable to work because they are obtaining a COVID-19 vaccine, or are recovering from an illness, injury or condition related to such vaccine (side effects).
- 6) Effective April 1, 2021, the employee is unable to work because they are seeking or waiting for the results of a diagnostic test or awaiting a medical diagnosis related to Coronavirus.

**Deleted:** 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.  
2

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County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021, 4/27/2021

Documentation from the clinic or healthcare provider, supporting the request, including the employee's name and date, is required in order to qualify for emergency paid sick leave (EPSL). Full-time employees may not exceed 80 hours of emergency paid sick leave April 1, 2020 – May 31, 2021 (FFCRA and County EPSL, combined), pro-rated for part-time employees.

Deleted: March 31

Aitkin County emergency paid sick leave (EPSL) will sunset on May 31, 2021.

Deleted: March

Full-time employees will be paid for up to 80 hours of work. Part-time employees who have a normal weekly schedule are entitled up to the number of hours of Paid Sick Leave equal to the number of hours that the employee is normally scheduled to work over two workweeks. Part-time employees who lack a normal weekly schedule will be paid up to the number of hours they worked on their last pay period.

Paid emergency sick leave is paid at 100% for an employee's own isolation, diagnosis, or treatment and at 2/3 pay for any other qualifying reason. An employee may choose to supplement their paycheck with available paid leave hours.

Emergency Paid Sick Leave (EPSL) will be utilized prior to other leaves that may be available.

Aitkin County's emergency paid sick leave (EPSL) will run concurrent with FMLA.

**Article II. UTILIZATION OF PAID LEAVE DURING A PUBLIC HEALTH EMERGENCY**

*County Administrator Jessica Seibert declared this policy to be active on March 18, 2020, following County Board adoption.*

**Section 1. Policy**

Conditions may occur where a disease, such as influenza, respiratory illness or other contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the County Administrator shall have discretion to declare this policy as active, with County Board ratification to follow.

If the County Administrator declares this policy to be active, with County Board ratification to follow, exceptions to the collectively bargained paid leave benefits and related county policies would be permitted to the benefit of employees, as follows:

- A. Full-time employees who have exhausted all paid leave will be allowed to go into the negative of up to 15 days of paid leave (up to a maximum of 120 hours, unless a greater amount is approved at the discretion of the County Administrator) for absence from work due to an infection of the public health emergency or to care for an immediate family member due to an infection of the public health emergency. Pro-rated for part-time employees, see attached form. Refer to the policy manual or applicable contract for definition of immediate family member under the sick leave provision.

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021



**Interim Policy:  
Coronavirus Program for Employees**

County Board adopted 4/28/2020, last revised 6/25/2020, 1/5/2021

**Article V. POST-TRAVEL MONITORING**

*This revised post-travel monitoring policy will be in effect until declared inactive by the County Administrator, as directed by the Board of Commissioners.*

Section 1

For the purpose of this section, employees are considered fully vaccinated for COVID-19 >2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

- A. Employees who are not fully vaccinated for COVID-19 and who travel out-of-state are required to notify their department head to determine if they will be required to remain at home for 14 calendar days after return, for post-travel monitoring. Department heads will take into consideration the location of travel and precautions being taken to minimize exposure to Coronavirus. Refer to the COVID Preparedness Plan, page 3, for practices asymptomatic employees should follow prior to and during their work shift (pre-screen, regular monitoring, wear a mask, social distance, disinfect and clean work spaces).
- B. When quarantined, every effort will be made to allow for remote work. If remote work is not an option, the employee shall utilize paid leave balances. For the purposes of this section (b), paid leave is defined as comp time, PTO, vacation, or personal leave. Utilization of sick leave is not authorized under this section (b), unless or until the sick leave utilization criteria contained in policy or collective bargaining agreement language is met.
- C. Employees who are fully vaccinated for COVID-19 and who travel domestically or who have recovered from COVID-19 in the past 3 months are not required to remain at home for 14 calendar days after return, for post-travel monitoring. Refer to the COVID-19 Preparedness Plan for Aitkin County for more information related to travel.

**Article VI. NOTIFYING OTHER EMPLOYEES OF A CONFIRMED CASE OF CORONAVIRUS**

Section 1

Department heads and immediate supervisors are required to notify the HR Director when employees are experiencing Coronavirus related matters.

Employees who test positive for Coronavirus are required to immediately (within 2 hours of results notice) notify their immediate supervisor and report their close contacts to the Aitkin County HR Director via 24-hour phone, voicemail, or text at 218-839-8983, As recommended by the CDC, if an employee is confirmed to have Coronavirus, Aitkin County will inform close contacts, including fellow employees, of their possible exposure to Coronavirus in the workplace, but protect privacy as required by state and federal law. Aitkin County will not identify by name an individual who has contracted the disease. Employees exposed to co-worker with confirmed Coronavirus should refer to CDC guidance for how to conduct a risk assessment of their potential exposure. Aitkin County will work closely with healthcare providers and rely on guidance from federal and local authorities about transmission risk and containment.



Aitkin County  
COVID-19 Preparedness Plan, Revised 4/13/2021

Deleted: 2/24/2021

the Department Head and/or Supervisor and the Human Resources Director. Additional strategies to be considered include:

- Employees should quarantine at home for a minimum of 7 days and get COVID-19 tested on day 5 or later. If the test result is negative and the employee has not developed symptoms, they may return to work on day 8 or later. Negative test results must be received prior to returning to work.
- Employees should quarantine at home for a minimum of 10 days. If symptoms develop the employee should get tested and remain home until results are available. If the employee has not developed symptoms, they may return to work on day 11.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with their Supervisor.

It is recommended that asymptomatic employees returning to work prior to a full 14-day quarantine should adhere to the following practices prior to and during their work shift:

- Pre-Screen: Employees should measure their temperature and assess symptoms before reporting to work. Thermometers will be made available in each county building if temperature checks have not been completed before work.
- Regular Monitoring: As long as the employee doesn't have a temperature or symptoms, they should self-monitor for 14 full days.
- Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days<sup>1</sup> after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

**The above quarantine strategies and guidance does not apply to employees working in sectors for which there is specific Minnesota State Guidance. For those employees, separate guidance documents should be consulted and followed.**

Per MDH's Quarantine Guidance for COVID-19, if someone has recovered from COVID-19 in the past 90 days and is exposed again, they do not need to quarantine if **ALL** of the following are true:

- Their illness was laboratory confirmed in the past 90 days
- They have fully recovered
- They do not currently have any symptoms of COVID-19

If someone has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if **ALL** of the following are true:

- The COVID-19 exposure was at least 14 days after their vaccination series was fully completed (last dose is day 0)
- They do not currently have any symptoms of COVID-19

Deleted: <#>The COVID-19 exposure was within 90 days of their final dose of the vaccination series

Deleted: 2/24/2021

People who live or work in a health care or long-term care facility, have been vaccinated, and have a COVID-19 exposure should refer to **COVID-10 Recommendations for Health Care Workers**.

Per CDC's Domestic Travel During COVID-19, you do not need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations and after travel should self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms and follow all state and local recommendations or requirements.

Domestic Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-monitor for symptoms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wear a mask and take other precautions during travel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Per CDC's International Travel During COVID-19, if you are fully vaccinated you do not need to get tested before traveling out of the U.S. but will be required to test before returning to the U.S. You should get tested 3-5 days after travel, self-monitor for symptoms and isolate if you become symptomatic but do not need to self-quarantine after your travel.

**CORONAVIRUS DISEASE 2019 (COVID-19)**

International Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
Get tested 1-3 days before traveling out of the US	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mandatory test required before flying to US	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Get tested 3-5 days after travel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Self-quarantine after travel for 7 days with a negative test or 10 days without test	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-monitor for symptoms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wear a mask and take other precautions during travel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



cdc.gov/coronavirus

Even after a person has recovered from COVID-19 or is fully vaccinated they should still continue to stay distanced, wear a mask that fits well, wash their hands often, and follow other precautions.

<sup>1</sup>Refer to Face Covering (Mask) Section below for current policy effective 7/25/2020 per Executive Order 20-81.

Aitkin County has made accommodations for employees with underlying medical conditions or who have household members with underlying health conditions. See *Aitkin County Personnel Policy: Article VIII*

Deleted: People visiting or returning from travel out of state are asked to quarantine after they arrive in Minnesota, regardless of vaccination status.

**AITKIN COUNTY  
SAFETY POLICY  
AND  
EMERGENCY ACTION PLAN  
FOR EMPLOYEES**

**INCLUDING SOME OF THE KEY OSHA REQUIREMENTS FOR EMERGENCIES**

| Board Adopted, December 18, 2018, Revised April 27, 2021

1

**TORNADO / STORM SHELTERS AREAS**

In the event of severe weather conditions, occupants of the following buildings should go to the storm shelter area indicated:

<b>Building or Worksite</b>	<b>Tornado/Storm Shelter Areas</b>
Government Center	Any interior room on the 1 <sup>st</sup> floor of the Government Center, including the hallway in the Auditor's office by the <i>interoffice</i> mail boxes and/or restrooms.
Highway Department	Any interior room in the building, including offices, hallways, restroom, or similar enclosed room or windowless area in center of the building.
Judicial Center	Basement of the judicial center.
South Annex / HHS	<p><b>During a severe thunderstorm warning:</b> Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room. <u>*Gather by unit.</u></p> <p><b>During a tornado warning:</b> Basement of the HHS building.</p>
Sheriff's Office and Jail	<p><b>During a severe thunderstorm warning:</b> Interior room in the building. This may be an office, hallway, restroom, or similar enclosed room. <u>*Gather by unit.</u></p> <p><b>During a tornado warning:</b> Basement of the Sheriff's Office.</p>
Land Department	Vault in Land Commissioner's office.
Long Lake Conservation Center	Any interior room in the building, including offices, hallways, restroom, or similar enclosed room or windowless area in center of the building. During a tornado warning, the Northstar Lodge inner hall or Marcum House "show room" if time allows.

<p>Employees in a Vehicle</p>	<p><b>During a severe thunderstorm warning:</b> Do not drive unless necessary. Tune in to your radio to stay informed of approaching storms. Turn on your headlights and slow down. Allow extra distance for braking. Pull safely onto the shoulder of the road away from any trees that could fall on the vehicle. Stay in the car and turn on the emergency flashers until the heavy rains subside. An automobile provides better insulation against lightning than being in the open. Avoid contact with any metal conducting surfaces either inside your car or outside. Avoid flooded roadways and downed power lines.</p> <p><b>During a tornado warning:</b> Do not drive during tornado conditions. Never try to out-drive a tornado in a vehicle. Tornadoes can change direction quickly and can lift a car or truck and toss it through the air. Get out of your vehicle immediately and seek shelter in a nearby building. If there is no time to get indoors, or if there is no nearby shelter, get out of the car and lie in a ditch or a low-lying area away from the vehicle. Be aware of the potential for flooding. Lie flat and face-down, protecting the back of your head with your arms. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.</p>
<p>Employees in the Outdoors</p>	<p><b>During a severe thunderstorm warning:</b> If possible, seek shelter in a vehicle or sturdy building.</p> <p>Avoid the following: Natural lightning rods such as a tall, isolated tree in an open area. Hilltops, open fields, the beach, or a boat on the water. Isolated sheds or other small structures in open areas. Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.</p> <p><b>During a tornado warning:</b> If possible, seek shelter in a sturdy building. If not, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.</p>

**FIRES**

Each department has an emergency procedures and evacuation plan to follow in the event of a fire. These are posted prominently in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers and first aid kits are located on each floor. A fire extinguisher video is available for employees to watch on the intranet. All employees are expected to familiarize themselves with the location of such equipment.

**Designated Assembly Areas for Fire Evacuation (Primary Relocation Center)**

<b>Building or Worksite on Fire</b>	<b>Designated Assembly Area</b>
<u>Government Center, Judicial Center, or South Annex</u>	Aitkin City Hall Council Meeting Room
Sheriff's Office and Jail	Follow departmental procedures
HHS	Aitkin PUC Garage Bays (gather by unit)
Land Department	<u>Sheriff's Pole Building</u>
Road & Bridge, Aitkin Shop	<u>Cold Storage Building</u>
Long Lake Conservation Center	LLCC Dining Hall Parking Lot
Road & Bridge, Palisade Shop	R&B to Palisade Community Center
Road & Bridge, Hill City Shop	Hill City City Hall
Road & Bridge, Jacobson Shop	Jacobson Fire Hall
Road & Bridge, McGrath Shop	McGrath DNR Building
Road & Bridge, McGregor Shop	McGregor City Hall

**Deleted:** Aitkin County Courthouse Rotunda  
**Deleted:** License Center  
**Deleted:** Aitkin County Courthouse Rotunda

If the designated assembly areas noted above are unsafe due to the circumstances, the secondary relocation center is the Westside Church, 810 2<sup>nd</sup> Street NW, Aitkin, MN.

**DEMONSTRATION OR DISTURBANCE**

In the event of a demonstration or disturbance, generally there will be no evacuation of the building. When a demonstration or disturbance develops, the County Administrator will, at his or her discretion:

- o Notify police, if necessary.
- o Notify Department Heads and County Commissioners.
- o Initiate lock-down procedures, if deemed appropriate.
- o Ask demonstrators to disperse.
- o Contain unrest. Seal off area of disturbance.
- o Move people involved in disturbance to an isolated area.
- o Document incidents with recorder or take detailed notes.

When a demonstration or disturbance develops, department heads and employees will:

- o Lock office doors and windows. Close window blinds.
- o Keep employees and visitors calm.
- o Not allow employees to leave the building until an all-clear signal is received from the County Administrator or Sheriff's Office representative.
- o Take roll call. Attempt to contact employees who are away from the office, but are anticipated to return to notify them of the demonstration or disturbance, if deemed appropriate.
- o Document all incidents.

**WORKPLACE SECURITY/SAFETY**

In addition to updating fire/tornado/storm shelter areas in the Safety Policy, department heads will also update recommended lockdown areas (not published).

Aitkin County

# Personnel Policy

Adopted: July 28, 2015

Last Revision: ~~January 26, 2021~~ April 27, 2021



**Our**

We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

**Vision:**

**Our Mission:** Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

**Our Core Values:** Collaboration, Innovation, Integrity, People-Focused, Professionalism



The Employer shall be obligated to make only one (1) HSA (or VEBA) account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

HSA (or VEBA) ADVANCEMENT: If an employee meets his/her annual deductible, the employee may provide proof and request advance payment up to the remainder employer HSA (or VEBA) allocation for the plan year, provided the employee agrees in writing to reimburse the County for the HSA (or VEBA) contribution, prorated by pay period [over 24 pay periods per year] for any time that remains, in the event the employee leaves employment for any reason other than death, and that the County has the right to deduct this amount from the employee's final paycheck. This "HSA (or VEBA) advancement" option as described in this paragraph will also be extended to bargaining unit members who are on the PEIP plan.

WAIVER PLAN OPTION: The employer may offer a waiver plan for employees who waive health insurance coverage. Effective January 1, 2019, employees who waive health insurance coverage, may elect to receive \$2,750 per year, pro-rated over 24 pay periods. Employees who waive coverage can elect to place their waiver dollars into their deferred comp account, into their HSA if they have a corresponding High Deductible Health Plan (HDHP), or receive it as taxable cash through the cafeteria plan, unless prohibited by law.

Subd. (6) MSRS HCSP Early Retirement Health Insurance Incentive:

Term: January 1, 2019 through December 31, ~~2021~~ 2023

Intent: Aitkin County values its long-term employees and this incentive is intended to assist employees who want to retire between the age of 62 and 65. Age 62 is the age at which most employees can start receiving Social Security retirement benefits (the amount is reduced until they reach full retirement at age 65 or older). Age 65 is the age at which employees become eligible for Medicare. This early retirement health insurance incentive is intended to help the employee cover any health insurance gaps between age 62 and 65.

Applies to: All employees age 62 or older (by January 15<sup>th</sup> annually) who have 15 or more years of full-time consecutive service with Aitkin County and who have met age and service requirements necessary to receive an annuity from PERA or who are receiving a disability benefit from PERA who elect to participate in the county's Early Retirement Incentive option in calendar year 2019, 2020, or 2021. All of these factors (age + years of service + PERA annuity or disability) must be met in order to qualify for the early retirement incentive.

Contribution: The employer will deposit up to \$512.08 per month into a Minnesota State Retirement Systems (MSRS) Health Care Savings Plan (HCSP) account as a reimbursement for the employee's single health insurance premium up to age 65. Employer contributions will stop sooner than age 65 in cases where the employee becomes eligible for Medicare sooner<sup>1</sup>, or upon death. In cases where the single health insurance premium is less than \$512.08 per month for single coverage, the employer's contribution shall not exceed the cost of the actual single premium. The employee will be responsible for any difference in premium.

<sup>1</sup>If the employee becomes eligible for Medicare sooner by either satisfying eligibility or disability criteria.

[HR file note: Retirements effective by June 30th, 60 days written notice required. An example: If an eligible employee submits their written retirement notice by April 30, 2022, and retires by June 30, 2022, they are eligible for the \$512.08 per month from July through December 2022 or until age 65 or eligible for Medicare. If an eligible employee submits their written retirement notice after April 30, 2022 and does not retire by June 30, 2022, they are ineligible for the \$512.08 per month from July through December 2022; their contribution would start in January 2023.]



**Section C. Life Insurance**

The County Board agrees to provide and pay for a life insurance policy of \$25,000 for all full-time employees, and to provide life insurance coverage in the amount of \$15,000 for their spouses and dependents up to age 26, subject to carrier restrictions.

**Section D. Long Term Disability Insurance (Board adopted revision 1/7/2020)**

All employees covered by a collective bargaining agreement shall follow the LTD provisions contained in the applicable union agreement.

Part-time, seasonal and temporary employees are not eligible for LTD insurance.

The County shall provide Long Term Disability Insurance reimbursement for full-time employees based on current salaries, subject to the provisions of this Article and limitations, benefits and conditions established by the contract with the insurance carrier. Said insurance shall take effect for new employees and elected department heads on the 1st of the month following date of hire. LTD monthly premiums will be paid by the employee via payroll deduction and then reimbursed by the employer.

**Section E. Affordable Care Act (ACA) Policy:**

In March 2010, Congress enacted and President Obama signed major reform legislation – the Patient Protection and Affordable Care Act (commonly called PPACA, ACA, or “Obamacare”) (Pub.L. 111-148), as amended by the Health Care and Education Reconciliation Act of 2010 (Pub. L. 111-152). This represents the most significant regulatory overhaul of the U.S. healthcare system since the passage of Medicare and Medicaid in 1965. The law includes hundreds of new requirements packed into thousands of pages of rules that affect the delivery and administration of employer-sponsored group health plans. The rules, as applied to employer-sponsored group health plans, generally fall into one of seven general categories, namely: 1) effective dates and grandfathering; 2) qualifying coverage mandates (insurance reforms); 3) employer mandates (play-or-pay provisions); 4) reporting and disclosure requirements; 5) individual mandates; 6) tax issues (revenue generating rules); and 7) the exchange program.