

**WATAB TOWNSHIP**  
**RESOLUTION 2024-10**  
**EARNED SAFE AND SICK TIME**

**WHEREAS**, the Town Board of Watab, Benton County, state of Minnesota puts forth a policy to comply with the state of Minnesota's Earned Sick and Safe Time (ESST);

**WHEREAS**, the state of Minnesota has mandated that safe and sick time to "appointed" employees to be used for mental or physical illness, treatment or preventive care; a family member's mental or physical illness, treatment or preventive care; absence due to domestic abuse, sexual assault, or stalking of the employee or a family member; elected officials are not eligible for ESST;

**WHEREAS**, temporary and part-time employees are eligible for ESST; an employee is eligible for ESST if they work at least 80 hours in a year and are not an independent contractor;

**WHEREAS**, ESST accrual begins immediately when an employee starts work; Watab Township will provide notice to all employees at the start of their employment that includes the following information: employees are entitled to ESST; the amount of ESST they will accrue; the accrual year for the employee (as set by the employer); the terms regarding when employees may use ESST; an explanation that retaliation for requesting or using ESST is prohibited; an explanation that employees have a right to file a complaint or to bring a civil action if ESST is denied or if employees are retaliated against for using ESST;

**WHEREAS**, accrual of hours is calculated at 1 hour of ESST for every 30 hours worked up to 48 hours per calendar year (January 1 through December 31). A maximum of 48 hours can be rolled over to the next year; hours over 48 not used in a calendar year will be forfeit by the employee;

**WHEREAS**, employees will be paid at the same hourly rate for ESST as their regular hourly rate of pay

**WHEREAS**, Watab Township will provide an earning statement to employees stating the total number of ESST hours accrued and available for use and the total number of ESST hours used in the pay period; records will be retained for 3 years;

**WHEREAS**, Watab Township will not pay out any accrued and unused ESST if an employee leaves their job, either voluntarily or involuntarily.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Watab Town Board does here by establish the following policies and procedures for ESST.

**Renews annually at the Annual Board Organizational Meeting**

**APPROVED AND ADOPTED THIS 8<sup>th</sup> DAY OF APRIL, 2024:**

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Board Chairperson and Supervisor

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Supervisor

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Supervisor

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Mary Shearer, Treasurer

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Kathy Sauer, Clerk