
Sponsor: County Manager's Office

Meeting Date: 6/25/2024

Title: Amendment to Administrative Code - Chapter 5, Employee Personal Effects Policy

File Number: 2024-198

Background and Rationale:

On November 26, 1996, the Ramsey County Board of Commissioners approved an increase to the amount employees may be reimbursed for personal belongings damaged or destroyed in the course of their employment, without board approval, from \$250 to \$750. The resolution also amended Section 3.40.36 of the Administrative Code, titled Employee Personal Effects, to reflect the change. Individual claims must be submitted to the employee's department head for review and recommendation and must state the appliance or property destroyed or damaged statement of circumstances causing the loss, the monetary amount of the loss, and proof of cost of replacement.

Another section of the Administrative Code, Section 5.10.27 - Employee Personal Effects Policy, was not mentioned in the resolution and, thus, this section was not updated to reflect the reimbursement amount increase. The section still states, "Claims in excess of \$250 must be submitted to the Board of Commissioners for approval." The difference is likely a simple oversight, as the board's intentions were clear in the 1996 resolution that the reimbursable amount was to increase from \$250 to \$750.

Section 5.10.27 also states, "For more information contact: County Attorney." Section 5.10.27 is also being updated to direct any questions to the County's Risk Manager consistent with Administrative Code. 4.46.70. These claims are managed by the Enterprise Risk Management team.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

1. Approve the amendments to the Administrative Code, Section 5.10.27, Employee Personal Effects Policy.
2. Direct the Chief Clerk to the Ramsey County Board to amend the Administrative Code to reflect the approved amendments.

A motion to approve was made by Commissioner Moran, seconded by Commissioner Reinhardt. Motion passed.

Aye: - 6: Frethem, Martinson, McGuire, Moran, Reinhardt, and Xiong

Absent: - 1: Ortega

By: 
Mee Cheng, Chief Clerk - County Board