

Minneapolis Police Department

| Candidate Information | | | |
|-------------------------------|------------------------------|----------------------------|------|
| First Name LUKE | Middle Name GERARD | Last Name RYSAVY | |
| Date of Birth | Marital Status | Social Security Number | |
| 13.43 - Personnel Data | | 13.355 - SSN | |
| Ethnicity | Gender | | |
| 13.43 - Personnel Data | | | |
| Emergency Contacts | | | |
| 13.43 - Personnel Data | | | |
| Driver's License Information | | | |
| 13.43 - Personnel Data | | | |
| Internal Only | | | |
| HR Approval | Date | HRIS | Date |
| Hire Date | Badge | Employee ID | |

Please type or print – must be legible

The above information is necessary to expedite the hiring process in the event you are selected for a final job offer. By completing this form it does not promise and/or imply a final job offer. Final job offers will be made if you successfully pass all pre-employment exams. If you do not receive a final offer, this information will be destroyed.

MPD HR use only

**ACKNOWLEDGMENT
OF
Special Order S13-047**

Regarding Non-Public Data

By signing this Acknowledgment* I certify that I have read Special Order S13-047 and reviewed the specific Policy and Procedures listed in the Order. I further acknowledge that I am required to protect data in accordance with state and federal law and MPD policy and that the failure to do so may subject me to criminal charges as well as discipline, up to and including discharge.

This Acknowledgment supplements my receipt of the electronic version of the MPD Policy and Procedure Manual.

EMPLOYEE NAME: LUKE GERARD RYSAVY
(please print)

EMPLOYEE SIGNATURE *Luke Rysavy* Date: 2/2/2021

BADGE/IDENTIFICATION NUMBER: 6227 / 006227

SUPERVISOR'S NAME AND SIGNATURE: _____ Date: _____

Employees must sign in front of their supervisors. Supervisors must collect the signed forms and deliver them to their respective Inspector, Commander or Director.

* Returning a signed acknowledgment form to your supervisor is mandatory.

Electronic Communication Policy

Employee Acknowledgement

I have received an electronic or paper copy of,
or reviewed the CityTalk version of
the revised City's Electronic Communication Policy
approved by the Council on September 2, 2005
and effective September 10, 2005.

I understand that I am accountable for knowing and abiding by the Electronic Communication Policy and that I will be held accountable for abiding by this policy and its procedures. I understand how to access the online version of the Electronic Communication Policy in the CityTalk Policy Library.*

*(*If you do not understand how to access the online Policy Library, see your immediate supervisor for training until you are able to successfully access the Library.)*

I understand that this receipt is filed with my personnel records

Signature Lush Pyszony

Date 2/2/2021

ELECTRONIC VERSION OF THE MPD POLICY & PROCEDURE MANUAL

I understand that I am accountable for knowing and abiding by all policies and procedures contained within the Minneapolis Police Department Policy and Procedure Manual and that I will be held accountable for abiding by the policies and procedures contained therein.

I have read the instructions and understand how to access the online electronic version of the Minneapolis Police Department Policy and Procedure Manual.

If you do not understand how to access the online manual, see your immediate supervisor for training until you are able to successfully access the online manual.

NAME: LUKE GERARD RYSAVY
(Please print)

SIGNED: 

BADGE/EMPLOYEE #: 6227 / 006227

DATE: 2/2/2021

SIGNATURE AND RETURN OF THIS RECEIPT IS MANDATORY

Notice of New Health Insurance Marketplace Coverage Options and Your Health Coverage

Effective Date: January 1, 2019

PART A: General Information

Key parts of the health care law took effect in 2014 which resulted in a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by the City of Minneapolis.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health coverage through the Marketplace begins in October each year for coverage starting January 1st of the following year.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. Your eligibility for premium savings depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing, if your employer does not offer health coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the health coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.*

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you will lose your employer's contribution (if any) to the employer's health coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about the City's health coverage, please check your summary plan description or contact City of Minneapolis, Human Resources/Benefits, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339, calling 612-673-2282

The Marketplace can help you evaluate your health coverage options, including your eligibility for health coverage through the Marketplace and its cost. For more information, including an online application for health coverage, please call 1-855-366-7873 or visit <http://www.mnsure.com/> if you are a Minnesota resident or, <https://www.healthcare.gov/> if you live in any other state for a Health Insurance Marketplace in your area.

* An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs. (NOTE: The City's health plan is offered to employees working 30 or more hours a week and is designed to meet the Affordable Care Act's "minimum value" standard. The City's lowest cost non-wellness program plan for an individual has a monthly premium rate is \$48.00)

PART B: Information About Health Coverage Offered by the City of Minneapolis

This section contains information about any health coverage offered by the City of Minneapolis. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

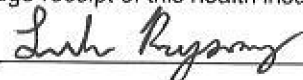
| | | | |
|---|----------------|---|--|
| 3. Employer Name: City of Minneapolis | | 4. Employer Identification Number (EIN) 41-6005375 | |
| 5. Employer Address 350 South 5 th Street | | 6. Employer Phone Number 612-673-2282 | |
| 7. City Minneapolis | 8. State MN | 9. ZIP Code 55415 | |
| 10. Who can we contact about employee health coverage at this job? Human Resources Benefits Consultant | | | |
| 11. Phone Number (if different from above) 612-673-2282 | | 12. Email Address hrstaff@minneapolismn.gov | |

Here is some basic information about health coverage offered by the City of Minneapolis:

- As your employer, the City offers a health plan to certain employees. Eligible employees are employees who, at the time of hire, are regularly scheduled to work at least 30 hours per week or who average at least 30 hours of service per week during a 52 week measurement period.
- For 2019, the City's lowest cost plan for an individual (non-wellness rate) has a monthly premium of \$48.00.
- With respect to dependents, the City offers coverage. Eligible dependents include the eligible employee's spouse, the eligible employee's child, and any other person who qualifies as a dependent of the employee for the purposes of Sections 105 and 106 of the Internal Revenue Code of 1986, as amended from time to time, as clarified in Revenue Procedure 2008-48.
- The City's coverage is designed to meet the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.
- Even though the City intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.
- If you purchase a health plan through the Marketplace instead of accepting health coverage offered by the City, then you will lose the City's contribution to the City's health coverage. Also, this City contribution—as well as your employee contribution to the City's health coverage—is excluded from income for Federal and State income tax purposes. Your payments for health coverage through the Marketplace are made on an after-tax basis.

The Marketplace can help you evaluate your health coverage options, including your eligibility for health coverage through the Marketplace and its cost. For more information, including an online application for health coverage, please call 1-855-366-7873 or visit <http://www.mnsure.com/> if you are a Minnesota resident or, <https://www.healthcare.gov/> if you live in any other state for a Health Insurance Marketplace in your area.

I acknowledge receipt of this health insurance Marketplace notice.

Signature: 

Date: 2/2/2021

Employee: Please return the original, signed form to your supervisor and keep a copy for your records.

Supervisor: Please ensure that the original, signed form is filed in the employee's personnel file.

All MPD Personnel:

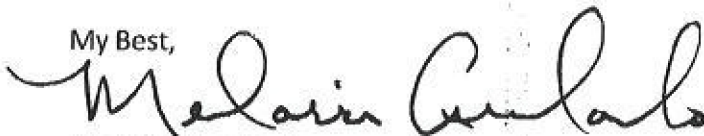
RE: Important Message Concerning Email

This is a reminder that email privileges are governed by the City of Minneapolis Electronic Communication Policy. The Policy is located on the Intranet at: http://www.ci.minneapolis.mn.us/policies/policies_electronic-communications-policy. Electronic Communications are public data and must reflect a positive, professional image of the City of Minneapolis.

The policy covers all electronic communications, including the City's email, and internal and external websites. Every person who was given or has gained access to the City's computer system is responsible for adhering to the City standards when electronic communications are sent, received, forwarded, saved or otherwise disseminated. Anyone who uses this system in a manner that is not consistent with City policies may be subject to disciplinary action, up to and including termination.

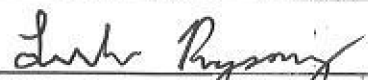
Employees are prohibited from intentionally viewing, sending or disseminating inappropriate email materials, including harassing; threatening or obscene materials (any materials with ANY sexual connotation). You are encouraged to advise anyone who sends or disseminates such inappropriate materials to stop from doing so. If you view such materials or receive such materials from a City employee, vendor, volunteer or other agent of the City, report it to your immediate supervisor, the Human Resources Generalist, or the Minneapolis Police Department's Internal Affair Unit. Do not delete the information from your computer until appropriate authorities have had an opportunity to retrieve the information for their investigation. Employee email and/or electronic files may be audited in an attempt to determine if the policy is being violated.

My Best,



Medaria Arradondo
Chief

Name LUKE GERARD RYSAVY Employee Number 006227

Signature  Date 2/2/2021
(Acknowledgement Receipt)

Nepotism Policy

I. Purpose

The Nepotism policy is intended to mirror Section 15.160 of the Minneapolis Code of Ordinances, Ethics in Government which include a prohibition against nepotism in the workplace.

II. Policy

No local official or employee shall be the immediate supervisor, or that supervisor's immediate supervisor, of a related person. The Human Resources Department will work with the affected related persons to resolve violations of this provision that exist because of existing supervisory relationships.

A local official or employee of the city shall not influence or attempt to influence the hiring, transfer, suspension, promotion, discharge, reward, discipline, or the adjustment of grievances of a related person.

A local official or employee of the city shall not influence, or attempt to influence the awarding of a city contract to a related person. No local official or employee shall be responsible for managing a city contract with a related person.

III. Definitions

A. Related person shall mean a person in a marital relationship, a domestic partner relationship or other committed relationship with a local official or employee, or in a significant familial relationship with a local official or employee.

B. Significant familial relationship means:

1. By blood or adoption: parent, child, grandparent, grandchild brother, sister, half-brother, half-sister, uncle, aunt, nephew, niece, first cousin.

2. By marriage: husband, wife, stepparent, stepchild, stepbrother, stepsister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece. Divorce terminates a significant familial relationship by marriage.

Last updated Oct. 23, 2012

Nepotism Acknowledgement Form

You are required to complete and return this form to Human Resources.

By my signature, I acknowledge receipt of the nepotism provision of the City's Ethics Code, Chapter 15, *Ethics in Government*. I further acknowledge that I can access and review the Ethics Code in its entirety via CityTalk at <http://citytalk/policies/policies-council-code-of-ethics.pdf>.

Print Name: LUKE GERARD RYSAVY

Job Title: POLICE RECRUIT

Department/Division: MPD

Signature: 

Date: 2/2/2021

Completed Acknowledgement forms should be sent to:
The Department of Human Resources, PSC Room 100



*Serving Community.
Building Careers.*

Police Department – Medaria Arradondo, Chief of Police
350 S. Fifth St. - Room 130
Minneapolis, MN 55415

February 1, 2021

Luke Rysavy

13.43 - Personnel Data

Dear Luke,

Congratulations on your new position and welcome to the City of Minneapolis! I am pleased to extend a final job offer to you, for the position of Police Recruit with the Minneapolis Police Department. You have passed all of the requirements necessary for entrance into our Police Academy.

Salary: You will begin at the Recruit Step on our salary schedule, which is \$31.45 per hour. Thereafter, eligibility for subsequent step progression shall be as established by the Labor Agreement, assuming successful completion of performance requirements.

Probation: Your probationary period will end upon having serviced 12 months as a sworn Police Officer with MPD. The primary objectives of a probationary period are training and evaluation of your job performance. You shall also receive informal review and feedback of your performance.

Vacation: Vacation time is determined on the basis of continuous years of service. You are eligible for 12 days of vacation your first year. Vacation leave balances can be carried over from year-to-year up to a maximum of 400 hours. You will be eligible to use accrued vacation after 6 months of service.

Holidays: Full time employees receive eleven (11) paid holidays per year (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples Day (aka Columbus Day), Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.)

Sick Leave: Sick Leave: Full time employees earn up to twelve (12) days of sick leave per year. Sick leave balances can be carried over from year-to-year. You may begin to use sick leave as you accrue sick leave.

Union: Your job classification is represented by the Police Officers Federation. Their main number is 612-788-8484. You can review your contract at <http://www.minneapolismn.gov/hr/laboragreements/index.htm>.

Healthcare: You will be eligible for benefits and City paid contributions towards the cost of medical, dental, and life insurance plans effective 03/01/2021. Please visit <http://www.ci.minneapolis.mn.us/hr/benefits/index.htm> for more detailed plan information. You may also contact our Benefit Division at 612-673-2282 for assistance with your benefit questions.

Pension: Enrollment in the Public Employees Retirement Association (PERA) Coordinated Plan is automatic. Currently the City's contribution rate is 7.50% and the employee's rate is 6.50%.

Revised January 2021

Orientation: Tuesday, February 16, 2021- Please report to the MPD Strategic Operations Center located at 4119 DuPont Avenue North, Minneapolis, no later than 0800 hours. Come dressed in business attire and bring the following documents and equipment:

- Drivers license
- Social Security Card or Birth Certificate
- 2 blank checks (one for POST and one for direct deposit)
- Marriage Certificate (if married)
- Dependent Birth Certificate (if you have children)
- Eligible Dependents Supporting Documentation (see attachment Eligible Dependents and Supporting Documentation)
- Pen and Paper

Please note that you are also required to present the original documents to prove your identity and authorization to work in the United States on your first day of employment.

Identity verification and employment eligibility to work in the United States is now processed through Equifax with E-Verify. This is a paperless process in which you will complete section 1 of the I-9 form online, prior to your first day:

- Log onto www.newI9.com to complete section 1 of the I-9 Form
- Use employer code **11468**
- In the "Employment Date" field, enter your start date at the City
- You will see a link for instructions once you have signed in

Human Resources Representatives will be in attendance on your first day to provide you with helpful information, to answer questions, and to complete the remainder of your employee paperwork.

Academy: The Police Academy is 15 full weeks of training. Except for the first day, your hours during the Recruit Academy will be Monday through Friday from 0730 – 1600 hours.

Uniforms and Equipment: See enclosed provided document.

Contacts: If you have questions or concerns, feel free to call either of the following:

- Sgt. Kurt Schoonover (612) 919-9488
- Omaar Balton, Human Resources Consultant (612) 673-2713

We look forward to seeing you on your first day with the Minneapolis Police Department.

Sincerely,



Amelia Huffman
Deputy Chief
Office of Professional Standards
Minneapolis Police Department

Cc: Employee Personnel file
Dept. HRIS administrator

I have reviewed this offer of employment with the City of Minneapolis and accept the terms and conditions outlined herein.

Leah Pysany
Signature

2/2/2021
Date



HIRE/PERSONNEL ACTION FORM

Employee Information

Employee: Rysavy, Luke G

Address 1:

Address 2:

City:

Phone:

Gender:

13.43

Ethnicity:

13.43

13.43 - Personnel Data

Hire Information

Person ID: 30391919

Job Class #: 08170C

Job Class: Police Officer (Grandfather Salary Schedule)

Hire Date: 02/16/21

Pay Rate: \$31.45

Department: Police

Division: Police

Hire Req. #: 2021-00067

Job Term: Full-time

Comments: Emp 006227 Badge 6227

Additional Information

Action/Action Reason:

Hire, New Hire - Regular

Date of Birth:

13.43 - Personnel Data

Marital Status:

Salary Step:

16

Earnings Distribution % - 1:

100

Earnings Distribution % - 2:

Combo Code - 1:

13.43 - Personnel Data

Combo Code - 2:

Probationary Date:

02/16/2022

Supervisor ID (hiring Job Code only):

Expected End Date:

| Employee ID | Last Name | First Name | Rank | Hire Date | Employee Status | Course | End Date | Continued Education Credits |
|-------------|-----------|------------|----------------|----------------|-----------------|--|------------------|-----------------------------|
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2021 Recruit Academy #1 (Feb 16-Jun 04) | 6/4/2021 0:00 | 0 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2021 Encrypted Radio Training, Multiple Dates | 8/3/2021 17:30 | 1 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2021 EVOG Training Program. Multiple Dates | 10/20/2021 16:00 | 8 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2021 Annual In-Service, Phase II, Multiple Dates | 10/18/2021 16:00 | 7 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2021 TASER Re-Certification, Multiple Dates | 12/9/2021 1:00 | 4 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2022 Annual In-Service, Phase 1, Use of Force, DT, MFF, and Narcan (var Jan-Apr) | 3/8/2022 20:00 | 6 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2022 Annual Handgun Qualification (var-Feb) | 2/1/2022 22:00 | 1 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2022 Annual Handgun Development/Phase II In-Service (May, Aug, Sep dates) | 9/7/2022 17:00 | 7 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2022 New Patrol Rifle Operator Course (June 01-03) | 6/1/2022 18:00 | 7 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2022 New Patrol Rifle Operator Course (June 01-03) | 6/2/2022 18:00 | 7 |
| 006227 | Rysavy | Luke | Police Officer | 2/16/2021 0:00 | Active | 2022 New Patrol Rifle Operator Course (June 01-03) | 6/3/2022 18:00 | 7 |