

# City of Saint Paul Salary Plan & Rates of Compensation

## SECTION I: SALARIES PAYABLE

- A. **CLASSIFIED EMPLOYEES - REPRESENTED:** The salaries payable for positions in classes established in accordance with Section 3 of the Civil Service Rules and which have been certified to a Bargaining Unit, shall be the rates set forth in the various Collective Bargaining Agreements between the City of Saint Paul and the certified exclusive representatives as listed in the Bargaining Unit Salary Schedules.
- B. **CLASSIFIED EMPLOYEES – NOT REPRESENTED:** The salaries payable for positions in classes established in accordance with Section 3 of the Civil Service Rules which have not been certified to a Bargaining Unit, shall be the rates set forth in the appropriate assigned employee group in the Salary Schedule.
- C. **UNCLASSIFIED EMPLOYEES:** The salaries payable for unclassified positions shall be established in accordance with Section V of this plan.
- D. **ENTRANCE SALARY:**

Except as provided in Section 28.B of the Civil Service Rules, and except as the Council may otherwise provide hereinafter, the salary rate which shall be paid to any appointee in a position in the Classified Service in a class established in Section 3 of the Rules shall be Step A in the salary schedule Range applicable to the position.

## E. **ADVANCEMENT IN SALARY:**

- 1. Except as provided in Section 28.B of the Civil Service Rules and except as hereinafter provided, increases in salary above Step A in a classification assigned to a grade may be granted to regular and provisional employees as follows:
  - (a) For each 1040 hours an employee, other than a Fire Fighter, has appeared on the payroll in one position, s/he may be granted an increase in salary of one salary step up to and including Step C. For the first 1760 hours a Fire Fighter has appeared on the payroll, s/he may be granted an increase in salary of one step to Step B. For the next 640 hours a Fire Fighter has appeared on the payroll after s/he has attained Step B, s/he may be granted an increase of one step to Step C. For the next 1760 hours a Fire Fighter has appeared on the payroll after s/he has attained Step C, s/he may be granted an increase of one step to Step D. For each 2080 hours a Fire Fighter has appeared on the payroll after s/he has attained Step D, s/he may be granted an increase of one step to Step E.
  - (b) For each 2080 hours an employee has appeared on the payroll in one position after s/he has attained Step C, s/he may be granted an increase in salary of one step up to and including Step E, or in the case of an employee in a position in a class in the Professional-Administrative Occupational Group, Step F; except, however, if said employee has received a five year increase s/he may be granted an increase in salary of one step up to and including Step F, or in the case of an employee in a position in a class in the Professional-Administrative Occupational Group, Step G; and if s/he has received a ten-year increase s/he may be granted the ten-year step, and if s/he has received a fifteen-year increase s/he may be granted the fifteen year step.

- (c) When an employee completes five years of full-time service s/he may be granted an increase of one additional salary step; provided, however, that his/her salary shall not exceed Step F, or in the case of an employee in a position in a class in the Professional-Administrative Occupational Group, Step G.
- (d) When an employee completes ten years of full-time service s/he may be granted an increase of one additional salary step; provided, however, that his/her salary shall not exceed the ten-year step.
- (e) When an employee completes fifteen years of full-time service s/he may be granted an increase on one additional salary step; provided, however, that his/her salary shall not exceed the fifteen-year step.
- (f) When an employee in a position in a class represented by the Clerical or Technical Bargaining Unit completes twenty years of full-time service s/he may be granted an increase of one additional salary step; provided, however, that his/her salary shall not exceed the twenty-year step.
- (g) When an employee in a position in a class represented by the Clerical or Technical Bargaining Unit completes twenty-five years of full-time service s/he may be granted an increase of one additional salary step.
- (h) Any increase in salary under the provision of the Section shall become effective on the first day of the first payroll period immediately following the granting of such an increase.
- (i) When an employee in a position in a class represented by the Technical or Clerical or Professional Bargaining Units holds a title in a grade followed by the suffix "E" the following shall apply: For each 2080 hours an employee has appeared on the payroll after he/she has attained Step C, s/he may be granted an increase in salary of one step up to the seven-year step; and if s/he has received a ten-year increase s/he may be granted the ten-year step, and if he/she has received a fifteen-year increase s/he may be granted the fifteen-year step. However, in no case will a Recreation Center Director be granted Step G until s/he has completed fifteen credit hours in courses pertaining to recreation.
- (j) Vehicle Mechanic Trainees may advance to the next higher 1,000 hour rate by completing an additional 1,000 hours of training with satisfactory progress.

Vehicle Mechanic Trainees will not be advanced to a higher level of training or rate of pay unless on-the-job and formal training requirements are completed satisfactorily and the Unit Supervisor recommends advancement.

Vehicle Mechanic Trainees failing the probationary period will be terminated or reduced to their former positions. Subsequent to satisfactory completion of their probationary period, trainees who receive an unsatisfactory rating for a 1,000 hour training period will be granted an additional 1,000 hours in which to demonstrate improved performance. Continued failure to meet training standards will result in termination or reduction.

## F. COURT DUTY:

Any employee who is required to appear in court as a juror or witness shall be paid his/her regular pay while s/he is so engaged, provided, however, that any fees that the employee may receive from the court for such service shall be paid to the City and be deposited with the Director of Finance and Management Services. Any employee who is scheduled to work a shift, other than the normal daytime shift, shall be rescheduled to work the normal daytime shift during such time as s/he is required to appear in court as a juror or witness.

## G. VACATION:

In each fiscal year, (IRS payroll reporting year) each regular or provisional employee, except those in the Fire Service, shall be granted vacation at the rate of eighty hours per year. After five years of full-time service each such employee shall be granted vacation at the rate of one hundred twenty hours per year. After fifteen years of full-time service each such employee shall be granted vacation at the rate of one hundred sixty-eight hours per year. After twenty-five years of full-time service each employee shall be granted vacation at the rate of one hundred seventy-five hours per year.

A department director may permit an employee to carry over into the following year up to one hundred and twenty hours, or in the Fire Service the number of hours worked for three weeks. If for emergency reasons the department director determines that additional carry over is necessary for an employee, then the employee shall ask the Director of Human Resources to allow that additional time be carried over. Such additional days must be used within the first three months of the following year.

Any employee who does not work full time shall be granted vacation on a pro rata basis.

The time of vacation shall be fixed by the department in which the employee is employed.

If an employee has been granted more vacation than the employee has earned up to the time of separation from the City service, the employee shall reimburse the City for such unearned vacation. If an employee is separated from the service by reason of resignation, the employee shall be granted such vacation pay as the employee may have earned and not used up to the time of such separation, provided that the employee has notified the department director in writing at least fifteen (15) calendar days prior to the date of his resignation. If an employee is separated from the service by reason of discharge, retirement or death, the employee shall be granted such vacation pay as may have been earned and not used up to the time of such separation.

In case of an employee adoption of a child up to five years of age, employees shall be permitted to carry over into the following fiscal year up to 80 additional hours of accrued vacation time each year up to a total of 240 hours.

This adoption provision shall apply only to one City employee in the event that both adoptive parents are City employees.

Vacation Donation: Employees may exchange or transfer their vacation credits from one employee to another under the following conditions:

1. Such transfers can be made only after the showing of unique or special circumstances and only upon approval of the Director of Human Resources.
  2. Before such transfer will be approved the proposed recipient of the transfer must have used all of his/her accrued or useable vacation and all of his/her compensatory time.
  3. Such transfer shall be on a dollar-for-dollar basis. The worth of the vacation shall be adjusted to the pay level of the donor. Therefore, if the salary of the donor is greater than the donee, one day of vacation of the donor shall result in more than one full day to the donee. Conversely, if the salary of the donor is less than the donee, the one day of vacation of the donor shall result in less than one full day to the donee.
  4. Vacation transfer shall be limited to 10 work days unless the donor has actually accrued more than 10 work days of vacation. If the donor has accrued more than the 10 days then the vacation transfer will be limited to the amount of vacation days actually accrued by said donor.
  5. Requests for such transfer of vacation must be submitted to the Director of Human Resources, in writing, by the recipient employee or by the recipient employee's supervisor with the consent of the recipient employee.
  6. When such a request is received, the Director of Human Resources may, if s/he approves such a request, give notice to City employees of the request for such transfer.
  7. When a donor volunteers such transfer, s/he must first execute a release document for such transfer and such document will be kept on file the Office of Human Resources.
  8. When a transfer has been finalized in accordance with these rules and approved by the Director of Human Resources, the Director shall so notify the Office of Financial Services and the necessary accounting action shall be taken to reflect such transfer.
- (b) Any unused portion of such donated vacation shall be returned to the donor or donors. The manner of such return should be similar to that defined in #3 of this resolution only in the reverse order of transfer.

## H. HOLIDAYS:

1. The following days are declared to be holidays:

New Year's Day	January 1
Martin Luther King Day	The third Monday in January
Washington's & Lincoln's Birthday	The third Monday in February
Memorial Day	The last Monday in May
Independence Day	July 4
Labor Day	The first Monday in September
Veterans' Day	November 11
Thanksgiving Day	The fourth Thursday in November
Day after Thanksgiving	The Friday after Thanksgiving
Christmas Day	December 25
Floating Holiday	To be granted at any time during the year with the approval of the department director.

When New Year's Day, January 1; or Independence Day, July 4; or Veterans' Day, November 11; or Christmas Day, December 25; falls on Sunday, the following day shall be a holiday; and, provided, when New Year's Day, January 1; or Independence Day, July 4; or Veterans' Day, November 11; or Christmas Day, December 25; falls on Saturday, the preceding day shall be a holiday. Employees may be granted such time off with pay as the Council by resolution may provide from time to time, and such provision shall apply uniformly to all employee unless excluded by the provisions of #5 in this section below.

2. Every regular or provisional employee shall be granted each such holiday off with pay; provided, however, that eligibility for the floating holiday shall be as follows:

For those regular or provisional employees who work at least 320 hours but less than 1040 hours in the fiscal year, (IRS payroll reporting year), they shall be granted one-half the total number of floating holidays applicable.

For those regular or provisional employees who work at least 1040 hours in the fiscal year, (IRS payroll reporting year), they shall be granted the total number of floating holidays applicable.

3. If an employee entitled to a holiday is required to work on Martin Luther King Day, Washington's and Lincoln's Birthday, Day after Thanksgiving, or Veterans' Day, s/he shall be granted another day off with pay, in lieu thereof, as soon thereafter as the convenience of the department permits, or s/he shall be paid on a straight time basis for such hours worked, in addition to his/her regular holiday pay. If an employee entitled to a holiday is required to work on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day or Christmas Day, s/he shall be recompensed for work done of this day by being granted compensatory time on a time and one-half basis or by being paid on a time and one-half basis for such hours worked, in addition to his/her regular holiday pay.
4. In order to be eligible for a holiday with pay, an employee's name must appear on the payroll on any six working days of the nine working days preceding the holiday; or an employee's name must appear on the payroll the last working day before the holiday and on three other working days of the nine working days preceding the holiday. In neither case shall the holiday be counted as a working day.

5. Provisions one through four of this Subsection H shall not apply to any employee whose position is under a heading of “Special Employments” in accordance with Section 3 of the Civil Service Rules and who is paid by the hour or by the performance.
6. Every employee whose position is under a heading of “Special Employments” in accordance with Section 3 of the Civil Service Rules and who is paid by the hour shall be paid on a time-and-one-half basis for time worked on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
7. Every temporary employee shall be paid on a time-and-one-half basis for time worked on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
8. For those bargaining units that use and reference proration charts to determine holiday eligibility requirements, the following proration charts shall be used. For those contracts that do not allow for holiday eligibility to be determined by proration charts, Section H Holidays 4., of the Salary Plan and Rates of Compensation Resolution shall apply.

The Holiday Eligibility Requirements Proration Charts are as follows:

A. For one holiday during a bi-weekly pay period:

<u>Non-holiday Paid Hours</u>	<u>Holiday Hours Earned</u>
72 hours or more =	8 hours
60 to 71 hours =	7 hours
49 to 59 hours =	6 hours
38 to 48 hours =	5 hours
27 to 37 hours =	4 hours
16 to 26 hours =	3 hours
5 to 15 hours =	2 hours
4 hours or less =	0 hours

Non-holiday paid hours include hours actually worked, vacation time, compensatory time, paid leave, and sick leave.

B. For two holidays during a bi-weekly pay period:

<u>Non-holiday Paid Hours</u>	<u>Holiday Hours Earned</u>
64 hours or more =	16 hours
52 to 63 hours =	14 hours
41 to 51 hours =	12 hours
30 to 40 hours =	10 hours
19 to 29 hours =	8 hours
8 to 18 hours =	4 hours
7 hours or less =	0 hours

Non-holiday paid hours include hours actually worked, vacation time, compensatory time, paid leave, and sick leave.

I. BUILDING INSPECTOR SALARY RATES:

The salary for the position of Building Inspector, Plasterer Inspector, and Masonry Inspector, shall be in three steps. The first shall be the entry level step. The second step shall be paid to those who successfully perform for at least one year at the entry level and successfully complete 9 credits in Building Inspection Technology as provided at an accredited community college or vocational school and who have been certified as a Class I Building Official by the State of Minnesota. The third step shall be paid to those who successfully perform for at least two years at the secondary level, successfully complete 24 credits in Building Inspection Technology as provided at an accredited community college or vocational school and attain Class II Building Official Certification. All entrants, including those who are City employees working in their respective trades, shall start at the entry rate unless s/he meets the certification requirements for the second step.

Refer to Occupation Code, Bargaining Unit Salary Schedule, and Grade.

J. STENOGRAPHIC PREMIUM:

The City may grant a premium of 2 grades to persons holding the clerical titles of Clerk IV or Clerical Supervisor who are able to take and transcribe stenographic notes at the level currently prescribed to pass the Clerk-Stenographer III examination and who are required to do so as part of their job duties.

K. COURT REPORTING PREMIUM:

An employee who is assigned to taking and transcribing verbatim minutes of a City Council committee meeting may be paid as a Clerk-Stenographer III for hours actually worked in such assignment. The rate of pay for the actual hours worked in such assignment shall be the same rate the employee would receive if such employee received a regular appointment to the class of Clerk-Stenographer III.

**SECTION II: COMPENSATION FOR UNGRADED CLASSES**

- A. The compensation for positions in classes covered by Collective Bargaining Agreements shall be as set forth in such Collective Bargaining Agreements between the City of Saint Paul and the certified exclusive representatives or as listed in the Bargaining Unit Salary Schedules.
- B. The compensation for the following positions not covered by a Collective Bargaining Agreement shall have their rates set forward in the appropriate assigned employee group in the Salary Schedules.

## SPECIAL EMPLOYMENTS

Clinic Dentist	Ski Instructor I
Clinic Physician	Ski Instructor II
Clinic Program Manager – Physician	Ski Instructor III
House Custodian I	Swimming Pool Supervisor
Life Guard	Water Safety Instructor
Senior Pool Attendant	

### SECTION III: SPECIAL ALLOWANCES

In addition to the compensation payable to employees employed in certain positions in the Classified Service in accordance with this resolution, there may be paid the following additional allowances:

- A. **Night Differential:** To any employee who works on a regularly assigned shift, beginning earlier than 6:00 a.m. or ending later than 6:00 p.m., provided that at least five hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m., there shall be paid a night differential for the entire shift.

To any employees who work on a regularly assigned shift, beginning earlier than 6:00 a.m. or ending later than 6:00 p.m.; but less than five hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m., there shall be paid a night differential for the hours worked between the hours of 6:00 p.m. and 6:00 a.m.

The night differential shall be 5% of the base rate, and shall be paid only for those night shifts actually worked; provided, however, that the provisions of this subsection shall not apply to employees holding titles in the Police and Fire Groups according to Section 3 of the Civil Service Rules, or to employees holding titles listed in Section II of this Resolution under the heading “Special Employments.”

**Morning Differential:** Employees in the “Special Employment” group in the titles of Life Guard, Water Safety Instructor, Aquatics Facility Supervisor, and Assistant Aquatics Facility Supervisor shall receive a morning differential of five percent (5%) for each hour worked between 2:00 a.m. and 2:00 p.m. This morning differential shall only be paid for hours worked between 2:00 a.m. and 2:00 p.m. during the school year (after Labor Day and before Memorial Day). These employees shall not be eligible for the Night Differential described above.

- B. To employees when they are required to work in tunnels at a depth of thirty feet or more, \$2.00 per day.
- C. To Carpenters assigned to swing stage work, \$ .15 per hour.
- D. To Cement Finishers assigned to trap rock, granite composition, or epoxy materials, \$ .25 per hour.

- E. Tuition Reimbursement Policy: The purpose of the Tuition Reimbursement Policy is to assist employees in participating in training experiences that will improve their performance on their current job and to allow for career growth within the City Civil Service positions.

**Eligibility:** Any full-time classified or unclassified employee of the City of Saint Paul who works 32 hours or more a week for 26 pay periods per year and who has been regularly employed for six consecutive months or employed as an unclassified employee is eligible to apply for tuition reimbursement. Any part-time classified or unclassified employee who works 20-31 hours per week for 26 pay periods per year and who has been in City employment for 6 consecutive months is also eligible for reimbursement at a reduced rate. Determination of employment status is based on the employee's full or part-time status for a majority of the fiscal year. Excluded are provisional employees, temporary employees, and "Special Employment" employees. This will not exclude employees who have a permanent City title but who are serving in a provisional title.

**Reimbursement Coverage:** A refund for the cost of tuition, laboratory fees and other obligatory course fees. Tuition reimbursement does not include the cost of books and course supplies. Tuition reimbursement shall be limited to \$600.00 per calendar year for courses that are successfully completed for any one full-time employee. Reimbursement shall be limited to \$300.00 per calendar year for courses successfully completed for any part-time employee. Reimbursement for participation in conferences, seminars, and workshops, any training that involves travel will not be allowed under the Tuition Reimbursement Policy after June 1, 1991 excepting continuing legal education classes for the appropriate division or department. If an employee receives a grant, scholarship or any other reimbursement from any other public or private source for a course, the employee is only eligible for reimbursement from the City to the extent that the course costs exceed the reimbursement from other sources. All other requirements regarding City policy must be met for eligibility. The application may be rejected if similar courses are offered by the City. Reimbursement will not be allowed for courses equivalent to those presented in the City's computer training center. Courses for a GED will be funded under this program.

**Limitations:** courses are limited to those that are required by a degree or certificate plan that is approved by the institution and that is on file in the Office of Human Resources. This plan must be related to a job title. Employees may take job-related courses. Courses that are taken not as part of a degree plan must be related to some active title in the City. The amount of tuition reimbursement money available for any given year is limited to the amount appropriated by the Council.

**Departmental Responsibilities:** Departments must develop budgets that will fund other training, including courses and training experiences that are required by the job. This includes courses that carry a CEU.

**Approval:** An employee of the City wishing to take advantage of this program must have the course work approved prior to enrollment by the department or office director and by the Director of Human Resources or designee. Applications will not be accepted more than 45 days prior to the start date of the training. Courses will be approved on a "first come first served" basis.

**Payment:** Payment is on a reimbursement basis only and only upon presenting proof of successful completion of the course of instruction and proof of payment. An exception occurs when an employee qualifies for and has been approved for Pre-Paid Tuition Assistance. The City may make other exceptions when it is in the interests of good management. In all cases successful completion of the course is a requirement for reimbursement.

Repayment: Repayment is only required if the applicant has received Pre-Paid Tuition Assistance and does not complete or fails the course.

Administration: Employees must comply with administrative procedures established by the Office of Human Resources regarding deadlines, forms, and approvals. Claims for tuition reimbursement must be filed with the Office of Human Resources within 90 days of completion of the course.

#### **SECTION IV: DEATH OF AN EMPLOYEE**

- A. If at the time of the death of any employee, the City is indebted to such employee for work, labor or services performed or for accumulated credits for vacation or overtime, and no executor or administrator of his or her estate has been appointed, the City shall, upon the request of the surviving spouse, pay such indebtedness in an amount as may be due, pursuant to the provisions of Chapter 529, Minnesota Session Laws 1967, to the surviving spouse. The City shall require the claimant to give proof of his or her relationship to decedent.

#### **SECTION V: UNCLASSIFIED POSITIONS**

- A. The salaries payable for unclassified positions established in accordance with the City Charter and which have been certified to a Bargaining Unit, shall be the rates set forth in Collective Bargaining Agreements between the City of Saint Paul and the certified exclusive representative as listed in the Bargaining Unit Salary Schedules by occupation code and grade.
- B. The salaries payable for unclassified positions established in accordance with the City Charter which have not been certified to a Bargaining Unit, shall be the rates set forth in the appropriate assigned employee group in the Salary Schedule listed by occupation code and grade.
- C. At the discretion of the appointing officer, an appointee in any unclassified position may be paid any of the steps -- A through the five year rate – in the Salary Schedule and grade applicable to the position; provided, however, that if an employee has completed ten years of full-time service in a position or positions listed or positions in accordance with Section 3 of the Civil Service Rules, or a combination of service in such positions, s/he may be granted the ten-year salary step; and provided also that if such employee has completed fifteen years of full-time service as listed above, s/he may be granted the fifteen-year step.

However, with the approval of the Mayor, the appointing officer may appoint a person to an unclassified position at any step in the salary range applicable to such position.

#### **SECTION VI: SALARY FORMULA AND FRINGE BENEFITS - CERTAIN UNCLASSIFIED EMPLOYEES**

- A. Employees in unclassified positions which are not covered by collective bargaining agreements have their salaries set forth in the appropriate employee group in the Salary Schedule and their benefits established by Wage & Benefit Policy for Non-Represented Management and Legislative Personnel.