# Employee Group 01 AFSCME-Clerical

**Effective Date:** July 1, 2022 (MIN WAGE CHANGE)  
**Issued Date:** 07/01/2022

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- **811001 SERVICE WORKER:**
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BENEFITS:

PROBATIONARY PERIOD
Effective January 1, 2007: Employees covered by this bargaining unit shall have a one year probationary period.

VACATION
Start thru 4th year - 14 days (.0539)
5th year thru 9th year - 18 days (.0693)
10th year thru 15th year - 21 days (.0808)
16th year thru 23rd year - 25 days (.0962)
24th year and thereafter - 28 days (.1077)

Vacation rate will now be based on the original employment date. Effective December 24, 2005 vacation was increased due to the elimination of Floating Holidays.

HOLIDAYS
Effective January 17, 2008, all holidays will be considered “major” holidays (paid at time and one half - 1.5x) if worked. (See Article 5.)

In order to be eligible for holiday with pay, an employee must be employed as of the date of the holiday and have paid hours, excluding overtime, on the payroll for that pay period. Paid hours include: hours actually worked, vacation time used, compensatory time used, paid leave and sick leave.

LIBRARY EMPLOYEES
For all employees assigned to the Library, Christmas Eve shall be recognized and observed as a paid major holiday and the Day after Thanksgiving shall be considered a normal workday.

PUBLIC HEALTH EMPLOYEES
Employees of the Public Health department who are assigned to work a minor holiday, shall receive a different day off, or will receive their normal hourly payment and straight time holiday pay.

SICK LEAVE CONVERSION
Employees with at least 180 days (1440 hours) of accumulated unused sick leave shall be allowed to convert two (2) days of unused sick leave to one (1) day of vacation up to a maximum of five (5) days of vacation. This conversion provision may be applied only to the extent that the balance of unused sick leave is not reduced lower than 180 days (1440 hours).

SICK LEAVE ACCRUAL
Effective January 1, 2006: Sick leave accrual shall accumulate at the rate of .0539 of a working hour for each full hour on the payroll, excluding overtime. Fourteen (14) days per year.
SICK LEAVE USAGE FOR DEPENDENT CARE
See Civil Service Rule 20 for policy.

OVERTIME
All overtime will be paid as time and one-half (1.5) in compensatory time or money.

2022 HEALTH INSURANCE
Effective January 2022, for each eligible employee covered by this Agreement who is employed full-time and who selects City-provided employee health insurance coverage, the Employer agrees to contribute the following amounts per month:

Choice Passport Plan:
2021 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2022, after any plan design changes; employees shall be responsible for the 2021 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2022, after any plan design changes.

Based on a 3.5% premium increase, this results in the following Employer contributions:

Single: $691.46 plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2021 Wellness Program).
Employee share: $21.08 /month.

Family: $1632.66, plus $135 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2021 Wellness Program).
Employee share: $227.72 /month.

Elect Plan:
The lesser of the Employer’s contribution for the Choice Passport Plan for 2022; or the actual cost of the Elect Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer’s monthly contribution.

Based on a 3.5% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

Single: $663.26, plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2021 Wellness Program).
Employee share: $0.00 /month.

Family: $1632.66 plus $135 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2021 Wellness Program).
Employee share: $99.58 /month.

ACO Plan:
The lesser of the Employer’s contribution for the Choice Passport Plan for 2022; or the actual cost of the ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer’s monthly contribution.
2022 HEALTH INSURANCE (Continued)

Based on a 3.5% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

**Single:** $642.26, plus $225 per quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2021 Wellness Program).
   Employee share: $0.00/month.

**Family:** $1632.66, plus $135 quarter to be deposited in a VEBA account (plus an additional $225 per quarter in a VEBA for completion of 2021 Wellness Program).
   Employee share: $44.70/month.

**Passport Copay Plan:**
- **Single:** $398.88 (Employee share: $511.88/month)
- **Family:** $748.22 (Employee share: $1640.80/month)

RETIREE INSURANCE ELIGIBILITY
Employees that have completed at least 20 years with the City of Saint Paul or 15 years if receiving disability pension excluding years of service with ISD #625 for employees hired or transferred to the City of Saint Paul after March 31, 2001.

DEFERRED COMPENSATION
**Effective January 1, 2008:** Discontinued the Employer contribution to Deferred Compensation. See Article 13 regarding contribution to Post Employment Health Plan.

POST EMPLOYMENT HEALTH PLAN
**Effective January 1, 2008:** (See Article 13 for eligibility requirements) Employees employed by the City for a minimum of one (1) calendar year and in the bargaining unit for a minimum of one (1) calendar year are eligible for a $200 contribution to the Post Employment Health Plan (PEHP). Contributions will be made by April 1 of the following year. Employees who have completed twenty (20) years of service are eligible for a $276 Employer contribution.

LIFE INSURANCE
**Effective January 1, 2016** - $30,000 for eligible employees.

NIGHT DIFFERENTIAL
**Effective January 1, 2019,** Night Differential, to any employee who works between the hours of 6:00 p.m. and 6:00 a.m., there will be a night differential of six and one-half percent (6.5%) for such hours. Temporary employees are eligible for night differential.

**Library Employee Night Differential:** to any employee who works between the hours of 6:00 p.m. and 6:00 a.m., there shall be a night differential of five percent (5%) for such hours.

**Library Employee Sunday:** to any **Library employee** who works hours on **Sunday** there shall be a differential of five percent (5%) for all hours worked.

**Library Employee Split Shift Hours:** to any **Library employee** who is required by management to work **split shift hours** (four (4) or more hour break) there shall be a differential of four percent (4%) for all hours worked. In no case shall an employee receive a differential greater than 4% of any hour worked.
SEVERANCE PAY
See Article 24 of the Agreement for qualification requirements:

Years of service with ISD #625 will be excluded for employees hired or transferred to the City of Saint Paul after March 31, 2001.

Effective January 17, 2008: Employees who are retiring and are eligible for severance pay will have his/her accrued but unused vacation contributed to a Post Employment Health Plan. This payment will be made at the time of separation.

Effective January 1, 2021:
Minimum of 14 years of Service and
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For any employee who is eligible to receive severance from the City, the City will contribute 105% of the full amount of their severance payment to a Post Employment Health Plan (PEHP) in lieu of any cash payment to the employee.

RECALL RIGHTS AFTER LAYOFF
Two years

SAFETY SHOES
Effective January 1, 2021 - $175.00 a calendar year toward the purchase of one pair of safety shoes for eligible employees. Employees may carry over the amount up to a total of $150.00 for the purchase of shoes.

UNIFORM ALLOWANCE
• Animal Services Officer I, II, III will be reimbursed up to $554.75 for the 2022 calendar year.
• Technical Trainee will be reimbursed up to $123.84 for the 2022 calendar year.
• Zoo Keepers will be reimbursed up to $539.31 for the 2022 calendar year.
• Parking Enforcement Officer one time reimbursement of $1,232.71 for 2022.
• Meter Reader will be reimbursed up to $280.21 for the 2022 calendar year.
• Maintenance Trainee will be reimbursed $399.79 for the 2022 calendar year.

Park Concession Supervisor, Refectory Supervisor and Refectory Attendant who are required to wear a specific uniform, the City will provide each employee four (4) uniforms for full-time employees and two (2) for part-time employees.