

## Employee Group 04 Police

Effective Date: February 25, 2023

Issued Date: 02/09/2023

Job Code & Description	Grade	Step	Hourly Rate 02/25/2023
640010 EMERGENCY COMMUNICATIONS CENTER TELECOMMUNICATOR ~S~	20P	1: Start	27.73
	20P	2: 1 year (2080)	30.10
	20P	3: 2 year (4160)	31.39
	20P	4: 3 year (6240)	32.76
	20P	5: 5 year (10,400)	34.13
	20P	6: 10 year (20,800)	35.41
	20P	7: 15 year (31,200)	36.84
	20P	8: 17 year (35,360)	37.30
640020 POLICE DISPATCHER – EMERGENCY COMMUNICATIONS CENTER ~S~	25P	1: Start	29.92
	25P	2: 1 year (2080)	32.46
	25P	3: 2 year (4160)	33.92
	25P	4: 3 year (6240)	35.36
	25P	5: 5 year (10,400)	36.90
	25P	6: 10 year (20,800)	38.22
	25P	7: 15 year (31,200)	39.85
	25P	8: 17 year (35,360)	40.28
630011 POLICE OFFICER 630010 POLICE TRAINEE	031	1: Start	35.46
	031	2: 1 year (2080)	38.61
	031	3: 3 year (6240)	42.33
	031	4: 5 year (10,400)	44.55
	031	5: 7 year (14,560)	46.10
	031	6: 10 year (20,800)	47.40
	031	7: 15 year (31,200)	47.99
	031	8: 17 year (35,360)	50.47
630020 SERGEANT	036	1: Start	39.57
	036	2: 1 year (2080)	43.31
	036	3: 3 year (6240)	48.51
	036	4: 5 year (10,400)	51.11
	036	5: 7 year (14,560)	52.88
	036	6: 10 year (20,800)	54.44
	036	7: 15 year (31,200)	55.38
	036	8: 17 year (35,360)	58.24

640040 EMERGENCY COMMUNICATIONS CENTER SHIFT SUPERVISOR~S~	36A	1: Start	35.84
	36A	2: 1 year (2080)	39.23
	36A	3: 2 year (4160)	40.71
	36A	4: 3 year (6240)	42.62
	36A	5: 5 year (10,400)	44.25
	36A	6: 10 year (20,800)	46.84
	36A	7: 15 year (31,200)	47.93
	36A	8: 17 year (35,360)	48.37
	39S	1: Start	37.79
	39S	2: 1 year (2080)	40.78
	39S	3: 2 year (4160)	42.34
	39S	4: 3 year (6240)	44.31
	39S	5: 5 year (10,400)	46.07
	39S	6: 10 year (20,800)	48.15
	39S	7: 15 year (31,200)	49.30
	39S	8: 17 year (35,360)	49.77
630040 COMMANDER	044	1: Start	47.34
	044	2: 1 year (2080)	52.01
	044	3: 3 year (6240)	58.49
	044	4: 5 year (10,400)	61.68
	044	5: 7 year (14,560)	63.85
	044	6: 10 year (20,800)	65.84
	044	7: 15 year (31,200)	67.02
	044	8: 17 year (35,360)	70.49
640030 FIRE DISPATCHER - EMERGENCY COMMUNICATIONS CENTER~S~	045	1: Start	31.94
	045	2: 1 year (2080)	34.91
	045	3: 2 year (4160)	36.20
	045	4: 3 year (6240)	37.87
	045	5: 5 year (10,400)	39.30
	045	6: 10 year (20,800)	41.59
	045	7: 15 year (31,200)	42.53
	045	8: 17 year (35,360)	43.01

## **BENEFITS:**

### **VACATION**

<u>Years of Service</u>	<u>Vacation Granted</u>
0 thru 5 years	15 days
after 5 years	20 days
after 10 years	23 days
after 15 years	25 days
after 20 years	27 days

If requested by an employee, the Department Head may compensate the employee in cash at the end of each calendar year for any or all hours for which the employee requests payment. Payment shall be at the rate of pay in effect at the time payment is made.

Floating Holidays added to vacation schedule in 2003.

The qualifying years of service shall be determined based on original employment date.

For the purposes of vacation payout, a death of an employee shall be considered as separation of employment, and such payout will be made to the employee's estate or spouse. (See Article 20.7)

### **SICK LEAVE CONVERSION**

Employees with at least 180 days 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.

Employees hired after July 1, 2005, in the classification of Police Officer, Sergeant and Commander, who elect to utilize the sick leave conversion, shall have the value of the converted vacation contributed to a PEHP. The amount contributed shall be equal to the number of hours converted times 50% of the employee's regular hourly rate as of the date the conversion is requested. (See Article 20.3)

### **SICK LEAVE**

Effective June 25, 2005, the accrual rate for sick leave will be reduced from 15 days to 12 days per year for employees in sworn classifications.

### **BEREAVEMENT LEAVE**

Employees in the job classification of Police Trainee, Police Officer, Sergeant, Lieutenant and Commander shall be entitled to 3 work days per year for paid Bereavement Leave. Paid Bereavement Leave may be used by an employee in the case of death of the employee's mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild or other person who is a member of the household. Such leave shall not carry over from year to year. See Article 27.

### **HOLIDAY ELIGIBILITY**

In order to be eligible for a holiday with pay, an employee must be employed as of the date of the holiday and have paid hours on the payroll for that pay period. The amount of holiday earned shall be based upon the number of non-holiday hours paid during that paid period. Non-holiday hours paid include hours actually worked (excluding overtime), vacation time, compensatory time used, paid leave and sick leave.

All employees who work on a holiday will be granted compensatory time on a time and one-half basis or be paid on a time and one-half basis for such hours worked, in addition to his/her regular holiday pay.

## SEVERANCE PAY

640 hours of accumulated sick leave at the time of separation.

<u>Years of Service</u>		<u>Maximum Severance Pay</u>	
At Least	20	\$	5,000
	21		6,000
	22		7,000
	23		8,000
	24		9,000
	25		10,000

Severance pay in amount equal to one-half of the daily rate of pay for the position held by the employee on the date of separation for each day of accrued sick leave subject to a maximum as shown in the above table based on the number of years of service with the City.

The payment shall be made during the month of February in the year following the year in which the employee separates his/her employment.

Effective January 1, 2005, for all employees eligible for severance pay, payment will be made to a Post Employment Health Plan (PEHP).

Effective January 1, 2005, for all employees who are eligible for severance pay, their payment for accrued vacation balance will be paid to the PEHP. Vacation payments will be made at the time of separation from city employment.

Sick Leave requirements will be reduced by 2% for each full year of City service served under the non-represented benefit plan. (See Article 22.4)

### **Effective July 1, 2005:**

**Non-Sworn personnel who separated from city employment on or after June 30, 1992:** Any employee in the job classification of \*ECC Telecommunicator, ECC Police Dispatcher, ECC Fire Dispatcher, \*ECC Shift Supervisor, and Communications Services and Maintenance Supervisor who has an accumulated sick leave balance of **1850 hours** and at least **25 years of service** at the time of his/her separation from service, or who separated by reason of being ruled disabled and at the time of disability separation has at least 20 years of service begins drawing a disability pension. Total of \$30,000 severance pay to be paid as one payment at the end of February of the year following the year in which the employee separates his/her employment.

**Sworn personnel hired prior to December 15, 1986:** Any employee in the job classification of Police Trainee, Police Officer, Sergeant, Lieutenant, and Commander who has an accumulated sick leave balance of **1850 hours** and at least **25 years of service** at the time of his/her separation from service, or who separated by reason of being ruled disabled and at the time of disability separation has at least 20 years of service begins drawing a disability pension. Total of \$30,000 severance pay to be paid as one payment at the end of February of the year following the year in which the employee separates his/her employment.

**Sworn personnel hired between April 20, 1987 through September 4, 1990:** Any employee in the job classification of Police Trainee, Police Officer, Sergeant, Lieutenant, and Commander who has an accumulated sick leave balance of **1675 hours** and at least **25 years of service** at the time of his/her separation from service, or who separated by reason of being ruled disabled and at the time of disability separation has at least 20 years of service begins drawing a disability pension. Total of \$30,000 severance pay to be paid as one payment at the end of February of the year following the year in which the employee separates his/her employment.

## **SEVERANCE PAY (Continued)**

**Sworn personnel hired on or after January 2, 1991:** Any employee in the job classification of Police Trainee, Police Officer, Sergeant, Lieutenant, and Commander who has an accumulated sick leave balance of **1500 hours** and at least **25 years of service** at the time of his/her separation from service, or who separated by reason of being ruled disabled and at the time of disability separation has at least 20 years of service begins drawing a disability pension. Total of \$30,000 severance pay to be paid as one payment at the end of February of the year following the year in which the employee separates his/her employment.

\*\*\*Employees are not eligible for severance plans listed in City Ordinance No. 11490.

## **2023 HEALTH INSURANCE**

Effective **January 2023**, 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:**

2022 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2023, after any plan design changes; employees shall be responsible for the 2022 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2023, after any plan design changes.

Based on the proposed Medica RFP quotes, this results in the following Employer contributions:

**Single:** \$683.22, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2022 Wellness Program).  
Employee share: \$19.34/month.

**Family:** \$1,611.16, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2022 Wellness Program).  
Employee share: \$223.16/month.

### **Elect Plan/Vantage Plus ACO Plan:**

The lesser of the Employer's contribution for the Choice Passport Plan for 2023; or the actual cost of the Elect Plan/Vantage Plus ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer's monthly contribution.

Based on the proposed Medica RFP quotes for the Choice Passport Plan, this results in the following Employer contributions:

**Single:** \$632.74, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2022 Wellness Program).  
Employee share: \$0.00/month.

**Family:** \$1,611.16 plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2022 Wellness Program).  
Employee share: \$41.40/month.

## **2023 HEALTH INSURANCE**

### **Park Nicollet ACO Plan:**

The lesser of the Employer's contribution for the Choice Passport Plan for 2023; or the actual cost of the Park Nicollet ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer's monthly contribution.

Based on the proposed Medica RFP quotes for the Choice Passport Plan, this results in the following Employer contributions:

**Single:** \$628.90, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2022 Wellness Program).  
Employee share: \$0.00/month.

**Family:** \$1,611.16, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2022 Wellness Program).  
Employee share: \$31.40/month.

### **Passport Copay Plan:**

Single: \$398.88 (Employee share: \$499.12/month)  
Family: \$748.22 (Employee share: \$1,607.36/month)

## **SICK LEAVE FOR DEPENDENT CARE**

In the case of a serious illness or disability of a parent or household member, the head of the department shall grant leave with pay in order for the employee to care for or to make arrangements for the care of such sick and disabled persons. (40 hours per incident).

Absences due to an illness of the employee's dependent child for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use sick leave for his/her own illness.

## **RETIREE HEALTH INSURANCE:**

Employees in sworn classifications hired after July 1, 2005 will no longer be eligible for retiree health insurance. They will instead be eligible for a \$375 per year contribution to a Post Employment Health Plan (PEHP). Current employees will be offered a one-time election to waive Retiree Health Insurance and participate in the PEHP contribution system. (SEE MOA)

## **BASIC LIFE INSURANCE:**

\$10,000

## **OVERTIME**

Employees will be compensated at the rate of one and one-half (1.5) times the employee's normal hourly rate in either compensatory time or in cash, subject to the limitations of Section 8.2, for hours that exceed daily planned scheduling by the Employer. Employees may accumulate up to a maximum of one hundred (100) hours of compensatory time.

## **UNIFORM ALLOWANCE**

Sworn classifications will receive \$180.00 dollars as a clothing allowance on a voucher system. This amount will be increased each year based on the basis of a yearly study of the increased cost of the defined uniform. Effective January 1, 2006, Non-sworn classifications shall be entitled to \$275 each year as a clothing allowance on the voucher system. This amount shall be increased by the annual percentage increase for ECC classifications in subsequent years. Effective **January 1, 2023**, the balance of an employee's accrued uniform allowance (unused amounts plus any new additions) may not exceed \$2000 (See Article 12.2)

## **SHIFT DIFFERENTIAL**

Any employee who works a shift beginning earlier than 6:00 a.m. or ending later than 6:00 p.m., and providing that four or more hours of the shift are between 6:00 p.m. and 6:00 a.m., shall be paid a differential of five percent (5%) of the employee's base rate for all hours of the shift actually worked by the employee.

Any employee who works a shift beginning earlier than 6:00 a.m. or ending later than 6:00 p.m., but less than four hours of the shift worked are between the hours of 6:00 p.m. and 6:00 a.m., shall be paid a night differential of five percent (5%) of the employee's base rate for only the hours actually worked between the hours of 6:00 p.m. and 6:00 a.m.

Effective **January 1, 2019**, any employee who works between the hours of 6:00 p.m. and 6:00 a.m. shall be paid a night differential of six and one half percent (6.5%) only for such hours worked.

## **COURT TIME**

Employees required to appear in court during scheduled off-duty time will be compensated at a rate of one and one-half (1.5) times the employee's normal hourly rate for hours worked with a minimum of four (4) hours.

The minimum of four (4) hours shall not apply when such court time is an extension of or an early report to a scheduled shift.

## **CALL BACK**

Employees called to work during scheduled off-duty time will be compensated at a rate of one and one-half (1.5) times the employee's normal hour rate with a minimum of four (4) hours.

The minimum of four (4) hours shall not apply when such call to work is an extension of or an early report to a schedule shift.

## **STAND BY TIME**

An employee required to stand-by for a court appearance during schedule off-duty time will be compensated for a minimum of two (2) hours based on the employee's normal hourly rate for such day he/she is required to stand-by. Such compensation shall not apply where the employee is called to court for an appearance on a case subject to the stand-by request or for any other case. (See Article 11 of this Agreement).

## **RELEASE TIME FOR FEDERATION PRESIDENT**

The individual elected Federation President shall be released for 50% of his/her normal duties under the following conditions:

1. Such release will be funded by an annual donation of vacation hours of not less than three (3) hours but not more than five (5) hours from each Federation represented employee at the beginning of the year. Hours needed will be re-calculated each year.
2. It is understood that the President's release time will be taken in whole day increments as much as possible. The President will work with his/her supervisor to identify which days each pay period will be release days.

## **RELEASE TIME FOR NEGOTIATIONS**

Four (4) individuals (not including the Federation President) will be allowed to meet with the City without loss of pay. Each individual is eligible for up to 12 hours of such release time. Members vacation balance shall be reduced by not less than three (3) but not more than five (5) hours annually for the establishment of a Federation Release Time Bank of vacation to conduct union business.

## **FUNERAL LEAVE**

Non-sworn employees who have accumulated sick leave credits shall be granted leave with pay for such period of time as the Head of Department deems necessary, on account of death of the employee's mother, father, spouse, child, bother, sister, mother-in-law, father-in-law, or other person who is a member of the household. Also, one day to attend the funeral of a grandparent or grandchild.

## **INCAPACITATION**

Regular, full-time employees in the titles of Police Officer, Sergeant, Lieutenant or Commander who are injured during the course of employment and thereby rendered incapable of performing job duties and responsibilities shall receive full wages during the period of incapacity not to exceed a period equal to twelve (12) months plus accumulated sick leave.

Regular, full-time employees in titles of Police Officer, Sergeant, Lieutenant or Commander who are disabled through injury or sickness other than specified in Section 25.1 of this Agreement shall receive full wages for a period equal to accumulated sick leave plus six (6) months.

The six months shall only be available in those years when the last available Annual Report shows average sick leave used per employee to be seven (7) days or less. The 7 day bargaining unit qualification will not include sick leave usage in excess of four consecutive months. Sick leave days converted under the vacation conversion program will also be excluded.

For any employee hired after January 1, 2006, off-duty incapacitation is limited to a maximum of three (3) months paid time off.

Employees shall be entitled to be reinstated at any time within five (5) years from the date of injury or incapacity provided they are physically capable of resuming their job.

## **PREMIUM PAY/SPECIAL ALLOWANCES**

### **CIRT/HOSTAGE:**

Any full-time employee designated as a member of the Critical Incident Response (CIRT) and Hostage Negotiation Team shall be granted an allowance of \$120.00 biweekly.

### **CANINE:**

Canine Handlers who are required to keep the dogs in their homes, transport them in their private cars, etc. shall be granted an allowance not to exceed \$170.00 biweekly.

### **FIELD TRAINING SUPERVISOR:**

Any Police Officers and Sergeants who are assigned to the duties of a Field Training Officer shall be paid a differential of 6% of a Police Officer's base salary rate at the 10-year step. See MOA signed May 2, 2014.

### **ORDNANCE:**

Any employee designated as a member of the Ordnance Disposal Unit shall be paid a differential of \$1.50 per hour above his/her regular rate.



## **PREMIUM PAY/SPECIAL ALLOWANCES (Continued)**

### **LICENSE AND MANDATED TRAINING:**

Employees who have at least three (3) years of service with the Department will receive 4% per hour above their base rate for maintaining licenses and successful completion of Department and State mandated training. Fire Dispatcher I shall be included in the above allowances because they are required to have an EMT certificate. Effective **January 1, 2012**: This premium will be included in the base rate of sworn classifications – Steps 3 through 8.

### **UNIFORMED POLICE OFFICERS:**

Any uniformed Police Officer assigned to one of the District FORCE, Canine, Mounted or Traffic and Accident shall receive 1.5% per hour above the base rate. **Effective January 1, 2010**, this premium shall be eliminated, and an additional 1.50% shall be added to all steps of the Police Officer base wage.

### **SENIOR COMMANDER:**

Any certified Commander who is assigned the duties of a Senior Commander shall receive 5% per hour above their base rate.

### **LANGUAGE INTERPRETATION SKILLS:**

Employees who are certified as proficient in language skills other than English as delineated by the Department Head, shall receive 2% premium above their base pay. Effective **January 1, 2013**, this premium has been eliminated.

### **SCHOOL RESOURCE OFFICER:**

Employees working in the title of Police Officer and assigned as a School Resource Officer shall be paid a differential of \$.75 per hour above his/her base rate.

### **NARCOTICS PREMIUM**

Up to two (2) Police Officers assigned as Narcotics Agents and performing the “hold book” function for the Narcotics Unit shall be paid a differential of \$2.00 per hour above his/her base hourly rate.

### **COMMUNICATIONS TRAINING OFFICER PREMIUM**

Any \*Emergency Communications Center Telecommunicator, Fire Dispatcher – Emergency Communications Center, or Police Dispatcher – Emergency Communications Center who is assigned to the duties of a Field Training Officer, or Communication Training Officer shall be paid a differential of \$1.75 per hour above his/her regular base rate for those shifts actually worked by the employee. Only employees who have satisfactorily completed all required training shall be eligible for such assignment and pay differential.

### **MOBILE FIELD FORCE PREMIUM**

Up to one hundred (100) employees designated as a member of the Mobile Field Force (MFF) shall be paid, in addition to other compensation payable, an allowance of one hundred twenty (\$120) dollars biweekly. To maintain membership of the MFF, employees must comply with the following:

- a) Promptly respond to requests for staffing needs related to MFF details;
- b) Timely respond as available to at least 40% of MFF details per calendar year;
- c) Attend at least sixteen (16) hours of mandated MFF training annually which may include training with mutual aid partners.