

## Employee Group 83 Classified Confidential - Professional

Effective Date: December 31, 2022

Issued Date: 10/24/2023

Effective Date: December 31, 2022 (Elimination of Step 1)

Effective Date: February 25, 2023

Job Code & Description	Grade	Step	Hourly Rate 12/31/2022	Hourly Rate 12/31/2022	Hourly Rate 02/25/2023
	03R	1: Start	22.36	24.14	24.98
	03R	2: 2080 Hours	24.14	25.38	26.27
	03R	3: 2080 Hours	25.38	26.60	27.53
	03R	4: 2080 Hours	26.60	27.95	28.93
	03R	5: 2080 Hours	27.95	29.33	30.36
	03R	6: 2080 Hours	29.33	30.20	31.26
	03R	7: 2080 Hours	30.20	31.49	32.59
	03R	8: 2080 Hours	31.49	0.00	0.00
	05R	1: Start	23.75	25.60	26.50
	05R	2: 2080 Hours	25.60	26.93	27.87
	05R	3: 2080 Hours	26.93	28.24	29.23
	05R	4: 2080 Hours	28.24	29.66	30.70
	05R	5: 2080 Hours	29.66	31.09	32.18
	05R	6: 2080 Hours	31.09	32.02	33.14
	05R	7: 2080 Hours	32.02	33.35	34.52
	05R	8: 2080 Hours	33.35	0.00	0.00
320010 BUDGET SPECIALIST 160110 RESEARCH ANALYST I	07R	1: Start	25.28	27.40	28.36
	07R	2: 2080 Hours	27.40	28.71	29.71
	07R	3: 2080 Hours	28.71	30.19	31.25
	07R	4: 2080 Hours	30.19	31.72	32.83
	07R	5: 2080 Hours	31.72	33.28	34.44
	07R	6: 2080 Hours	33.28	34.27	35.47
	07R	7: 2080 Hours	34.27	36.02	37.28
	07R	8: 2080 Hours	36.02	0.00	0.00
120110 HUMAN RESOURCES CONSULTANT I	08R	1: Start	25.86	27.98	28.96
	08R	2: 2080 Hours	27.98	29.37	30.40
	08R	3: 2080 Hours	29.37	30.80	31.88
	08R	4: 2080 Hours	30.80	32.36	33.49
	08R	5: 2080 Hours	32.36	33.98	35.17
	08R	6: 2080 Hours	33.98	35.01	36.24
	08R	7: 2080 Hours	35.01	36.51	37.79
	08R	8: 2080 Hours	36.51	0.00	0.00

120111 HUMAN RESOURCES CONSULTANT II	11R	1: Start	28.48	30.81	31.89
	11R	2: 2080 Hours	30.81	32.34	33.47
	11R	3: 2080 Hours	32.34	33.96	35.15
	11R	4: 2080 Hours	33.96	35.67	36.92
	11R	5: 2080 Hours	35.67	37.43	38.74
	11R	6: 2080 Hours	37.43	38.46	39.81
	11R	7: 2080 Hours	38.46	40.53	41.95
	11R	8: 2080 Hours	40.53	0.00	0.00
320011 BUDGET ANALYST	13R	1: Start	30.00	32.41	33.54
	13R	2: 2080 Hours	32.41	34.06	35.25
	13R	3: 2080 Hours	34.06	35.68	36.93
	13R	4: 2080 Hours	35.68	37.49	38.80
	13R	5: 2080 Hours	37.49	39.42	40.80
	13R	6: 2080 Hours	39.42	40.55	41.97
	13R	7: 2080 Hours	40.55	42.26	43.74
	13R	8: 2080 Hours	42.26	0.00	0.00
	14R	1: Start	30.87	33.39	34.56
	14R	2: 2080 Hours	33.39	35.03	36.26
	14R	3: 2080 Hours	35.03	36.80	38.09
	14R	4: 2080 Hours	36.80	38.60	39.95
	14R	5: 2080 Hours	38.60	40.55	41.97
	14R	6: 2080 Hours	40.55	41.74	43.20
	14R	7: 2080 Hours	41.74	43.55	45.07
	14R	8: 2080 Hours	43.55	0.00	0.00
120112 HUMAN RESOURCES CONSULTANT III 120301 RISK ANALYST	015	1: Start	32.07	34.66	35.87
	015	2: 2080 Hours	34.66	36.37	37.64
	015	3: 2080 Hours	36.37	38.21	39.55
	015	4: 2080 Hours	38.21	40.11	41.51
	015	5: 2080 Hours	40.11	42.11	43.58
	015	6: 2080 Hours	42.11	43.41	44.93
	015	7: 2080 Hours	43.41	45.58	47.18
	015	8: 2080 Hours	45.58	0.00	0.00

129997 SELECTION AND VALIDATION SPECIALIST	16R	1: Start	32.66	35.30	36.54
	16R	2: 2080 Hours	35.30	37.09	38.39
	16R	3: 2080 Hours	37.09	38.92	40.28
	16R	4: 2080 Hours	38.92	40.86	42.29
	16R	5: 2080 Hours	40.86	42.90	44.40
	16R	6: 2080 Hours	42.90	44.18	45.73
	16R	7: 2080 Hours	44.18	46.08	47.69
	16R	8: 2080 Hours	46.08	0.00	0.00
320012 SENIOR BUDGET ANALYST 120610 WORKERS COMPENSATION CLAIMS ADMINISTRATOR	19R	1: Start	35.82	38.64	39.99
	19R	2: 2080 Hours	38.64	40.59	42.01
	19R	3: 2080 Hours	40.59	42.63	44.12
	19R	4: 2080 Hours	42.63	44.75	46.32
	19R	5: 2080 Hours	44.75	47.02	48.67
	19R	6: 2080 Hours	47.02	48.35	50.04
	19R	7: 2080 Hours	48.35	50.46	52.23
	19R	8: 2080 Hours	50.46	0.00	0.00
	20R	1: Start	36.85	39.84	41.23
	20R	2: 2080 Hours	39.84	41.84	43.30
	20R	3: 2080 Hours	41.84	43.92	45.46
	20R	4: 2080 Hours	43.92	46.11	47.72
	20R	5: 2080 Hours	46.11	48.39	50.08
	20R	6: 2080 Hours	48.39	49.82	51.56
	20R	7: 2080 Hours	49.82	51.99	53.81
	20R	8: 2080 Hours	51.99	0.00	0.00
320020 LEAD BUDGET ANALYST	26R	1: Start	43.98	47.58	49.25
	26R	2: 2080 Hours	47.58	49.87	51.62
	26R	3: 2080 Hours	49.87	52.40	54.23
	26R	4: 2080 Hours	52.40	55.03	56.96
	26R	5: 2080 Hours	55.03	57.76	59.78
	26R	6: 2080 Hours	57.76	59.49	61.57
	26R	7: 2080 Hours	59.49	62.02	64.19
	26R	8: 2080 Hours	62.02	0.00	0.00

## **BENEFITS:**

### **VACATION**

<b><u>Years of Service</u></b>	<b><u>Hours of Vacation</u></b>
Start thru 4 year	17 days (.0654)
5 <sup>th</sup> year thru 7 <sup>th</sup> year	20 days (.0769)
8th year thru 15th year	24 days (.0923)
16th year thru 19th year	27 days (.1038)
Twenty years and beyond	28 days (.1077)

Vacation accrual rate shall be determined based on calendar years of service for both part-time and full-time employees.

### **VACATION CASH IN**

Employees may request compensation in cash for up to one week of unused vacation within each calendar year. Payment will be at the discretion of the Department Head and additionally, limited by the availability of funds in the Department's Budget. Such election must be made in writing on or before December 1 of each calendar year

### **HOLIDAY ELIGIBILITY**

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.

**Effective June 1, 2013:** Temporary employees are no longer eligible for holiday pay.

### **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.

**2023 HEALTH INSURANCE (Continued):**

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.

**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)

**LIFE INSURANCE**

\$50,000 for all eligible employees.

**OVERTIME**

Grade 11 or below shall receive overtime compensation in accordance with the Fair Labor Standards Act (FLSA) only after 40 hours worked (not paid) per week.

**Effective January 1, 2013:** Eliminated compensatory time or overtime pay for professional employees in Grade 12 and above. Professional employees in Grade 12 or above may be awarded administrative leave in increments of one-half day (four hours), separate from other forms of leave. Employees may earn a maximum of 80 hours of administrative leave time. (See Article 3.13)

**REINSTATEMENT AFTER LAYOFF**

Two years

**SEVERANCE PAY**

**Effective January 1, 2013:**

If an employee requests severance pay and if the employee meets the eligibility requirements set forth in Article 22 of the contract, he/she will be granted severance pay in an amount equal to a maximum as shown below based on the number of sick leave credits accumulated and minimum years of service:

<u>10 years of service &amp; accrued sick leave hours:</u>	<u>Severance pay amount</u>
600	\$ 6,000
700	\$ 7,000
800	\$ 8,000
900	\$ 9,000
1000	\$10,000
1100	\$11,000
1200	\$12,000
1300	\$13,000
1400	\$14,000
1500	\$15,000
1600	\$16,000
1700	\$17,000

\*For employees hired or transferred to the City after 2/27/98, any time spent working for the I.S.D. #625 will not count toward their length of service for severance pay.

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. (Payment made in February of the year following year of retirement.)

Any employee who is eligible to receive Severance from the City under Article 22 shall have his/her accrued but unused vacation contributed to a Post Employment Health Plan (PEHP) in lieu of cash payment to the employee. Such amounts shall be made at the time of retirement.

Employees who intend to voluntarily leave City employment must provide a two (2) week notice of their intent to leave employment to be eligible for severance.

**CALL-IN PAY**

When an employee is called to work, he/she shall receive two (2) hours pay if not put to work. If he/she is called to work and commences work, he/she shall be guaranteed four (4) hours pay, or one and one-half 1.5 times the employee’s normal hourly rate for the actual number of hours worked, whichever is greater.

**OUT OF TITLE**

After ten (10) consecutive days

**UNION LEAVE**

Any employee elected or appointed to a full-time paid position by the exclusive representative may be granted a leave of absence without pay for not more than one (1) year for the purpose of conducting the duties of the exclusive representative.

### **FUNERAL LEAVE**

Three (3) days of such leave to attend the funeral of the employee's grandparent or grandchild.

Leave with pay for such period of time as the Head of the Department deems necessary, on account of death of the employee's mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, or other person who is a member of the household.

### **BEREAVEMENT LEAVE**

An employee shall be granted up to two (2) days annually for funeral leave 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. (See Article 24.8)

### **SICK LEAVE FOR DEPENDENT CARE**

In the case of a serious illness or disability of an employee's family member, as defined by Minnesota Statute 181.9413, the head of the department shall grant leave with pay in order for the employee to care for or make arrangements for the care of such sick or disabled persons. Such paid leave shall be drawn from the employee's accumulated sick leave credits. Use of such sick leave shall be limited to 160 hours in a 12 month period.

### **SICK LEAVE ACCRUAL**

Effective **September 3, 2016**: Sick leave shall accumulate at the rate of .0500 of a working hour for each full hour on the payroll, excluding overtime. 13 days per year.

### **SICK LEAVE CONVERSION**

Employees with more than 140 days (1120 hours) of accumulated sick leave may convert a maximum of ten (10) days of sick for five (5) days of vacation within an IRS payroll reporting year.

### **POST EMPLOYMENT HEALTH PLAN**

Employees with at least one (1) year of service shall be eligible for an Employer contribution of \$260 into a Post Employment Health Plan account. To be paid by April 1 of the following year. (See Article 25 for eligibility requirements.)

### **DEFERRED COMPENSATION**

Effective **January 1, 2023**: The City will provide \$900 per year matching deferred compensation contribution for employees with one (1) year of service and membership in the bargaining unit for one year. (See Article 26 for eligibility requirements).

### **NIGHT DIFFERENTIAL**

Any employee who works between the hours of 6:00 p.m. and 6:00 a.m., there shall be night differential of six and one-half percent (6.5%) for such hours. Temporary employees are eligible for night differential.

### **PAID PARENTAL LEAVE**

The City may provide up to eight (8) weeks (320 hours) of Paid Parental Leave to eligible employees following the birth, placement for adoption or adoption of child. (See Article 16)