

# 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:**
1. 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.
  2. 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.
  3. At the discretion of the Deputy Director, an appointee in any unclassified position may be paid any of the steps through the five year rate – in the Salary Schedule and grade applicable to the position; provided, that if an employee has completed ten years of full-time service in a position(s) or positions in accordance with Section 3 of the Civil Service Rules, or a combination of service in such positions, they 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, they may be granted the fifteen-year step.
  4. However, with the approval of the Mayor or designee, the Deputy Director may appoint a person to an unclassified position at any step in the salary range applicable to such position.

## 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 1 in the salary schedule range applicable to the position.

## E. ADVANCEMENT IN SALARY:

Unions that have annualized steps (Professional Employees Association, Classified Confidential Employees Association and Saint Paul Supervisor's Association) eligibility for advancement between steps will occur at the intervals/hours listed in their collective bargaining agreement salary schedule and the language below does not apply. Any increase in salary under this provision shall become effective on the first day of the first payroll period immediately following the granting of such increase.

Except as provided in Section 28.B of the Civil Service Rules and except as hereinafter provided,

increases in salary above Step 1 in a classification assigned to a grade may be granted to regular and provisional employees as follows:

All salary steps, starting at five years of full-time service are considered longevity steps and will follow the language below:

- (a) When an employee completes five years of full-time service, they may be granted an increase of one additional salary step; provided, that their salary shall not exceed the five year step.
- (b) When an employee completes ten years of full-time service, they may be granted an increase of one additional salary step; provided, that their salary shall not exceed the ten-year step.
- (c) When an employee completes fifteen years of full-time service, they may be granted an increase on one additional salary step; provided, that their salary shall not exceed the fifteen-year step.
- (d) When an employee completes twenty years of full-time service, they may be granted an increase of one additional salary step; provided, that their salary shall not exceed the twenty-year step.
- (e) Any increase in salary under the provision of this Section shall become effective on the first day of the first payroll period immediately following the granting of such an increase.
- (f) When an employee in a position in a class represented by the Technical 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 they have attained Step 2, they may be granted an increase in salary of one step up to the five-year step; and if they have received a ten-year increase they may be granted the ten-year step, and if they have received a fifteen-year increase they may be granted the fifteen-year step.

#### F. COURT DUTY:

Any employee who is required to appear in court as a juror or witness shall be paid their regular pay while they are 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. 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 they are required to appear in court as a juror or witness.

#### G. VACATION:

##### 1. Vacation Accruals

Vacation accruals for each regular or provisional employee shall accumulate at the rates listed in the Collective Bargaining Agreement or the vacation accrual schedule pursuant to the City's Non-Represented Agreement.

A department director may permit an employee to carry over into the next calendar year a maximum of one hundred and twenty (120) hours of accrued vacation time with the exception of the Fire Department employees who may carry over the number of hours worked for three weeks. An employee may be allowed to carry over additional accrued vacation time for emergency reasons. Such a request must be approved by the employee's department director and the Director of Human Resources and used within the first three (3) months of the following calendar 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.

## 2. Vacation Time – Separation and Discharge

If an employee has been granted more vacation than the employee has earned up to the time of resignation 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 discharge, retirement or death, the employee shall be paid for any accrued but unused vacation time until the time of such separation.

## 3. 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 their accrued or useable vacation and all of their 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 no more than the number of 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 they approve such a request, give notice to City employees of the request for such transfer.
7. When a donor volunteers such transfer, they 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.
9. 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
Presidents Day	The third Monday in February
Memorial Day	The last Monday in May
Juneteenth Day	June 19
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(if granted per CBA)	To be granted at any time during the year with the approval of the department director.

If a holiday falls on a Saturday, the Friday immediately before is the legal holiday. If a holiday follows on a Sunday, the following Monday is the legal holiday. The Council may grant employees holidays off with regular pay by resolution and such provisions shall apply uniformly to all employees unless excluded by the provisions of #5 in this section below.

2. Regular or provisional employees shall be granted the listed holidays off with pay. Eligibility for the floating holiday shall be based on an employee's collective bargaining agreement and is calculated as follows:

Regular or provisional employees who work at least 320 hours but less than 1040 hours in the fiscal year, (IRS payroll reporting year), shall be granted one-half the total number of floating holidays per their collective bargaining agreement.

Regular or provisional employees who work at least 1040 hours in the fiscal year, (IRS payroll reporting year), shall be granted the total number of floating holidays per their collective bargaining agreement.

3. If an employee entitled to a holiday is required to work on Martin Luther King Day, President's Day, Juneteenth Day, Day after Thanksgiving, or Veterans' Day, they shall be granted another day off with pay, as soon thereafter as the convenience of the department permits, or they shall be paid on a straight time basis for such hours worked, in addition to their 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, they shall be 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 their regular holiday pay.
4. Provisions 1 through 4 of this Subsection H do not apply to temporary employees or any employee whose position is under the class of "Special Employments" and who are paid by the hour. Such employees 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.
5. The Holiday Eligibility Requirements Proration Charts are as follows:

A. For one (1) holiday during a bi-weekly pay period:

Non-holiday Paid Hours	Holiday Hours Earned
71.5 hours or more =	8 hours
59.5 to 71.49 hours =	7 hours
48.5 to 59.49 hours =	6 hours
37.5 to 48.49 hours =	5 hours
26.5 to 37.49 hours =	4 hours
15.5 to 26.49 hours =	3 hours
5.0 to 15.49 hours =	2 hours
4.99 hours or less =	0 hours

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

B. For two (2) holidays during a bi-weekly pay period:

Non-holiday Paid Hours	Holiday Hours Earned
63.5 hours or more =	16 hours (8 hours each holiday)
51.5 to 63.49 hours =	14 hours (7 hours each holiday)
40.5 to 51.49 hours =	12 hours (6 hours each holiday)
29.5 to 40.49 hours =	10 hours (5 hours each holiday)
18.5 to 29.49 hours =	8 hours (4 hours each holiday)
8.5 to 18.49 hours =	4 hours (2 hours each holiday)
5.0 to 8.49 hours =	2 hours (1 hour each holiday)
4.99 hours or less =	0 hours

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

C. For three (3) holidays during a bi-weekly pay period:

Non-holiday Paid Hours	Holiday Hours Earned
55.5 hours or more =	24 hours (8 hours each holiday)
43.5 to 55.49 hours =	20 hours (6.67 hours each holiday)
32.5 to 43.49 hours =	16 hours (5.34 hours each holiday)
21.5 to 32.49 hours =	12 hours (4 hours each holiday)
10.5 to 21.49 hours =	6 hours (2 hours each holiday)
5.0 to 10.49 hours =	2 hours (.67 hours each holiday)
4.99 hours or less =	0 hours

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

I. BUILDING INSPECTOR SALARY RATES:

Employees in the classification of Building Inspector shall begin employment at step 1; shall advance to step 2 and Step 3 according to the qualifications below:

**Step 1:** Initial Classification upon hiring.

**Step 2:** Building Inspector has worked 1850 hours as a Building Inspector.

**Step 3:** Building Inspector has worked a total of 3700 hours as a Building Inspector and is certified as a Building Official (or Class II Building Official) by the State of Minnesota.

Advancement in step shall be implemented at the start of the pay period following the attainment of hours for each step. Employees with relevant experience may be hired beyond Step 1 with the approval of the Department Head and Human Resources.

## **SECTION II: COMPENSATION FOR UNGRADED CLASSES**

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.

## **SECTION III: SPECIAL ALLOWANCES**

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

- A. **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 six-and-one-half percent (6.5%) for such hours.

The night differential shall be 6.5% 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.

- 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 Cement Finishers assigned to trap rock, granite composition, or epoxy materials, \$ .25 per hour.
- D. 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.

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 except 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. 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. 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 their 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 their relationship to decedent.

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

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.