Employee Group 09 Saint Paul Supervisors Organization

Effective Date: April 4, 2015 Issued Date: 09/08/2015

Job Code & Description	Grade	Step	Hourly Rate
	001	1: Start	19.95
	001	2: 1 year (2080)	21.39
	001	3: 2 year (4160)	22.30
	001	4: 3 year (6240)	23.31
	001	5: 4 year (8320)	24.38
	001	6: 5 year (10,400)	25.44
	001	7: 10 year (20,800)	26.23
	001	8: 15 year (31,200)	27.16
	002	1: Start	20.47
	002	2: 1 year (2080)	21.96
	002	3: 2 year (4160)	22.92
	002	4: 3 year (6240)	23.95
	002	5: 4 year (8320)	25.01
	002	6: 5 year (10,400)	26.16
	002	7: 10 year (20,800)	26.94
	002	8: 15 year (31,200)	27.93
	003	1: Start	21.01
	003	2: 1 year (2080)	22.52
	003	3: 2 year (4160)	23.54
	003	4: 3 year (6240)	24.58
	003	5: 4 year (8320)	25.72
	003	6: 5 year (10,400)	26.87
	003	7: 10 year (20,800)	27.68
	003	8: 15 year (31,200)	28.67
	004	1: Start	21.57
	004	2: 1 year (2080)	23.13
	004	3: 2 year (4160)	24.15
	004	4: 3 year (6240)	25.27
	004	5: 4 year (8320)	26.41
	004	6: 5 year (10,400)	27.60
	004	7: 10 year (20,800)	28.40
	004	8: 15 year (31,200)	29.43

	005	1: Start	22.17
	005	2: 1 year (2080)	23.74
	005	3: 2 year (4160)	24.85
	005	4: 3 year (6240)	25.94
	005	5: 4 year (8320)	27.12
	005	6: 5 year (10,400)	28.33
	005	7: 10 year (20,800)	29.18
	005	8: 15 year (31,200)	30.25
910030 PARK FACILITY SUPERVISOR	006	1: Start	22.74
	006	2: 1 year (2080)	24.41
	006	3: 2 year (4160)	25.51
	006	4: 3 year (6240)	26.67
	006	5: 4 year (8320)	27.86
	006	6: 5 year (10,400)	29.11
	006	7: 10 year (20,800)	30.01
	006	8: 15 year (31,200)	31.10
	007	1: Start	23.25
	007	2: 1 year (2080)	24.98
	007	3: 2 year (4160)	26.09
	007	4: 3 year (6240)	27.28
	007	5: 4 year (8320)	28.52
	007	6: 5 year (10,400)	29.81
	007	7: 10 year (20,800)	30.70
	007	8: 15 year (31,200)	31.83
630310 IMPOUND LOT SUPERVISOR	008	1: Start	23.97
	008	2: 1 year (2080)	25.75
	008	3: 2 year (4160)	26.91
	008	4: 3 year (6240)	28.10
	008	5: 4 year (8320)	29.41
	008	6: 5 year (10,400)	30.76
	008	7: 10 year (20,800)	31.69
	008	8: 15 year (31,200)	32.86

	009	1: Start	24.60
	009	2: 1 year (2080)	26.43
	009	3: 2 year (4160)	27.62
	009	4: 3 year (6240)	28.89
	009	5: 4 year (8320)	30.23
	009	6: 5 year (10,400)	31.61
	009	7: 10 year (20,800)	32.53
	009	8: 15 year (31,200)	33.75
810630 BUILDING SUPERINTENDENT 950030 CIRCULATION COORDINATOR 900201 EVENTS COORDINATOR 820220 HORTICULTURE SUPERVISOR 200130 OFFICE MANAGER 630130 PARKS SAFETY & SECURITY SUPERVISOR	010	1: Start	25.30
	010	2: 1 year (2080)	27.12
	010	3: 2 year (4160)	28.37
	010	4: 3 year (6240)	29.68
	010	5: 4 year (8320)	31.05
	010	6: 5 year (10,400)	32.45
	010	7: 10 year (20,800)	33.46
	010	8: 15 year (31,200)	34.73
910301 GOLF PRO/MANAGER	011	1: Start	25.96
	011	2: 1 year (2080)	27.90
	011	3: 2 year (4160)	29.17
	011	4: 3 year (6240)	30.50
	011	5: 4 year (8320)	31.93
	011	6: 5 year (10,400)	33.37
	011	7: 10 year (20,800)	34.32
	011	8: 15 year (31,200)	35.69
200140 OFFICE ADMINISTRATOR	012	1: Start	26.69
	012	2: 1 year (2080)	28.66
	012	3: 2 year (4160)	29.95
	012	4: 3 year (6240)	31.34
	012	5: 4 year (8320)	32.79
	012	6: 5 year (10,400)	34.30
	012	7: 10 year (20,800)	35.37
	012	8: 15 year (31,200)	36.68

130120 BUSINESS ASSISTANCE PROGRAM SUPERVISOR 920420 FACILITY/PROGRAM MANAGER	013	1: Start	27.41
	013	2: 1 year (2080)	29.45
	013	3: 2 year (4160)	30.80
	013	4: 3 year (6240)	32.19
	013	5: 4 year (8320)	33.69
	013	6: 5 year (10,400)	35.29
	013	7: 10 year (20,800)	36.34
	013	8: 15 year (31,200)	37.67
160020 MARKETING AND PUBLIC RELATIONS MANAGER	014	1: Start	28.16
	014	2: 1 year (2080)	30.25
	014	3: 2 year (4160)	31.63
	014	4: 3 year (6240)	33.12
	014	5: 4 year (8320)	34.62
	014	6: 5 year (10,400)	36.24
	014	7: 10 year (20,800)	37.34
	014	8: 15 year (31,200)	38.76
420030 ENGINEERING TECHNICIAN SUPERVISOR 420120 ENGINEERING TECHNICIAN SUPERVISOR - WATER UTILITY	015	1: Start	28.94
	015	2: 1 year (2080)	31.09
	015	3: 2 year (4160)	32.49
	015	4: 3 year (6240)	34.02
	015	5: 4 year (8320)	35.59
	015	6: 5 year (10,400)	37.25
	015	7: 10 year (20,800)	38.42
	015	8: 15 year (31,200)	39.87
110801 ADMINISTRATIVE ASSISTANT 110801 ADMINISTRATIVE ASSISTANT (U) 710020 PLAN REVIEW SUPERVISOR 800220 URBAN FORESTER SUPERVISOR 850130 VIDEO PRODUCTION SUPERVISOR	016	1: Start	29.74
	016	2: 1 year (2080)	31.95
	016	3: 2 year (4160)	33.44
	016	4: 3 year (6240)	34.97
	016	5: 4 year (8320)	36.60
	016	6: 5 year (10,400)	38.32
	016	7: 10 year (20,800)	39.47
	016	8: 15 year (31,200)	40.96

540030 SENIOR PUBLIC HEALTH NURSE~S~ 810430 SUPERVISOR OF TRAFFIC MAINTENANCE 140220 WATER CONTROL SYSTEMS INFORMATION SUPERVISOR	017	1: Start	30.56
	017	2: 1 year (2080)	32.84
	017	3: 2 year (4160)	34.34
	017	4: 3 year (6240)	35.92
	017	5: 4 year (8320)	37.62
	017	6: 5 year (10,400)	39.38
	017	7: 10 year (20,800)	40.61
	017	8: 15 year (31,200)	42.17
950420 COMMUNITY AND DIGITAL SERVICES MANAGER 130030 CONTRACT COMPLIANCE SUPERVISOR 900020 EDUCATION AND CONSERVATION CURATOR 700220 ENVIRONMENTAL HEALTH PROGRAM SUPERVISOR 950042 LIBRARIAN III-APPOINTED ON/AFTER 7/7/88 530220 MEDICAL TECHNOLOGIST SUPERVISOR~S~ 830050 MUNICIPAL GARAGE SUPERVISOR I 920150 PARK AND RECREATION PROGRAM SUPERVISOR 210050 PRINT SERVICES OPERATIONS MANAGER	018	1: Start	31.40
	018	2: 1 year (2080)	33.73
	018	3: 2 year (4160)	35.33
	018	4: 3 year (6240)	36.95
	018	5: 4 year (8320)	38.71
	018	6: 5 year (10,400)	40.51
	018	7: 10 year (20,800)	41.77
	018	8: 15 year (31,200)	43.30
400220 DESIGN SUPERVISOR 710030 PLAN REVIEW COORDINATOR 540401 SOCIAL WORKER SUPERVISOR~S~	019	1: Start	32.28
	019	2: 1 year (2080)	34.67
	019	3: 2 year (4160)	36.29
	019	4: 3 year (6240)	37.99
	019	5: 4 year (8320)	39.77
	019	6: 5 year (10,400)	41.67
	019	7: 10 year (20,800)	42.89
	019	8: 15 year (31,200)	44.55
300113 ACCOUNTANT IV 940020 ANIMAL CURATOR 700030 CODE ENFORCEMENT SUPERVISOR 820230 HORTICULTURE MANAGER 950043 LIBRARIAN III - APPOINTED ON/BEFORE 7/7/88 800301 NATURAL RESOURCES MANAGER 160030 PUBLIC SERVICE MANAGER 350050 REAL ESTATE SUPERVISOR 830060 VEHICLE AND EQUIPMENT SERVICES SUPERVISOR	020	1: Start	33.16
	020	2: 1 year (2080)	35.66
	020	3: 2 year (4160)	37.32
	020	4: 3 year (6240)	39.06
	020	5: 4 year (8320)	40.90
	020	6: 5 year (10,400)	42.81
	020	7: 10 year (20,800)	44.12
	020	8: 15 year (31,200)	45.81

430020 CHIEF SURVEYOR 350020 REAL ESTATE AND ASSESSMENT SUPERVISOR	021	1: Start	34.06
	021	2: 1 year (2080)	36.64
	021	3: 2 year (4160)	38.36
	021	4: 3 year (6240)	40.16
	021	5: 4 year (8320)	42.08
	021	6: 5 year (10,400)	44.01
	021	7: 10 year (20,800)	45.38
	021	8: 15 year (31,200)	47.12
700130 LICENSING MANAGER	022	1: Start	35.01
	022	2: 1 year (2080)	37.68
	022	3: 2 year (4160)	39.43
	022	4: 3 year (6240)	41.29
	022	5: 4 year (8320)	43.22
	022	6: 5 year (10,400)	45.26
	022	7: 10 year (20,800)	46.67
	022	8: 15 year (31,200)	48.44
300114 ACCOUNTANT V 730030 SUPERVISOR OF REHABILITATION 700120 ZONING MANAGER	023	1: Start	36.01
	023	2: 1 year (2080)	38.76
	023	3: 2 year (4160)	40.55
	023	4: 3 year (6240)	42.45
	023	5: 4 year (8320)	44.47
	023	6: 5 year (10,400)	46.56
	023	7: 10 year (20,800)	48.02
	023	8: 15 year (31,200)	49.85
850140 CABLE COMMUNICATIONS OFFICER 700230 ENVIRONMENTAL HEALTH MANAGER 700040 HOUSING AND CODE ENFORCEMENT MANAGER 630320 IMPOUND LOT MANAGER 900501 PARKS AND RECREATION ASSET MANAGER 400113 SENIOR LANDSCAPE ARCHITECT 540130 WIC PROGRAM MANAGER~S~	024	1: Start	36.99
	024	2: 1 year (2080)	39.80
	024	3: 2 year (4160)	41.70
	024	4: 3 year (6240)	43.65
	024	5: 4 year (8320)	45.72
	024	6: 5 year (10,400)	47.90
	024	7: 10 year (20,800)	49.35
	024	8: 15 year (31,200)	51.21

140413 IS SYSTEMS CONSULTANT IV	24T	1: Start	36.99
	24T	2: 1 year (2080)	39.80
	24T	3: 1.5 year (3120)	40.75
	24T	4: 2 year (4160)	41.70
	24T	5: 2.5 year (5200)	42.68
	24T	6: 3 year (6240)	43.65
	24T	7: 3.5 year (7280)	44.68
	24T	8: 4 year (8320)	45.72
	24T	9: 4.5 year (9360)	46.81
	24T	10: 5 year (10,400)	47.90
	24T	11: 10 year (20,800)	49.35
	24T	12: 15 year (31,200)	51.21
410013 CIVIL ENGINEER IV 410113 CIVIL ENGINEER IV-SPRWS 140601 INFORMATION SERVICES MANAGER - SPRWS 810730 LIBRARY FACILITIES MANAGER 830051 MUNICIPAL GARAGE SUPERVISOR II 350030 REAL ESTATE MANAGER 530040 WATER QUALITY SUPERVISOR	025	1: Start	38.03
	025	2: 1 year (2080)	40.96
	025	3: 2 year (4160)	42.88
	025	4: 3 year (6240)	44.87
	025	5: 4 year (8320)	47.01
	025	6: 5 year (10,400)	49.23
	025	7: 10 year (20,800)	50.78
	025	8: 15 year (31,200)	52.70
111801 BUILDING OFFICIAL 520120 FORENSIC LAB MANAGER 540230 HEALTH ADMINISTRATION MANAGER~S~ 111401 POLICE RESEARCH AND GRANTS MANAGER 400301 PRINCIPAL DESIGNER 360030 PROGRAM ADMINISTRATOR 350040 REAL ESTATE AND ASSESSMENT MANAGER 140701 TECHNOLOGY MANAGER	026	1: Start	39.12
	026	2: 1 year (2080)	42.13
	026	3: 2 year (4160)	44.05
	026	4: 3 year (6240)	46.18
	026	5: 4 year (8320)	48.37
	026	6: 5 year (10,400)	50.66
	026	7: 10 year (20,800)	52.23
	026	8: 15 year (31,200)	54.20

720030 CITY PLANNING ADMINISTRATOR	027	1: Start	40.20
	027	2: 1 year (2080)	43.29
	027	3: 2 year (4160)	45.34
	027	4: 3 year (6240)	47.47
	027	5: 4 year (8320)	49.73
	027	6: 5 year (10,400)	52.10
	027	7: 10 year (20,800)	53.70
	027	8: 15 year (31,200)	55.76
111501 ADMINISTRATION MANAGER 100701 DEPUTY DIRECTOR OF LIEP FOR LICENSES, PERMITS, AND CUSTOMER SERVICE 400120 PARKS AND RECREATION DESIGN MANAGER 900401 PARKS AND RECREATION MANAGER	028	1: Start	41.35
	028	2: 1 year (2080)	44.52
	028	3: 2 year (4160)	46.63
	028	4: 3 year (6240)	48.86
	028	5: 4 year (8320)	51.13
	028	6: 5 year (10,400)	53.57
	028	7: 10 year (20,800)	55.27
	028	8: 15 year (31,200)	57.37
	029	1: Start	42.52
	029	2: 1 year (2080)	45.79
	029	3: 2 year (4160)	47.94
	029	4: 3 year (6240)	50.20
	029	5: 4 year (8320)	52.63
	029	6: 5 year (10,400)	55.13
	029	7: 10 year (20,800)	56.84
	029	8: 15 year (31,200)	59.01
410020 ASSISTANT CITY ENGINEER 410120 BUSINESS DIVISION MANAGER - SAINT PAUL REGIONAL WATER SERVICES 101801 DEPUTY DIRECTOR OF TECHNOLOGY AND COMMUNICATIONS (U) 410121 DISTRIBUTION DIVISION MANAGER - SPRWS 410123 ENGINEERING DIVISION MANAGER - SAINT PAUL REGIONAL WATER SERVICES 100901 EXECUTIVE SERVICES MANAGER 410122 PRODUCTION DIVISION MANAGER-SPRWS 320220 TREASURY MANAGER	030	1: Start	43.72
	030	2: 1 year (2080)	47.10
	030	3: 2 year (4160)	49.31
	030	4: 3 year (6240)	51.64
	030	5: 4 year (8320)	54.12
	030	6: 5 year (10,400)	56.69
	030	7: 10 year (20,800)	58.43
	030	8: 15 year (31,200)	60.73

102001 ECONOMIC DEVELOPMENT MANAGER (U) 101201 PLANNING AND ECONOMIC DEVELOPMENT MANAGER (U)	031	1: Start	44.97
	031	2: 1 year (2080)	48.43
	031	3: 2 year (4160)	50.74
	031	4: 3 year (6240)	53.14
	031	5: 4 year (8320)	55.66
	031	6: 5 year (10,400)	58.32
	031	7: 10 year (20,800)	60.15
	031	8: 15 year (31,200)	62.45
	032	1: Start	46.24
	032	2: 1 year (2080)	49.77
	032	3: 2 year (4160)	52.18
	032	4: 3 year (6240)	54.66
	032	5: 4 year (8320)	57.29
	032	6: 5 year (10,400)	60.00
	032	7: 10 year (20,800)	61.90
	032	8: 15 year (31,200)	64.24
410021 ASSOCIATE CITY ENGINEER 410130 CHIEF ENGINEER - SAINT PAUL REGIONAL WATER SERVICES	033	1: Start	47.55
	033	2: 1 year (2080)	51.20
	033	3: 2 year (4160)	53.67
	033	4: 3 year (6240)	56.23
	033	5: 4 year (8320)	58.95
	033	6: 5 year (10,400)	61.75
	033	7: 10 year (20,800)	63.68
	033	8: 15 year (31,200)	66.12
150240 SUPERVISING ATTORNEY (U)	034	1: Start	48.89
	034	2: 1 year (2080)	52.67
	034	3: 2 year (4160)	55.21
	034	4: 3 year (6240)	57.85
	034	5: 4 year (8320)	60.61
	034	6: 5 year (10,400)	63.52
	034	7: 10 year (20,800)	65.51
	034	8: 15 year (31,200)	68.06

101401 DEPUTY CITY ATTORNEY (U)	035	1: Start	50.31
	035	2: 1 year (2080)	54.19
	035	3: 2 year (4160)	56.82
	035	4: 3 year (6240)	59.49
	035	5: 4 year (8320)	62.35
	035	6: 5 year (10,400)	65.34
	035	7: 10 year (20,800)	67.42
	035	8: 15 year (31,200)	70.00
540240 DIRECTOR OF MEDICAL SERVICES (APPOINTED PRIOR TO 1/1/90)~S~	039	1: Start	56.29
	039	2: 1 year (2080)	60.69
	039	3: 2 year (4160)	63.60
	039	4: 3 year (6240)	66.65
	039	5: 4 year (8320)	69.89
	039	6: 5 year (10,400)	73.26
	039	7: 10 year (20,800)	75.55
	039	8: 15 year (31,200)	78.47

BENEFITS:

VACATION

Effective January 1, 2009, in each IRS payroll reporting year, each full-time employee shall be granted vacation according to the following schedule:

Years of Service	Days of Vacation
Less than 8 years	15 days (.0577)
After 8 years thru 15 years	22 days (.0847)
After 15 years	26 days (.1000)

Employees who work less than full-time shall be granted vacation on a pro rata basis.

For the purposes of this article qualifying years shall be determined based on original employment date.

An employee who is eligible to receive compensation for unused vacation and is eligible for severance pay at the time of separation from the City, the City will contribute 100% of the full amount of such vacation payment to a post-employment health plan (PEHP) in lieu of any cash payment to the employee. (See Article 14.3 (1).

SICK LEAVE ACCRUAL

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.

FLOATING HOLIDAYS
Effective January 1, 2010, the floating holidays will be eliminated.

LIBRARY HOLIDAYS
For all employees assigned to the Library, the Day after Thanksgiving shall be considered a normal work day, and Christmas Eve shall be recognized and observed as a paid minor holiday.

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 time earned shall be based upon the number of non-holiday hours paid to the employee during that pay period (see proration charts in Salary Plan and Rates of Compensation). Non-holiday hours paid includes hours actually worked, vacation time, compensatory time, paid leave and sick leave. It is further understood that neither temporary nor other employees, not heretofore eligible, shall receive holiday pay.

VOLUNTARY LEAVE
A full-time employee may be granted up to four hundred eighty (480) hours of voluntary leave-of-absence without pay during the fiscal year.

FUNERAL LEAVE
Any employee who has accumulated sick leave credits may be granted one day of such leave to attend the funeral of the employee's grandparent or grandchild.

SEVERANCE PAY

$12,500	15 years of consecutive service at the time of separation.*
	80 days of sick leave credits at the time of separation.

* Employment with the Independent School District No. 625 will not be counted toward the service requirement for employees hired after October 1, 1997 toward the years of service for severance eligibility.

For any employee who is eligible to receive severance from the City under this Article, the City will contribute 105% of the full amount of their severance payment to a post-employment health plan in lieu of any cash payment to the employee.

Upon the death of an employee who meets all of the requirements set forth above, at the time of his/her death, payment of the severance pay allowed under these provisions shall be made to the employee's spouse, or if none, to the employee's estate.

2015 HEALTH INSURANCE

Single: The Employer will contribute $398.88 - $553.26 per month for the 2015 single insurance contribution depending on the employee's plan choice.

The City will contribute $85 each month into a VEBA/HRA for full-time employees choosing the SINGLE Open Access Deductible plan. Enrollment is automatic.

Family: The Employer will contribute $748.22 - $1,300.53 per month for the 2015 family insurance contribution depending on the employee's plan choice.

The City will contribute $45 each month into a VEBA/HRA for full-time employees choosing the FAMILY Open Access Deductible plan. Enrollment is automatic.

POST EMPLOYMENT HEALTH PLAN (PEHP)
Effective January 1, 2008, employees are eligible for a Post Employment Health Plan (PEHP) contribution by the Employer of three hundred and fifty dollars ($350.00). To be paid by April 1 of the following year. (See Article 20 for eligibility requirements.)

SICK LEAVE CONVERSION
If an employee has an accumulation of sick leave credits in excess of one hundred and eighty days, he may convert any part of such excess to vacation at the rate of one-half days' vacation for each day of sick leave credit. No employee may convert more than ten (10) days of sick leave in each IRS payroll reporting year under this provision.

An employee, with the approval of the employee's department head, may convert another ten (10) days of accumulated sick leave credit in excess of one hundred eighty (180) days to vacation at a rate of one-half (1/2) day of vacation for one (1) day of sick leave credit.

OVERTIME
Effective January 1, 2010, employees represented by this bargaining unit are not eligible to accrue compensatory time. The City, as a public sector employer, will follow all applicable state and federal laws and regulations regarding FLSA-exempt public sector employees.

VACATION SELL BACK
An employee may also, at the discretion of the Department Head and additionally, limited by the availability of funds in the Department's Budget, sell up to five days, or any portion thereof, of accrued and unused vacation once per year. Such election must be made in writing on or before December 1of each IRS payroll reporting year. If the employee elects to sell vacation, the payment for such sold vacation shall be made in a lump sum in the nearest full payroll period following the election date. The payment shall be in an amount equal to the number of hours sold times the employee's regular rate of pay in effect as of the date of such election.

14.6(1) Invoking the use of 14.4 or 14.5 above at any time within the IRS payroll reporting year will prohibit the use of 14.6 above.

SICK LEAVE USAGE
In the case of a serious illness or disability of an employee's child, parent or household member, 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.

RECALL FROM LAYOFF
Two years

LIFE INSURANCE
$50,000 for each eligible employee.

SAFETY SHOES
Effective January 1, 2009, the Employer will contribute $100.00 per year toward the purchase of safety shoes or boots, as an annual cash payment to be placed on the paycheck. Employees shall have until December 31, 2009, to spend any outstanding balance accrued prior to January 1, 2009. After December 31, 2009, all existing balances shall be eliminated.