

## Employee Group 81 Classified Confidential - Clerical

Effective Date: January 4, 2020 Issued Date: 06/25/2020

Job Code & Description	Grade	Step	Hourly Rate 01/04/2020
	07C	1: Start	14.05
	07C	2: 1 year (2080)	15.01
	07C	3: 2 year (4160)	15.55
	07C	4: 3 year (6240)	16.06
	07C	5: 5 year (10,400)	16.69
	07C	6: 10 year (20,800)	16.97
	07C	7: 15 year (31,200)	17.61
	07C	8: 20 year (41,600)	18.05
	08C	1: Start	14.35
	08C	2: 1 year (2080)	15.29
	08C	3: 2 year (4160)	15.82
	08C	4: 3 year (6240)	16.43
	08C	5: 5 year (10,400)	16.97
	08C	6: 10 year (20,800)	17.35
	08C	7: 15 year (31,200)	18.01
	08C	8: 20 year (41,600)	18.40
	09C	1: Start	14.64
	09C	2: 1 year (2080)	15.67
	09C	3: 2 year (4160)	16.17
	09C	4: 3 year (6240)	16.79
	09C	5: 5 year (10,400)	17.35
	09C	6: 10 year (20,800)	17.73
	09C	7: 15 year (31,200)	18.41
	09C	8: 20 year (41,600)	18.83
	10C	1: Start	14.97
	10C	2: 1 year (2080)	15.93
	10C	3: 2 year (4160)	16.48
	10C	4: 3 year (6240)	17.01
	10C	5: 5 year (10,400)	17.64
	10C	6: 10 year (20,800)	18.13
	10C	7: 15 year (31,200)	18.84
	10C	8: 20 year (41,600)	19.26

	11C	1: Start	15.18
	11C	2: 1 year (2080)	16.29
	11C	3: 2 year (4160)	16.82
	11C	4: 3 year (6240)	17.43
	11C	5: 5 year (10,400)	18.13
	11C	6: 10 year (20,800)	18.57
	11C	7: 15 year (31,200)	19.25
	11C	8: 20 year (41,600)	19.67
200110 OFFICE ASSISTANT I	12C	1: Start	15.55
	12C	2: 1 year (2080)	16.69
	12C	3: 2 year (4160)	17.26
	12C	4: 3 year (6240)	17.86
	12C	5: 5 year (10,400)	18.57
	12C	6: 10 year (20,800)	18.98
	12C	7: 15 year (31,200)	19.72
	12C	8: 20 year (41,600)	20.16
	13C	1: Start	15.82
	13C	2: 1 year (2080)	16.97
	13C	3: 2 year (4160)	17.58
	13C	4: 3 year (6240)	18.26
	13C	5: 5 year (10,400)	19.05
	13C	6: 10 year (20,800)	19.47
	13C	7: 15 year (31,200)	20.33
	13C	8: 20 year (41,600)	20.78
	14C	1: Start	16.17
	14C	2: 1 year (2080)	17.35
	14C	3: 2 year (4160)	18.03
	14C	4: 3 year (6240)	18.68
	14C	5: 5 year (10,400)	19.44
	14C	6: 10 year (20,800)	20.01
	14C	7: 15 year (31,200)	20.79
	14C	8: 20 year (41,600)	21.21

	16C	1: Start	16.86
	16C	2: 1 year (2080)	18.15
	16C	3: 2 year (4160)	18.83
	16C	4: 3 year (6240)	19.65
	16C	5: 5 year (10,400)	20.47
	16C	6: 10 year (20,800)	20.99
	16C	7: 15 year (31,200)	21.91
	16C	8: 20 year (41,600)	22.33
200111 OFFICE ASSISTANT II	18C	1: Start	17.58
	18C	2: 1 year (2080)	19.05
	18C	3: 2 year (4160)	19.84
	18C	4: 3 year (6240)	20.64
	18C	5: 5 year (10,400)	21.59
	18C	6: 10 year (20,800)	22.14
	18C	7: 15 year (31,200)	23.08
	18C	8: 20 year (41,600)	23.49
	19C	1: Start	18.03
	19C	2: 1 year (2080)	19.44
	19C	3: 2 year (4160)	20.31
	19C	4: 3 year (6240)	21.20
	19C	5: 5 year (10,400)	22.14
	19C	6: 10 year (20,800)	22.71
	19C	7: 15 year (31,200)	23.64
	19C	8: 20 year (41,600)	24.06
	21C	1: Start	18.83
	21C	2: 1 year (2080)	20.47
	21C	3: 2 year (4160)	21.36
	21C	4: 3 year (6240)	22.34
	21C	5: 5 year (10,400)	23.28
	21C	6: 10 year (20,800)	23.93
	21C	7: 15 year (31,200)	24.94
	21C	8: 20 year (41,600)	25.37

	22C	1: Start	19.27
	22C	2: 1 year (2080)	21.01
	22C	3: 2 year (4160)	22.04
	22C	4: 3 year (6240)	23.03
	22C	5: 5 year (10,400)	24.00
	22C	6: 10 year (20,800)	24.66
	22C	7: 15 year (31,200)	25.71
	22C	8: 20 year (41,600)	26.11
	23C	1: Start	19.84
	23C	2: 1 year (2080)	21.59
	23C	3: 2 year (4160)	22.51
	23C	4: 3 year (6240)	23.55
	23C	5: 5 year (10,400)	24.52
	23C	6: 10 year (20,800)	25.20
	23C	7: 15 year (31,200)	26.24
	23C	8: 20 year (41,600)	26.66
200112 OFFICE ASSISTANT III 220410 WORKERS COMPENSATION CLAIMS PROCESSOR	24C	1: Start	20.35
	24C	2: 1 year (2080)	22.16
	24C	3: 2 year (4160)	23.16
	24C	4: 3 year (6240)	24.24
	24C	5: 5 year (10,400)	25.26
	24C	6: 10 year (20,800)	25.95
	24C	7: 15 year (31,200)	27.02
	24C	8: 20 year (41,600)	27.47
	25C	1: Start	20.87
	25C	2: 1 year (2080)	22.71
	25C	3: 2 year (4160)	23.70
	25C	4: 3 year (6240)	24.71
	25C	5: 5 year (10,400)	25.80
	25C	6: 10 year (20,800)	26.54
	25C	7: 15 year (31,200)	27.64
	25C	8: 20 year (41,600)	28.07

	26C	1: Start	21.42
	26C	2: 1 year (2080)	23.36
	26C	3: 2 year (4160)	24.42
	26C	4: 3 year (6240)	25.50
	26C	5: 5 year (10,400)	26.62
	26C	6: 10 year (20,800)	27.34
	26C	7: 15 year (31,200)	28.49
	26C	8: 20 year (41,600)	28.93
220310 BENEFITS SYSTEMS SUPPORT SPECIALIST	27C	1: Start	21.42
	27C	2: 1 year (2080)	23.46
	27C	3: 2 year (4160)	24.52
	27C	4: 3 year (6240)	25.69
	27C	5: 5 year (10,400)	26.84
	27C	6: 10 year (20,800)	27.62
	27C	7: 15 year (31,200)	28.81
	27C	8: 20 year (41,600)	29.23
	28C	1: Start	22.04
	28C	2: 1 year (2080)	24.00
	28C	3: 2 year (4160)	25.14
	28C	4: 3 year (6240)	26.24
	28C	5: 5 year (10,400)	27.44
	28C	6: 10 year (20,800)	28.20
	28C	7: 15 year (31,200)	29.50
	28C	8: 20 year (41,600)	29.93
200113 OFFICE ASSISTANT IV	29C	1: Start	22.56
	29C	2: 1 year (2080)	24.71
	29C	3: 2 year (4160)	25.89
	29C	4: 3 year (6240)	27.03
	29C	5: 5 year (10,400)	28.33
	29C	6: 10 year (20,800)	29.12
	29C	7: 15 year (31,200)	30.34
	29C	8: 20 year (41,600)	30.78

	30C	1: Start	23.22
	30C	2: 1 year (2080)	25.35
	30C	3: 2 year (4160)	26.60
	30C	4: 3 year (6240)	27.81
	30C	5: 5 year (10,400)	29.07
	30C	6: 10 year (20,800)	29.87
	30C	7: 15 year (31,200)	31.17
	30C	8: 20 year (41,600)	31.61
200120 EXECUTIVE ASSISTANT I 220411 SENIOR WORKERS COMPENSATION CLAIMS PROCESSOR	31C	1: Start	23.84
	31C	2: 1 year (2080)	26.05
	31C	3: 2 year (4160)	27.25
	31C	4: 3 year (6240)	28.54
	31C	5: 5 year (10,400)	29.85
	31C	6: 10 year (20,800)	30.71
	31C	7: 15 year (31,200)	31.96
	31C	8: 20 year (41,600)	32.40
	32C	1: Start	24.50
	32C	2: 1 year (2080)	26.80
	32C	3: 2 year (4160)	28.06
	32C	4: 3 year (6240)	29.38
	32C	5: 5 year (10,400)	30.74
	32C	6: 10 year (20,800)	31.61
	32C	7: 15 year (31,200)	32.99
	32C	8: 20 year (41,600)	33.40
220311 BENEFITS SPECIALIST	33C	1: Start	25.16
	33C	2: 1 year (2080)	27.59
	33C	3: 2 year (4160)	28.84
	33C	4: 3 year (6240)	30.18
	33C	5: 5 year (10,400)	31.61
	33C	6: 10 year (20,800)	32.49
	33C	7: 15 year (31,200)	33.89
	33C	8: 20 year (41,600)	34.32

221010 HUMAN RESOURCES ADMINISTRATIVE COORDINATOR 220720 PAYROLL AUDITOR	34C	1: Start	25.89
	34C	2: 1 year (2080)	28.33
	34C	3: 2 year (4160)	29.62
	34C	4: 3 year (6240)	30.99
	34C	5: 5 year (10,400)	32.49
	34C	6: 10 year (20,800)	33.38
	34C	7: 15 year (31,200)	34.85
	34C	8: 20 year (41,600)	35.25
	36C	1: Start	27.34
	36C	2: 1 year (2080)	29.90
	36C	3: 2 year (4160)	31.35
	36C	4: 3 year (6240)	32.86
	36C	5: 5 year (10,400)	34.34
	36C	6: 10 year (20,800)	35.36
	36C	7: 15 year (31,200)	36.90
	36C	8: 20 year (41,600)	37.33
	37C	1: Start	28.07
	37C	2: 1 year (2080)	30.72
	37C	3: 2 year (4160)	32.19
	37C	4: 3 year (6240)	33.74
	37C	5: 5 year (10,400)	35.96
	37C	6: 10 year (20,800)	36.72
	37C	7: 15 year (31,200)	38.27
	37C	8: 20 year (41,600)	38.71

## **BENEFITS:**

### **PROBATION PERIOD**

Effective January 1, 2006: Employees in this bargaining unit shall serve a one (1) year probation period.

### **LIFE INSURANCE**

\$30,000 for all eligible employees.

## VACATION

<u>Years of Service</u>	<u>Hours of Vacation</u>
Start thru 4th year	14 days (.0539)
5th year thru 9th year	18 days (.0692)
10th year thru 15th year	21 days (.0808)
16th year thru 23rd year	25 days (.0962)
24th year and thereafter	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 of this bargaining unit are no longer eligible for holiday pay.

## 2020 HEALTH INSURANCE

Effective **January 2020**, 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:**

2019 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2020, after any plan design changes; employees shall be responsible for the 2019 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2020, after any plan design changes.

Based on a 6.0% premium increase (3.7% + 2.3% HIT), this results in the following Employer contributions:

**Single:** \$652.44, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2019 Wellness Program).

Employee share: \$12.82/month.

**Family:** \$1,530.64, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2019 Wellness Program).

Employee share: \$206.10/month.

### **Elect Plan:**

The lesser of the Employer's contribution for the Choice Passport Plan for 2020; 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.



## **2020 HEALTH INSURANCE (Continued)**

Based on a 6.0% premium increase (3.7% + 2.3% HIT), this results in the following Employer contributions:

**Single:** \$619.18, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2019 Wellness Program).  
Employee share: \$0.00/month.

**Family:** \$1,530.64, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2019 Wellness Program).  
Employee share: \$86.46/month.

### **ACO Plan:**

The lesser of the Employer's contribution for the Choice Passport Plan for 2020; 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.

Based on a 6.0% premium increase (3.7% + 2.3% HIT), this results in the following Employer contributions:

**Single:** \$599.56, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2019 Wellness Program).  
Employee share: \$0.00/month.

**Family:** \$1,530.64, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2019 Wellness Program).  
Employee share: \$35.20/month.

### **Passport Copay Plan:**

Single: \$398.88 (Employee share: \$451.34/month)  
Family: \$748.22 (Employee share: \$1,481.98/month)

## **OVERTIME**

Compensatory time on a time and one-half (1.5) basis or by being paid on a time and one-half (1.5) basis for such overtime work.

## **REINSTATEMENT AFTER LAYOFF**

Two years

## **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

**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, month-in-law, father-in-law, or other person who is a member of the household.

**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.)

**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.

**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 year for the purpose of conducting the duties of the exclusive representative.

### **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.

### **DEFERRED COMPENSATION**

Effective **September 3, 2016**: The City will provide \$350 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**

To any employee who works on a shift, beginning earlier than 6:00 a.m. or ending later than 6:00 p.m., provided that at least five hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m., they shall be paid a night differential for the entire shift.

To any employees who works on a shift, beginning earlier than 6:00 a.m. or ending later than 6:00 p.m. but less than five hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m., they shall be paid a night differential for the hours worked between the hours of 6:00 p.m. and 6:00 a.m.

The night differential shall be 5% of the base rate, and shall be paid only for those night shift hours actually worked.

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.