

Employee Group 83 Classified Confidential - Professional

Effective Date: January 04, 2020 Issued Date: 12/17/2019

Job Code & Description	Grade	Step	Hourly Rate
	03R	1: Start	21.59
	03R	2: 1 year (2080)	23.32
	03R	3: 2 year (4160)	24.50
	03R	4: 3 year (6240)	25.69
	03R	5: 4 year (8320)	26.99
	03R	6: 5 year (10,400)	28.33
	03R	7: 10 year (20,800)	29.17
	03R	8: 15 year (31,200)	30.11
	05R	1: Start	22.94
	05R	2: 1 year (2080)	24.72
	05R	3: 2 year (4160)	26.01
	05R	4: 3 year (6240)	27.28
	05R	5: 4 year (8320)	28.64
	05R	6: 5 year (10,400)	30.03
	05R	7: 10 year (20,800)	30.93
	05R	8: 15 year (31,200)	31.90
320010 BUDGET ASSISTANT 160110 RESEARCH ANALYST I	07R	1: Start	24.42
	07R	2: 1 year (2080)	26.47
	07R	3: 2 year (4160)	27.73
	07R	4: 3 year (6240)	29.16
	07R	5: 4 year (8320)	30.63
	07R	6: 5 year (10,400)	32.14
	07R	7: 10 year (20,800)	33.10
	07R	8: 15 year (31,200)	34.44
120110 HUMAN RESOURCES CONSULTANT I	08R	1: Start	24.98
	08R	2: 1 year (2080)	27.02
	08R	3: 2 year (4160)	28.37
	08R	4: 3 year (6240)	29.75
	08R	5: 4 year (8320)	31.26
	08R	6: 5 year (10,400)	32.82
	08R	7: 10 year (20,800)	33.82
	08R	8: 15 year (31,200)	34.91

120111 HUMAN RESOURCES CONSULTANT II	11R	1: Start	27.50
	11R	2: 1 year (2080)	29.76
	11R	3: 2 year (4160)	31.24
	11R	4: 3 year (6240)	32.80
	11R	5: 4 year (8320)	34.45
	11R	6: 5 year (10,400)	36.15
	11R	7: 10 year (20,800)	37.15
	11R	8: 15 year (31,200)	38.76
320011 BUDGET AND MANAGEMENT ANALYST	13R	1: Start	28.97
	13R	2: 1 year (2080)	31.31
	13R	3: 2 year (4160)	32.90
	13R	4: 3 year (6240)	34.46
	13R	5: 4 year (8320)	36.21
	13R	6: 5 year (10,400)	38.07
	13R	7: 10 year (20,800)	39.17
	13R	8: 15 year (31,200)	40.41
	14R	1: Start	29.82
	14R	2: 1 year (2080)	32.25
	14R	3: 2 year (4160)	33.84
	14R	4: 3 year (6240)	35.54
	14R	5: 4 year (8320)	37.29
	14R	6: 5 year (10,400)	39.17
	14R	7: 10 year (20,800)	40.32
	14R	8: 15 year (31,200)	41.65
120112 HUMAN RESOURCES CONSULTANT III 120301 RISK ANALYST	015	1: Start	30.97
	015	2: 1 year (2080)	33.48
	015	3: 2 year (4160)	35.13
	015	4: 3 year (6240)	36.90
	015	5: 4 year (8320)	38.74
	015	6: 5 year (10,400)	40.67
	015	7: 10 year (20,800)	41.92
	015	8: 15 year (31,200)	43.59

129997 SELECTION AND VALIDATION SPECIALIST	16R	1: Start	31.54
	16R	2: 1 year (2080)	34.09
	16R	3: 2 year (4160)	35.83
	16R	4: 3 year (6240)	37.59
	16R	5: 4 year (8320)	39.47
	16R	6: 5 year (10,400)	41.44
	16R	7: 10 year (20,800)	42.67
	16R	8: 15 year (31,200)	44.06
320012 SENIOR BUDGET AND MANAGEMENT ANALYST 120610 WORKERS COMPENSATION CLAIMS ADMINISTRATOR	19R	1: Start	34.59
	19R	2: 1 year (2080)	37.33
	19R	3: 2 year (4160)	39.21
	19R	4: 3 year (6240)	41.18
	19R	5: 4 year (8320)	43.23
	19R	6: 5 year (10,400)	45.42
	19R	7: 10 year (20,800)	46.70
	19R	8: 15 year (31,200)	48.26
	20R	1: Start	35.59
	20R	2: 1 year (2080)	38.48
	20R	3: 2 year (4160)	40.41
	20R	4: 3 year (6240)	42.42
	20R	5: 4 year (8320)	44.53
	20R	6: 5 year (10,400)	46.74
	20R	7: 10 year (20,800)	48.12
	20R	8: 15 year (31,200)	49.72
320020 CHIEF BUDGET ANALYST	26R	1: Start	42.48
	26R	2: 1 year (2080)	45.95
	26R	3: 2 year (4160)	48.17
	26R	4: 3 year (6240)	50.61
	26R	5: 4 year (8320)	53.16
	26R	6: 5 year (10,400)	55.78
	26R	7: 10 year (20,800)	57.46
	26R	8: 15 year (31,200)	59.31

BENEFITS:

VACATION

<u>Years of Service</u>	<u>Hours of Vacation</u>
Start thru 4 year	17 days (.0654)
5 th year thru 7 th 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.

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.

2020 HEALTH INSURANCE (Continued)

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.

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

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 & 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.

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.

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 180 days 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.)

LIFE INSURANCE

\$50,000 for all eligible employees.

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.