

## Employee Group 09 Saint Paul Supervisors Organization

Effective Date: December 28, 2024 Issued Date: 04/13/2026

Job Code & Description	Grade	Step	Hourly Rate 12/28/2024
	001	1: 0	27.39
	001	2: 2080	28.55
	001	3: 2080	29.86
	001	4: 2080	31.18
	001	5: 2080	32.55
	001	6: 2080	33.57
	001	7: 2080	34.79
	Perf Zone	Minimum	35.14
	Maximum	36.91	
	002	1: 0	28.10
	002	2: 2080	29.33
	002	3: 2080	30.68
	002	4: 2080	32.00
	002	5: 2080	33.50
	002	6: 2080	34.49
	002	7: 2080	35.76
	Perf Zone	Minimum	36.12
	Maximum	37.94	
	003	1: 0	28.84
	003	2: 2080	30.14
	003	3: 2080	31.47
	003	4: 2080	32.91
	003	5: 2080	34.41
	003	6: 2080	35.43
	003	7: 2080	36.70
	Perf Zone	Minimum	37.07
	Maximum	38.94	

	004	1: 0	29.59
	004	2: 2080	30.92
	004	3: 2080	32.36
	004	4: 2080	33.81
	004	5: 2080	35.34
	004	6: 2080	36.36
	004	7: 2080	37.67
	Perf Zone	Minimum	38.05
	Maximum	39.96	
	005	1: 0	30.36
	005	2: 2080	31.83
	005	3: 2080	33.22
	005	4: 2080	34.73
	005	5: 2080	36.27
	005	6: 2080	37.36
	005	7: 2080	38.72
	Perf Zone	Minimum	39.11
	Maximum	41.08	
910030 PARK FACILITY SUPERVISOR	006	1: 0	31.23
	006	2: 2080	32.67
	006	3: 2080	34.12
	006	4: 2080	35.67
	006	5: 2080	37.29
	006	6: 2080	38.41
	006	7: 2080	39.80
	Perf Zone	Minimum	40.20
	Maximum	42.22	

	007	1: 0	31.97	
	007	2: 2080	33.42	
	007	3: 2080	34.92	
	007	4: 2080	36.49	
	007	5: 2080	38.16	
	007	6: 2080	39.32	
	007	7: 2080	40.74	
	Perf Zone	Minimum		41.15
		Maximum		43.22
630310 IMPOUND LOT SUPERVISOR	008	1: 0	32.95	
	008	2: 2080	34.45	
	008	3: 2080	35.96	
	008	4: 2080	37.60	
	008	5: 2080	39.39	
	008	6: 2080	40.58	
	008	7: 2080	42.06	
	Perf Zone	Minimum		42.48
		Maximum		44.62
	009	1: 0	33.85	
	009	2: 2080	35.36	
	009	3: 2080	36.99	
	009	4: 2080	38.69	
	009	5: 2080	40.48	
	009	6: 2080	41.65	
	009	7: 2080	43.21	
	Perf Zone	Minimum		43.64
		Maximum		45.84

950030 CIRCULATION COORDINATOR~S~ 221220 DATA RELEASE COORDINATOR 600030 EMERGENCY PLANNING AND SECURITY SUPERVISOR 900201 EVENTS COORDINATOR 820220 HORTICULTURE SUPERVISOR 200130 OFFICE MANAGER 630130 PARKS SAFETY & SECURITY SUPERVISOR	010	1: 0	34.73	
	010	2: 2080	36.32	
	010	3: 2080	38.00	
	010	4: 2080	39.74	
	010	5: 2080	41.55	
	010	6: 2080	42.86	
	010	7: 2080	44.45	
	Perf Zone	Minimum	44.89	
		Maximum	47.16	
	010	9: FROZEN RATE	39.17	
	Perf Zone	Minimum	39.56	
		Maximum	41.56	
	910301 GOLF PRO/MANAGER	011	1: 0	35.71
		011	2: 2080	37.35
011		3: 2080	39.06	
011		4: 2080	40.88	
011		5: 2080	42.77	
011		6: 2080	43.93	
011		7: 2080	45.70	
Perf Zone		Minimum	46.16	
		Maximum	48.48	
810630 BUILDING AND FACILITY SUPERVISOR 200140 OFFICE ADMINISTRATOR	012	1: 0	36.68	
	012	2: 2080	38.35	
	012	3: 2080	40.11	
	012	4: 2080	41.97	
	012	5: 2080	43.90	
	012	6: 2080	45.31	
	012	7: 2080	46.96	
	Perf Zone	Minimum	47.43	
		Maximum	49.82	

130120 BUSINESS ASSISTANCE PROGRAM SUPERVISOR 920420 FACILITY/PROGRAM SUPERVISOR 700520 RECYCLING PROGRAMS SUPERVISOR	013	1: 0	37.69
	013	2: 2080	39.44
	013	3: 2080	41.21
	013	4: 2080	43.13
	013	5: 2080	45.18
	013	6: 2080	46.52
	013	7: 2080	48.24
	Perf Zone	Minimum	48.72
		Maximum	51.18
160020 MARKETING AND PUBLIC RELATIONS MANAGER 510210 SENIOR SAFETY OFFICER 220520 WATER CUSTOMER SERVICE and BILLING SUPERVISOR	014	1: 0	38.72
	014	2: 2080	40.50
	014	3: 2080	42.38
	014	4: 2080	44.34
	014	5: 2080	46.40
	014	6: 2080	47.82
	014	7: 2080	49.62
	Perf Zone	Minimum	50.12
		Maximum	52.64
420030 ENGINEERING TECHNICIAN SUPERVISOR 420120 ENGINEERING TECHNICIAN SUPERVISOR – WATER UTILITY 330110 OUTREACH SUPERVISOR	015	1: 0	39.79
	015	2: 2080	41.59
	015	3: 2080	43.55
	015	4: 2080	45.55
	015	5: 2080	47.67
	015	6: 2080	49.18
	015	7: 2080	51.02
	Perf Zone	Minimum	51.53
		Maximum	54.13

110701 ADMINISTRATIVE ASSISTANT 110701 ADMINISTRATIVE ASSISTANT (U) 930080 AQUATICS AND SPECIAL SERVICES PROGRAM SUPERVISOR 850031 COMMUNICATION SERVICES AND MAINTENANCE SUPERVISOR 800030 NATURAL RESOURCES SUPERVISOR 800220 URBAN FORESTER SUPERVISOR 850130 VIDEO PRODUCTION SUPERVISOR	016	1: 0	40.90
	016	2: 2080	42.82
	016	3: 2080	44.78
	016	4: 2080	46.86
	016	5: 2080	49.06
	016	6: 2080	50.54
	016	7: 2080	52.46
	Perf Zone	Minimum	52.98
		Maximum	55.65
630210 LIBRARY SAFETY MANAGER 810430 SUPERVISOR OF TRAFFIC MAINTENANCE	017	1: 0	42.04
	017	2: 2080	43.97
	017	3: 2080	45.98
	017	4: 2080	48.14
	017	5: 2080	50.42
	017	6: 2080	51.99
	017	7: 2080	53.98
	Perf Zone	Minimum	54.52
		Maximum	57.27
950420 COMMUNITY AND DIGITAL SERVICES MANAGER 130030 CONTRACT COMPLIANCE SUPERVISOR 221041 DATA PRACTICES SUPERVISOR 900020 EDUCATION AND CONSERVATION CURATOR 700220 ENVIRONMENTAL HEALTH PROGRAM SUPERVISOR 950042 LIBRARIAN III 950050 MATERIALS MANAGEMENT SUPERVISOR 530220 MEDICAL TECHNOLOGIST SUPERVISOR~S~ 830050 MUNICIPAL GARAGE SUPERVISOR I 920150 PARK AND RECREATION PROGRAM SUPERVISOR 210050 PRINT SERVICES OPERATIONS MANAGER	018	1: 0	43.17
	018	2: 2080	45.25
	018	3: 2080	47.30
	018	4: 2080	49.57
	018	5: 2080	51.85
	018	6: 2080	53.47
	018	7: 2080	55.41
	Perf Zone	Minimum	55.96
		Maximum	58.78

400220 CONSTRUCTION QUALITY SUPERVISOR 720050 HISTORIC PRESERVATION SUPERVISOR 730030 SUPERVISOR OF REHABILITATION	019	1: 0	44.39	
	019	2: 2080	46.46	
	019	3: 2080	48.64	
	019	4: 2080	50.90	
	019	5: 2080	53.34	
	019	6: 2080	54.93	
	019	7: 2080	57.03	
	Perf Zone	Minimum		57.60
Maximum		60.50		
300113 ACCOUNTANT IV 350020 ASSESSMENTSUPERVISOR 160120 BUSINESS IMPROVEMENT SUPERVISOR 700030 CODE ENFORCEMENT SUPERVISOR 130130 CONTRACT COMPLIANCE MANAGER 940020 GENERAL CURATOR 820230 HORTICULTURE CURATOR 130320 HUMAN RIGHTS AND LABOR STANDARDS MANAGER 950801 LIBRARY TECHNOLOGY MANAGER 330030 LOAN SERVICING AND REAL ESTATE SUPERVISOR 800301 NATURAL RESOURCES MANAGER 160030 PUBLIC SERVICE MANAGER 350050 REAL ESTATE SUPERVISOR 830060 VEHICLE AND EQUIPMENT SERVICES SUPERVISOR	020	1: 0	45.67	
	020	2: 2080	47.80	
	020	3: 2080	50.01	
	020	4: 2080	52.38	
	020	5: 2080	54.81	
	020	6: 2080	56.48	
	020	7: 2080	58.65	
	Perf Zone	Minimum		59.24
		Maximum		62.22
	430020 CHIEF SURVEYOR 140220 WATER CONTROL SYSTEMS INFORMATION SUPERVISOR	021	1: 0	46.91
021		2: 2080	49.10	
021		3: 2080	51.42	
021		4: 2080	53.86	
021		5: 2080	56.34	
021		6: 2080	58.08	
021		7: 2080	60.32	
Perf Zone		Minimum		60.92
	Maximum		63.99	

400231 DESIGN AND CONSTRUCTION SUPERVISOR 600040 EMERGENCY MANAGEMENT SUPERVISOR 700130 LICENSING MANAGER 710020 PLAN REVIEW SUPERVISOR 340020 PROCUREMENT MANAGER 120901 SENIOR ORGANIZATIONAL DEVELOPMENT CONSULTANT	022	1: 0	48.24
	022	2: 2080	50.50
	022	3: 2080	52.87
	022	4: 2080	55.34
	022	5: 2080	57.95
	022	6: 2080	59.75
	022	7: 2080	62.01
	Perf Zone	Minimum	62.63
		Maximum	65.79
300114 ACCOUNTANT V	023	1: 0	49.61
	023	2: 2080	51.92
	023	3: 2080	54.35
	023	4: 2080	56.95
	023	5: 2080	59.60
	023	6: 2080	61.49
	023	7: 2080	63.84
	Perf Zone	Minimum	64.48
		Maximum	67.73
111810 ASSISTANT BUILDING OFFICIAL 850140 COMMUNICATIONS & DIGITAL MEDIA MANAGER 740030 DSI FIRE SAFETY MANAGER 310030 GRANTS COMPLIANCE SUPERVISOR 700040 HOUSING AND CODE ENFORCEMENT MANAGER 630320 IMPOUND LOT MANAGER 900501 PARKS AND RECREATION ASSET MANAGER 730040 PLANNING & ECONOMIC DEVELOPMENT SUPERVISOR 400113 SENIOR LANDSCAPE ARCHITECT 410401 SPRWS ASSET MANAGER 700120 ZONING MANAGER	024	1: 0	50.94
	024	2: 2080	53.38
	024	3: 2080	55.91
	024	4: 2080	58.52
	024	5: 2080	61.31
	024	6: 2080	63.17
	024	7: 2080	65.58
	Perf Zone	Minimum	66.24
		Maximum	69.57

140115 IS INFORMATION/TECHNICAL ANALYST VI 140413 IS SYSTEMS CONSULTANT IV	24T	1: Start	50.94
	24T	2: 2080 Hours	52.17
	24T	3: 3120 Hours	53.38
	24T	4: 4160 Hours	54.64
	24T	5: 5200 Hours	55.91
	24T	6: 6240 Hours	57.22
	24T	7: 7280 Hours	58.52
	24T	8: 8320 Hours	59.33
	24T	9: 9360 Hours	61.31
	24T	10: 11,440 Hours	63.17
	24T	11: 13,520 Hours	65.58
	Perf Zone	Minimum	66.24
Maximum		69.57	
410301 ASSISTANT DIVISION MANAGER - SAINT PAUL REGIONAL WATER SERVICES 410013 CIVIL ENGINEER IV 410113 CIVIL ENGINEER IV-SPRWS 140601 INFORMATION SERVICES MANAGER - SPRWS 810730 LIBRARY FACILITIES MANAGER 830051 MUNICIPAL GARAGE SUPERVISOR II 530040 WATER QUALITY SUPERVISOR	025	1: Start	52.46
	025	2: 2080	54.92
	025	3: 2080	57.45
	025	4: 2080	60.17
	025	5: 2080	63.05
	025	6: 2080	65.03
	025	7: 2080	67.47
	Perf Zone	Minimum	68.14
Maximum		71.58	
111801 BUILDING OFFICIAL 520120 FORENSIC LAB MANAGER 540230 HEALTH ADMINISTRATION MANAGER~S~ 400301 PRINCIPAL DESIGNER 360030 PROGRAM ADMINISTRATOR 350040 REAL ESTATE AND ASSESSMENT MANAGER 140701 TECHNOLOGY MANAGER	026	1: 0	53.95
	026	2: 2080	56.40
	026	3: 2080	59.13
	026	4: 2080	61.91
	026	5: 2080	64.86
	026	6: 2080	66.86
	026	7: 2080	69.40
	Perf Zone	Minimum	70.09
		Maximum	73.63

720030 CITY PLANNING ADMINISTRATOR	027	1: 0	55.40
	027	2: 2080	58.05
	027	3: 2080	60.80
	027	4: 2080	63.67
	027	5: 2080	66.73
	027	6: 2080	68.75
	027	7: 2080	71.39
	Perf Zone	Minimum	72.10
	Maximum	75.74	
111501 ADMINISTRATION MANAGER 100701 DEPUTY DIRECTOR OF LIEP FOR LICENSES, PERMITS, AND CUSTOMER SERVICE 400120 PARKS AND RECREATION DESIGN AND CONSTRUCTION MANAGER 900401 PARKS AND RECREATION MANAGER	028	1: 0	56.99
	028	2: 2080	59.69
	028	3: 2080	62.56
	028	4: 2080	65.48
	028	5: 2080	68.57
	028	6: 2080	70.77
	028	7: 2080	73.45
	Perf Zone	Minimum	74.18
	Maximum	77.92	
	029	1: 0	58.63
	029	2: 2080	61.39
	029	3: 2080	64.29
	029	4: 2080	67.38
	029	5: 2080	70.59
	029	6: 2080	72.79
	029	7: 2080	75.56
	Perf Zone	Minimum	76.32
	Maximum	80.16	

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: 0	60.29
	030	2: 2080	63.13
	030	3: 2080	66.10
	030	4: 2080	69.30
	030	5: 2080	72.58
	030	6: 2080	74.79
	030	7: 2080	77.77
	Perf Zone	Minimum	78.55
		Maximum	82.51
102001 ECONOMIC DEVELOPMENT MANAGER (U) 101201 PLANNING AND ECONOMIC DEVELOPMENT MANAGER (U)	031	1: 0	61.99
	031	2: 2080	64.96
	031	3: 2080	68.04
	031	4: 2080	71.27
	031	5: 2080	74.65
	031	6: 2080	77.00
	031	7: 2080	79.95
	Perf Zone	Minimum	80.75
		Maximum	84.82
	032	1: 0	63.72
	032	2: 2080	66.81
	032	3: 2080	69.99
	032	4: 2080	73.35
	032	5: 2080	76.83
	032	6: 2080	79.25
	032	7: 2080	82.28
	Perf Zone	Minimum	83.10
		Maximum	87.29

410021 ASSOCIATE CITY ENGINEER 410130 CHIEF ENGINEER - SAINT PAUL REGIONAL WATER SERVICES	033	1: 0	65.57
	033	2: 2080	68.70
	033	3: 2080	72.00
	033	4: 2080	75.47
	033	5: 2080	79.04
	033	6: 2080	81.52
	033	7: 2080	84.64
	Perf Zone	Minimum	85.49
	Maximum	89.79	
150240 SUPERVISING ATTORNEY (U)	034	Minimum	62.60
	034	Maximum	87.11
	Perf Zone	Minimum	87.98
		Maximum	92.41
101401 DEPUTY CITY ATTORNEY (U)	035	Minimum	64.40
	035	Maximum	89.62
	Perf Zone	Minimum	90.52
		Maximum	95.08
	039	1: 0	77.72
	039	2: 2080	81.43
	039	3: 2080	85.34
	039	4: 2080	89.51
	039	5: 2080	93.78
	039	6: 2080	96.74
	039	7: 2080	100.47
	Perf Zone	Minimum	101.47
		Maximum	106.59

## BENEFITS:

### VACATION

Effective **April 22, 2023**, in each calendar year, each full-time employee shall be granted vacation according to the following schedule:

<u>Years of Service</u>	<u>Days of Vacation</u>
Less than 5 years	17 days
After 5 years thru year 7	20 days
After 7 years thru year 15	24 days
After 15 years thru year 19	27 days
After 19 years	28 days

## **VACATION (Continued)**

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 savings plan (PEHSP) 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 .0462 of a working hour for each full hour on the payroll, excluding overtime. Twelve (12) days per year.

## **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 be in paid status for that pay period. "Paid Status" for holiday eligibility includes time worked, vacation time, sick leave or other paid 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**

In addition to the leave allowed under Civil Service Rule 20.B.4, any employee who has accumulated sick leave credits, as provided in the Civil Service Rules, may be granted one (1) day of such leave to attend the funeral of the employee's grandparent or grandchild.

## **SEVERANCE PAY**

15 years of consecutive service at the time of separation.\* The employee must have accumulated a minimum of 80 days of sick leave credits at the time of his/her separation from city service. Except in the case of layoff or compulsory retirement, the employee must give at least two (2) weeks' notice to the City of their separation date.

Except in the case of lay-off or compulsory retirement, the employee must provide at least two (2) weeks prior notice to the City of their separation date.

Employees who meet the eligibility provisions and who have made the election to remain under the old severance schedule, shall be eligible for severance pay based on the following schedule.

<u>Unused Hours of Sick Leave</u>	<u>Severance</u>
640 – 1,799	\$12,500
1,800 or more	\$15,000

## **SEVERANCE PAY (Continued)**

Effective **January 1, 2022**, employees shall be eligible for severance pay based on the following schedule.

<b><u>Unused Hours of Sick Leave</u></b>	<b><u>Severance</u></b>
1,000 – 1,299	\$12,500
1,300 – 1,499	\$15,000
1,500 or more	\$17,000

\* 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.

If an employee is laid off pursuant to Section 6.3 and is eligible for severance pay, payment shall not be made until the employee's recall rights are terminated and the employment relationship is severed. If no severance is paid the employee is recalled, the employee's sick leave bank shall reflect the amount of sick leave available to the employee at the time of the layoff.

## **FLOATING HOLIDAYS**

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

## **2026 HEALTH INSURANCE**

Effective **January 2026**, 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:**

2025 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2026, after any plan design changes; employees shall be responsible for the 2025 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2026, after any plan design changes.

Based on the proposed Medica RFP quotes, this results in the following Employer contributions:

Single: \$833.04, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2025 Wellness Program).  
Employee share: \$51.10/month.

Family: \$2,002.34, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2025 Wellness Program).  
Employee share: \$306.12/month.

### **Elect Plan/Vantage Plus ACO Plan:**

The lesser of the Employer's contribution for the Choice Passport Plan for 2026; 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.

## **2026 HEALTH INSURANCE (Continued)**

Based on the proposed Medica RFP quotes for the Choice Passport Plan, this results in the following Employer contributions:

Single: \$796.30, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2025 Wellness Program).  
Employee share: \$0.00/month.

Family: \$2,002.34 plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2025 Wellness Program).  
Employee share: \$77.42/month.

### **Park Nicollet ACO Plan:**

The lesser of the Employer's contribution for the Choice Passport Plan for 2026; 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: \$791.46, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2025 Wellness Program).  
Employee share: \$0.00/month.

Family: \$2,002.34, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2025 Wellness Program).  
Employee share: \$64.82/month.

### **Passport Copay Plan:**

Single: \$398.88 (Employee share: \$731.28/month)  
Family: \$748.22 (Employee share: \$2,216.32/month)

## **LONGEVITY PAY**

\$10.00 biweekly for employees who have completed 10 years of City service.

\$20.00 biweekly for employees who have completed 15 years of City service.

\$30.00 biweekly for employees who have completed 20 years of City service.

## **POST EMPLOYMENT HEALTH SAVINGS PLAN (PEHSP)**

Employees are eligible for a Post Employment Health Savings Plan (PEHSP) contribution by the Employer. Effective **January 1, 2020** (payable in April 2021) - \$1,200. (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 (180) days, he/she 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 twenty (20) days of sick leave in each calendar year under this provision. The approval of the employee's Department Head shall be required for any conversion request in excess of ten (10) days of sick leave.

### **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 (5) days, or any portion thereof, of accrued and unused vacation once per year. Such election must be made in writing on or before December 1 of 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.

### **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.

### **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.

### **RECALL FROM LAYOFF**

Two years

### **LIFE INSURANCE**

\$50,000 for each eligible employee.

### **SAFETY SHOES/TUNNEL PAY**

For those employees required by the Employer to wear safety shoes or boots, the Employer will contribute \$180.00 per year toward the purchase of safety shoes or boots, as an annual cash payment to be placed on the paycheck.

Employees in the classification of Fire Safety Manager who are required to wear a specified uniform shall be reimbursed for uniform items purchased up to \$645.00 per calendar year.

Section III.B of the Salary Plan and Rates of Compensation shall not apply to members of this bargaining unit. (Tunnel pay).