MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF SAINT PAUL
AND
MANUAL & MAINTENANCE SUPERVISORS ASSOCIATION

This Memorandum of Agreement (hereinafter "MOA") is entered by the City of Saint Paul (hereinafter "City") and the Saint Paul Manual and Maintenance Supervisors Association (hereinafter "the Union" or "MMSA") in order to provide on-call pay for the MMSA employees assigned in the Saint Paul Regional Water Services (SPRWS) Distribution Division.

The parties agree that:

1. Due to the necessity for an MMSA employee to supervise water distribution emergency work outside of normal business hours, an on-call process as defined below would be mutually beneficial.
2. One (1) Water Distribution Supervisor II, III, or Distribution Field Supervisor assigned to the Distribution Division, will be on-call each week throughout the year. A week for on-call scheduling is defined as Thursday through Wednesday.
3. SUMMER SCHEDULE The Summer season is defined as the end of the winter season through the Wednesday before Thanksgiving. On or near February 15, an on-call sign-up process will be conducted for the Summer season on a rotating seniority basis. Sign-ups will be for 3 (three) or 4 (four) days within a week; Friday, Saturday, Sunday, and any observed Holiday not falling on Friday or the weekend. All weeks must be filled.
4. WINTER SCHEDULE Notwithstanding #3, on or around October 15, an On Call sign-up process will be conducted for the entire winter season, defined as Thanksgiving through the first Wednesday in April, on a rotating seniority basis. Sign-ups will be for a period of one (1) week. It is mandatory for all eligible Supervisor II and Supervisor III employees to select On Call weeks, starting with Supervisor IIIs. Senior employees can opt out when the number of On Call weeks remaining is less than the number of lower seniority employees in that title. Employees may only sign up in their primary title. All weeks must be filled. If a second supervisor is needed due to the number of emergencies the call out will follow the existing weekly rotation process, beginning with the Supervisor III list for water mains work or Supervisor II for service work.
5. If an employee signs up for an on-call week and cannot work part of their on-call week in rare circumstances, the employee is responsible to find a replacement in advance. The replacement request shall be submitted in writing and is subject to management approval. If an unforeseeable qualifying circumstance exists, that would allow an employee to utilize Earned Sick and Safe Time under the City's Earned Sick and Safe Time Policy, that renders a supervisor unable to perform on-call duties during their assigned time period to be on call, it is the employee's responsibility to immediately notify their supervisor and that that they are unable to attempt to seek a replacement due to unforeseeable circumstances and their supervisor will seek a replacement.
6. On-call pay is paid when an employee is signed up and serving on-call whether they work or not, except when otherwise ineligible to work (eg. sick, light duty, etc.).
7. The on-call pay amounts will be as follows:
    a) Monday-Thursday (Winter season only) (3:30pm-7:00 a.m.): Three (3) hours at one and a half (1.5) times the employee's base pay rate, per applicable day
    b) Friday (3:30pm-7:00 a.m.): Three (3) hours at one and a half (1.5) times the employee's base pay rate, per applicable day.
    c) Saturdays and Sundays (7:00 a.m. – 7:00 a.m.): Four (4) hours at one and a half (1.5) times the employee's base pay rate, per applicable day.
    d) Observed Holidays (7:00 a.m. – 7:00 a.m.): Four (4) hours at one and a half (1.5) times the employee's base pay rate, per day.
8. The Union acknowledges that the on-call process set forth herein does not preclude the potential need for employees to respond outside of normal business hours based on the scope or number of emergencies.

9. This MOA sets no precedent and is not applicable to any other classifications in the Union.
10. This MOA shall remain in effect until the current collective bargaining agreement expires or until a subsequent agreement is reached.

FOR THE CITY:

Jason Schmidt 09/21/26
Jason Schmidt (Sep 21, 2026 10:14:00 CDT)
Jason Schmidt Date
Human Resources Deputy Director

Nicki Bohen 09/21/26
Nicki Bohen Date
Labor Relations Specialist

FOR THE UNION:

Joe Grau 09/21/26
Joseph Grau, President Date
Manual & Maintenance Supervisors Association