Employee Group 81 Classified Confidential – Clerical

Effective Date: April 4, 2026 **Issued Date:10/30/2026**

Job Code & Description	Grade	Step	Hourly Rate 04/04/2026
	07C	1: Start	17.40
	07C	2: 2080 Hours	18.04
	07C	3: 2080 Hours	18.62
	07C	4: 2080 Hours	19.37
	07C	5: 2080 Hours	19.67
	07C	6: 2080 Hours	20.42
	07C	7: 2080 Hours	21.15
	Perf Zone	Minimum	21.36
		Maximum	23.05
	08C	1: Start	17.73
	08C	2: 2080 Hours	18.33
	08C	3: 2080 Hours	19.06
	08C	4: 2080 Hours	19.67
	08C	5: 2080 Hours	20.12
	08C	6: 2080 Hours	20.87
	08C	7: 2080 Hours	21.55
	Perf Zone	Minimum	21.77
		Maximum	23.49
	09C	1: Start	18.18
	09C	2: 2080 Hours	18.75
	09C	3: 2080 Hours	19.48
	09C	4: 2080 Hours	20.12
	09C	5: 2080 Hours	20.58
	09C	6: 2080 Hours	21.34
	09C	7: 2080 Hours	22.06
	Perf Zone	Minimum	22.28
		Maximum	24.05
	10C	1: Start	18.49
	10C	2: 2080 Hours	19.10
	10C	3: 2080 Hours	19.73
	10C	4: 2080 Hours	20.46
	10C	5: 2080 Hours	21.04
	10C	6: 2080 Hours	21.85
	10C	7: 2080 Hours	22.55
	Perf Zone	Minimum	22.78
		Maximum	24.58

	11C	1: Start	18.90
	11C	2: 2080 Hours	19.51
	11C	3: 2080 Hours	20.21
	11C	4: 2080 Hours	21.03
	11C	5: 2080 Hours	21.55
	11C	6: 2080 Hours	22.33
	11C	7: 2080 Hours	23.05
	Perf Zone	Minimum	23.28
		Maximum	25.12
200110 OFFICE ASSISTANT I	12C	1: Start	19.37
	12C	2: 2080 Hours	20.01
	12C	3: 2080 Hours	20.72
	12C	4: 2080 Hours	21.55
	12C	5: 2080 Hours	22.01
	12C	6: 2080 Hours	22.87
	12C	7: 2080 Hours	23.63
	Perf Zone	Minimum	23.87
		Maximum	25.76
	13C	1: Start	19.67
	13C	2: 2080 Hours	20.39
	13C	3: 2080 Hours	21.18
	13C	4: 2080 Hours	22.08
	13C	5: 2080 Hours	22.57
	13C	6: 2080 Hours	23.57
	13C	7: 2080 Hours	24.35
	Perf Zone	Minimum	24.59
		Maximum	26.54
	14C	1: Start	20.12
	14C	2: 2080 Hours	20.89
	14C	3: 2080 Hours	21.67
	14C	4: 2080 Hours	22.53
	14C	5: 2080 Hours	23.22
	14C	6: 2080 Hours	24.11
	14C	7: 2080 Hours	24.84
	Perf Zone	Minimum	25.09
		Maximum	27.08

	16C	1: Start	21.06
	16C	2: 2080 Hours	21.84
	16C	3: 2080 Hours	22.80
	16C	4: 2080 Hours	23.73
	16C	5: 2080 Hours	24.34
	16C	6: 2080 Hours	25.40
	16C	7: 2080 Hours	26.15
	Perf Zone	Minimum	26.41
		Maximum	28.50
200111 OFFICE ASSISTANT II	18C	1: Start	22.08
	18C	2: 2080 Hours	23.00
	18C	3: 2080 Hours	23.95
	18C	4: 2080 Hours	25.04
	18C	5: 2080 Hours	25.68
	18C	6: 2080 Hours	26.77
	18C	7: 2080 Hours	27.51
	Perf Zone	Minimum	27.79
		Maximum	29.99
	19C	1: Start	22.53
	19C	2: 2080 Hours	23.55
	19C	3: 2080 Hours	24.59
	19C	4: 2080 Hours	25.67
	19C	5: 2080 Hours	26.34
	19C	6: 2080 Hours	27.42
	19C	7: 2080 Hours	28.19
	Perf Zone	Minimum	28.47
		Maximum	30.73
	21C	1: Start	23.73
	21C	2: 2080 Hours	24.76
	21C	3: 2080 Hours	25.90
	21C	4: 2080 Hours	26.99
	21C	5: 2080 Hours	27.76
	21C	6: 2080 Hours	28.91
	21C	7: 2080 Hours	29.72
	Perf Zone	Minimum	30.02
		Maximum	32.39

	22C	1: Start	24.36
	22C	2: 2080 Hours	25.56
	22C	3: 2080 Hours	26.71
	22C	4: 2080 Hours	27.82
	22C	5: 2080 Hours	28.60
	22C	6: 2080 Hours	29.82
	22C	7: 2080 Hours	30.59
	Perf Zone	Minimum	30.90
		Maximum	33.34
	23C	1: Start	25.05
	23C	2: 2080 Hours	26.11
	23C	3: 2080 Hours	27.33
	23C	4: 2080 Hours	28.45
	23C	5: 2080 Hours	29.22
	23C	6: 2080 Hours	30.43
	23C	7: 2080 Hours	31.24
	Perf Zone	Minimum	31.55
		Maximum	34.05
200112 OFFICE ASSISTANT III 220410 WORKERS COMPENSATION CLAIMS PROCESSOR	24C	1: Start	25.70
	24C	2: 2080 Hours	26.86
	24C	3: 2080 Hours	28.12
	24C	4: 2080 Hours	29.29
	24C	5: 2080 Hours	30.10
	24C	6: 2080 Hours	31.33
	24C	7: 2080 Hours	32.17
	Perf Zone	Minimum	32.49
		Maximum	35.07
	25C	1: Start	26.34
	25C	2: 2080 Hours	27.49
	25C	3: 2080 Hours	28.66
	25C	4: 2080 Hours	29.91
	25C	5: 2080 Hours	30.79
	25C	6: 2080 Hours	32.05
	25C	7: 2080 Hours	32.89
	Perf Zone	Minimum	33.22
		Maximum	35.85

	26C	1: Start	27.10
	26C	2: 2080 Hours	28.30
	26C	3: 2080 Hours	29.58
	26C	4: 2080 Hours	30.87
	26C	5: 2080 Hours	31.70
	26C	6: 2080 Hours	33.03
	26C	7: 2080 Hours	33.88
	Perf Zone	Minimum	34.22
		Maximum	36.93
220310 BENEFITS SYSTEMS SUPPORT SPECIALIST	27C	1: Start	27.20
	27C	2: 2080 Hours	28.45
	27C	3: 2080 Hours	29.81
	27C	4: 2080 Hours	31.13
	27C	5: 2080 Hours	32.04
	27C	6: 2080 Hours	33.40
	27C	7: 2080 Hours	34.24
	Perf Zone	Minimum	34.58
		Maximum	37.32
	28C	1: Start	27.83
	28C	2: 2080 Hours	29.15
	28C	3: 2080 Hours	30.43
	28C	4: 2080 Hours	31.80
	28C	5: 2080 Hours	32.70
	28C	6: 2080 Hours	34.22
	28C	7: 2080 Hours	35.06
	Perf Zone	Minimum	35.41
		Maximum	38.22
200113 OFFICE ASSISTANT IV	29C	1: Start	28.66
	29C	2: 2080 Hours	30.01
	29C	3: 2080 Hours	31.34
	29C	4: 2080 Hours	32.86
	29C	5: 2080 Hours	33.78
	29C	6: 2080 Hours	35.17
	29C	7: 2080 Hours	36.05
	Perf Zone	Minimum	36.41
		Maximum	39.29

	30C	1: Start	29.41
	30C	2: 2080 Hours	30.85
	30C	3: 2080 Hours	32.26
	30C	4: 2080 Hours	33.71
	30C	5: 2080 Hours	34.64
	30C	6: 2080 Hours	36.15
	30C	7: 2080 Hours	37.05
	Perf Zone	Minimum	37.42
		Maximum	40.38
200120 EXECUTIVE ASSISTANT I 220411 SENIOR WORKERS COMPENSATION CLAIMS PROCESSOR	31C	1: Start	30.22
	31C	2: 2080 Hours	31.60
	31C	3: 2080 Hours	33.09
	31C	4: 2080 Hours	34.61
	31C	5: 2080 Hours	35.61
	31C	6: 2080 Hours	37.07
	31C	7: 2080 Hours	37.96
	Perf Zone	Minimum	38.34
		Maximum	41.38
	32C	1: Start	31.09
	32C	2: 2080 Hours	32.54
	32C	3: 2080 Hours	34.07
	32C	4: 2080 Hours	35.64
	32C	5: 2080 Hours	36.68
	32C	6: 2080 Hours	38.26
	32C	7: 2080 Hours	39.12
	Perf Zone	Minimum	39.51
		Maximum	42.64
	33C	1: Start	32.01
	33C	2: 2080 Hours	33.44
	33C	3: 2080 Hours	35.00
	33C	4: 2080 Hours	36.67
	33C	5: 2080 Hours	37.68
	33C	6: 2080 Hours	39.29
	33C	7: 2080 Hours	40.20
	Perf Zone	Minimum	40.60
		Maximum	43.82

221010 HUMAN RESOURCES ADMINISTRATIVE COORDINATOR 220720 PAYROLL AUDITOR	34C	1: Start	32.86
	34C	2: 2080 Hours	34.34
	34C	3: 2080 Hours	35.95
	34C	4: 2080 Hours	37.68
	34C	5: 2080 Hours	38.71
	34C	6: 2080 Hours	40.41
	34C	7: 2080 Hours	41.29
	Perf Zone	Minimum	41.70
		Maximum	45.01
220311 BENEFITS SPECIALIST	35C	1: Start	33.61
	35C	2: 2080 Hours	35.11
	35C	3: 2080 Hours	36.75
	35C	4: 2080 Hours	38.50
	35C	5: 2080 Hours	39.56
	35C	6: 2080 Hours	41.26
	35C	7: 2080 Hours	42.21
	Perf Zone	Minimum	42.63
		Maximum	46.01
	36C	1: Start	34.67
	36C	2: 2080 Hours	36.35
	36C	3: 2080 Hours	38.11
	36C	4: 2080 Hours	39.81
	36C	5: 2080 Hours	41.00
	36C	6: 2080 Hours	42.80
	36C	7: 2080 Hours	43.73
	Perf Zone	Minimum	44.17
		Maximum	47.67
	37C	1: Start	35.62
	37C	2: 2080 Hours	37.33
	37C	3: 2080 Hours	39.13
	37C	4: 2080 Hours	41.70
	37C	5: 2080 Hours	42.59
	37C	6: 2080 Hours	44.38
	37C	7: 2080 Hours	45.35
	Perf Zone	Minimum	45.80
		Maximum	49.43

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

Years of Service	Hours of Vacation
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)
Effective **January 1, 2027**:	
24th year and thereafter	29 days (.1116)

Vacation accrual rate shall be determined based on calendar years of service for both part-time and full-time employees.

Effective **January 1, 2027**, the maximum vacation carry over shall be increased to one hundred sixty (160) hours.

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.

FLOATING HOLIDAY
Effective **January 1, 2027**, addition of one (1) floating holiday

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:

2026 HEALTH INSURANCE (Continued)

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.

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)

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, they shall receive two (2) hours pay if not put to work. If they are called to work and commences work, they 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. The call-in pay guarantees in Article 3.9 of the labor agreement shall not apply to employees classified as exempt from the overtime requirements of the Fair Labor Standards Act.

OUT OF TITLE
After ten (10) consecutive days

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:

10 years of service & accrued sick leave hours:	Severance pay amount
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 their 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.

Employees who intend to voluntarily leave City employment must provide a two (2) week notice of their intent to leave employment to be eligible for severance.

SEVERANCE PAY (Continued)

Effective **December 31, 2026**, severance pay shall be calculated as follows and shall supersede the table provided in Article 22.3(4): An employee shall be eligible for severance pay in the amount equal to one-quarter (1/4) of the hourly base rate of pay for the certified title held by the employee on the day of retirement, for each hour of accrued sick leave subject to a minimum of six hundred (600) hours, with a maximum severance of $20,000. Such severance pay shall be paid in a lump sum within **ninety (90)** days of the date of the employee's separation.

BEREAVEMENT LEAVE

An employee shall be granted up to two (2) days annually for bereavement leave of an immediate family member. Bereavement leave is separate from sick and vacation time. Sick time would be used for any additional time requested, as required by law, for bereavement beyond the leave period if an employee has accumulated sick time. Paid bereavement leave may be used by an employee in the case of death for relationships referenced in Minn. Stat § 181.9445 (Earned Sick and Safe Time). (See Article 24.8)

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.

PAID PARENTAL LEAVE

The City may provide up to eight (8) weeks of Paid Parental Leave to eligible employees following the birth, placement for adoption or adoption of child. Use of holiday pay during a Paid Parental Leave will not extend the length of the leave. (See Article 16)

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 January 1, 2023: The City will provide $900 per year matching deferred compensation contribution for employees with one (1) year of service and membership in the bargaining unit for one year.
Effective **January 1, 2027**, this amount shall increase to $1100.
Effective **January 1, 2028**, this amount shall increase to $1200
(See Article 26 for eligibility requirements).

NIGHT DIFFERENTIAL
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.

LONGEVITY PAY
$24.00 biweekly payment for employees who have completed 10 years of City service
$32.00 biweekly payment for employees who have completed 15 years of City service
$40.00 biweekly payment for employees who have completed 15 years of City service
Effective **January 1, 2027**:
$25.00 biweekly payment for employees who have completed 10 years of City service
$40.00 biweekly payment for employees who have completed 15 years of City service
$60.00 biweekly payment for employees who have completed 15 years of City service