

2018 - 2020

AGREEMENT

BETWEEN

THE CITY OF SAINT PAUL

AND

LOCAL UNION 2508

DISTRICT COUNCIL 5

**OF THE AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO**

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PREAMBLE

This Agreement entered into by the City of Saint Paul, hereinafter referred to as the Employer, and Local Union 2508 affiliated with Council 5 and the American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1 – RECOGNITION

1.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all of its employees as outlined in the certification by the State of Minnesota, Bureau of Mediation Services, dated July 12, 1973, in Case No. 74-PR61-A and as amended as set forth in Section 1.2 below.

1.2 The bargaining unit covered by this Agreement shall consist of the following:

All office, clerical, and administrative personnel who are employed by the City of Saint Paul or who have their “terms and conditions of employment” established by the governing body of the City of Saint Paul, and whose employment service exceeds the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week and more than sixty-seven (67) work days per year, in the classifications of:

Accounting Clerk I	Meter Reader
Accounting Clerk II	Meter Reader Coordinator
Animal Control Officer	Office Assistant I
*Building Permit Clerk	Office Assistant II
Clerical Trainee	Office Assistant III
Clerk-Typist II (bilingual)	Office Assistant IV
Customer Service Representative	Parking Enforcement Officer
Customer Service Senior Representative	Parking Enforcement Officer – Police
DSI Customer Service Specialist	Payroll Auditor
Duplicating Equipment Operator	Payroll Specialist
Duplicating Equipment Operator Trainee	Procedures Coordinator
Duplicating Equipment Operator Supvr.	Procurement Specialist
Employment Testing Coordinator	Property Clerk
Executive Assistant I	Records Management Specialist
Executive Assistant II	Refectory Attendant
Golf Program Outreach Coordinator	Refectory Supervisor
IS Systems Support Specialist I	*Secretary (Stenographer)
IS Systems Support Specialist II	Senior Animal Control Officer
Legal Secretary	Service Worker
Library Aide	Storekeeper
Library Customer Service Assistant I	Storeroom Assistant
Library Customer Service Assistant II	Storeroom Supervisor
Library Customer Service Assistant III	Stores Assistant
Library Customer Service Assistant IV	Technical Trainee
*License Clerk	Zoo and Conservatory Attendant
Maintenance Trainee	Zoo Keeper
Management Trainee	

*Title abolished except as to present incumbents.

ARTICLE 1 – RECOGNITION (Continued)

- 1.3 Any present or future employee who is not a Union member shall be required to contribute a fair share fee for services rendered by the Union, and upon notification by the Union, the Employer shall check off said fee from the earnings of the employee and transmit the same to the Union. In no instance shall the required contribution exceed a pro rata share of the specific expenses incurred for services rendered by the representative in relationship to negotiations and administration of grievance procedures. This provision shall remain operative only so long as specifically provided by Minnesota law, and as otherwise legal.
- 1.4 The Union agrees to indemnify and hold harmless the Employer against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of Section 1.3 of this Article.

ARTICLE 2 – CHECK OFF

- 2.1 The Employer agrees to deduct the Union membership initiation fee assessments and once each month dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by a representative of the Union and the aggregate deductions of all employees shall be remitted together with an itemized statement to the representative by the first of the succeeding month after such deductions are made or as soon thereafter as is possible.
- 2.2 The Union agrees to indemnify and hold harmless the Employer against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 3 – HOURS OF WORK

- 3.1 The normal work day shall be seven and three-fourths ($7\frac{3}{4}$) consecutive hours per day, excluding a forty-five (45) minute lunch period, fifteen (15) minutes of which shall be paid.
- 3.2 The normal work week shall be five (5) normal work days in any seven (7) day period.
- 3.3 For employees on a shift basis, this shall be construed to mean an average of thirty-eight and three-fourths ($38\frac{3}{4}$) hours per week.
- 3.4 This section shall not be construed as, and is not a guarantee of, any hours of work per normal work day or per normal work week.
- 3.5 Time on the payroll in excess of the normal hours set forth above in this Article shall be “overtime work” and shall be done only by order of the Head of the Department.

ARTICLE 3 – HOURS OF WORK (Continued)

- 3.6 All employees in this bargaining unit shall be recompensed for work done in excess of the normal hours established above in this Article by being granted compensatory time on a time and one-half basis or by being paid on a time and one-half basis for such overtime work.
- 3.7 Normal work schedules showing the employee's shifts, work days, and hours shall be posted on all department bulletin boards at all times. It is also understood that deviation from posted work schedules shall be permissible due to emergencies and acts of God, and overtime may be required.
- 3.8 Notwithstanding Sections 3.1 through 3.6, employees may, through mutual agreement with the Employer, work schedules other than schedules limited by the normal work day and work week as set forth in Sections 3.1, 3.2, and 3.3. Overtime compensation for employees working under such agreements shall be subject to the provisions of the Fair Labor Standards Act (FLSA).
- 3.9 For employees who wish to share a position, the Employer will attempt to provide options for implementing a sharing arrangement. Such an arrangement must be mutually agreed upon by the Employer and the employees involved. Vacation, holiday, and sick leave benefits for employees who share a position shall be pro-rated based upon the percent of hours worked. Health insurance benefits shall be administered in accordance with the provisions of Article 10 (INSURANCE) of this Agreement. In the event that one of the employees participating in the shared position is terminated or terminates employment, the Employer shall post the job sharing vacancy for a period of ten (10) days. If at the end of ten (10) days such vacancy cannot be filled, the Employer shall have the option of increasing the remaining employee's work hours.
- 3.10 Sections 3.8 and 3.9 shall not be subject to the provisions of Article 6 (EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE) of this Agreement.
- 3.11 At least fourteen (14) calendar days prior to changing the normal work day or the normal work week, the Employer and Union shall meet and confer regarding the need for the proposed change and the possibility of other alternatives. It is also understood that deviation from such notice shall be permissible due to emergencies and acts of God. Notice is not needed for temporary changes of less than one week.
- 3.12 When there is a need to assign additional daytime, evening, or weekend hours, the Employer shall first request volunteers from among employees. Volunteers must be able to perform the job duties of the position.
- 3.13 **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 at least four hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m., there shall be a night differential of five percent (5%) for the entire shift. Temporary employees are eligible for Night Differential.

ARTICLE 3 – HOURS OF WORK (Continued)

To any employee who works on a shift beginning earlier than 6:00 a.m. or ending later than 6:00 p.m., but less than four hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m., there shall be a night differential of five percent (5%) for the hours worked between 6:00 p.m. and 6:00 a.m.

Library Employee Night Differential: To any employee who works on a shift beginning earlier than 6:00 a.m. or ending later than 6:00p.m., provided at least four hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m., there shall be a night differential of four percent (4%) for the entire shift.

To any employee who works on a shift beginning earlier than 6:00 a.m. or ending later than 6:00 p.m., but less than four hours of the shift are worked between the hours of 6:00 p.m. and 6:00 a.m., there shall be a night differential of four percent (4%) for the hours worked between 6:00 p.m. and 6:00 a.m.

To any Library employee who works hours on Sunday there shall be a differential of four percent (4%) for all hours worked.

To any Library employee who is required by management to work split shift hours (four (4) or more hour break) there shall be a differential of four percent (4%) for all hours worked. In no case shall an employee receive a differential greater than four percent (4%) for any hour 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 shall be a night differential of six-and-one-half percent (6.5%) for such hours. Temporary employees are eligible for Night Differential.

Library Employee Night Differential: To any employee who works between the hours of 6:00 p.m. and 6:00 a.m., there shall be a night differential of five percent (5%) for such hours.

To any Library employee who works hours on Sunday there shall be a differential of five percent (5%) for all hours worked.

To any Library employee who is required by management to work split shift hours (four (4) or more hour break) there shall be a differential of four percent (4%) for all hours worked. In no case shall an employee receive a differential greater than four percent (4%) for any hour worked.

- 3.14 Employees who fail to report to work without notification to their supervisor, or designee, for 3 consecutive work days shall be considered to have resigned from employment, unless because of an emergency where such notice could not have been given.

ARTICLE 4 – WORK BREAKS

- 4.1 **Rest Periods:** All employees work schedules shall provide for a fifteen (15) minute rest period during each one-half shift. The rest period shall be scheduled by management at approximately the middle of each one-half shift whenever this is feasible.
- 4.2 If an employee is scheduled to work a full half shift beyond his/her regular quitting time, he/she shall be entitled to the rest period that occurs during said half shift.

ARTICLE 5 – HOLIDAYS

- 5.1 **Holidays Recognized and Observed:** The following days shall be recognized and observed as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving*
Independence Day	Christmas Day

Eligible employees shall receive pay for each of the holidays listed above on which they perform no work. Whenever any of the holidays listed above falls on a Saturday, the holiday shall be observed on the preceding Friday. Whenever any of the holidays listed above falls on a Sunday, the holiday shall be observed on the succeeding Monday. For employees assigned to a work week other than Monday through Friday, the holiday shall be observed on the calendar date of the holiday.

- 5.2 **Eligibility Requirements:** In order to be eligible for a holiday with pay, an employee must be employed as of the date of the holiday and have paid hours on the payroll for that pay period. The amount of holiday time earned shall be based upon the number of non-holiday hours paid during that pay period (see pro-ration charts in Salary Plan and Rates of Compensation). Paid hours include hours actually worked (excluding overtime), vacation time, compensatory time, paid leave, and sick leave. In neither case shall the holiday be counted as a working day for the purposes of this Section. It is further understood that neither temporary, emergency, nor other employees not heretofore eligible shall receive holiday pay.
- 5.3 If an employee, entitled to a holiday, is required to work, he/she shall be recompensed for work done on this day by being granted compensatory time on a time and one-half basis or by being paid on a time and one-half basis for such hours worked, in addition to his/her regular holiday pay.
- 5.4 Notwithstanding Section 5.2, a temporary employee shall be eligible for holiday pay only after such employee has been employed as a temporary employee for sixty-seven (67) calendar days.

ARTICLE 5 – HOLIDAYS (Continued)

- 5.5 *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 holiday.

ARTICLE 6 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE

- 6.1 The Employer shall recognize stewards selected in accordance with Union rules and regulations as the grievance representatives of the bargaining unit. The Union shall notify the Employer in writing of the names of the stewards and of their successors when so named.
- 6.2 It is recognized and accepted by the Employer and the Union that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during working hours only when consistent with such employees' duties and responsibilities. The steward involved and a grieving employee shall suffer no loss in pay when a grievance is processed during working hours, provided the steward and the employee have notified and received the approval of their supervisor to be absent to process a grievance and that such absence would not be detrimental to the work programs of the Employer.
- 6.3 Procedure established by this Article shall be the sole and exclusive procedure for the processing of grievances, which are defined as an alleged violation of the terms and conditions of this Agreement.
- 6.4 However, this Article does not abridge grievance rights possessed by eligible veterans under applicable veterans' rights statutes.
- 6.5 Grievances shall be resolved in conformance with the following procedure:

Step 1 – Upon the occurrence of an alleged violation of this agreement, the employee involved (with or without the steward) shall attempt to resolve the matter on an informal basis with the employee's supervisor. If the matter is not resolved to the employee's satisfaction by the informal discussion, it may be reduced to writing and referred to Step 2 by the Union. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the alleged section(s) of the agreement violated, and relief requested. Any alleged violation of the agreement not reduced to writing by the Union within fourteen (14) work days of the first occurrence of the event giving rise to the grievance shall be considered waived.

Step 2 – Within seven (7) work days after receiving the written grievance, a designated Employer supervisor shall meet with the Union Steward and attempt to resolve the grievance. If as a result of this meeting the grievance remains unresolved, the Employer shall reply in writing to the Union within seven (7) work days following this meeting.

The Union may refer the grievance in writing to Step 3 within seven (7) work days following receipt of the Employer's written answer. Any grievance not referred in writing by the Union within seven (7) work days following receipt of the Employer's answer shall be considered waived.

ARTICLE 6 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE (Continued)

Step 3 – Within seven (7) work days following receipt of a grievance referred from Step 2, a designated Employer supervisor shall meet with the Union Business Manager or his/her designated representative, the Employee and the Steward and attempt to resolve the grievance. Within seven (7) work days following this meeting, the Employer shall reply in writing to the Union stating the Employer's answer concerning the grievance. If as a result of the written response the grievance remains unresolved, the Union may refer the grievance to Step 4. Any grievance not referred in writing by the Union to Step 4 within seven (7) work days following receipt of the Employer's answer shall be considered waived.

Step 4 – If the grievance remains unresolved, the Union may within seven (7) work days after the response of the Employer in Step 3, by written notice to the Employer, request arbitration of the grievance. The arbitration proceedings shall be conducted by an arbitrator to be selected from a permanent panel of five (5) arbitrators. Arbitrators shall be selected by lot within twenty (20) work days after notice has been given.

In the event the Employer and the Union cannot mutually agree to five (5) arbitrators for the permanent panel, the parties will petition the Director of the Bureau of Mediation Services for a list of ten (10) arbitrators for each panel member for which the parties did not mutually agree. The parties shall alternately strike names from such list(s), the Employer striking first, until one (1) name remains.

Vacancies occurring on the permanent panel during the life of this Agreement shall be filled by mutual agreement of the parties. If the parties cannot mutually agree, the vacancy shall be filled by the process noted in the preceding paragraph. This arbitrator selection process shall be effective only for the duration of this Agreement unless both parties mutually agree to extend such provisions.

At any time prior to the opening of an arbitration hearing, the parties may mutually agree to utilize the assistance of the Bureau of Mediation Services to attempt to mediate a resolution of the dispute.

- 6.6 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue submitted in writing by the Employer and the Union and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension.

The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the Employer, the Union, and the employees.

ARTICLE 6 – EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE (Continued)

- 6.7 The fees and expenses for the arbitrator’s services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.
- 6.8 The time limits in each step of this procedure may be extended by mutual agreement of the Employer and the Union.
- 6.9 It is understood by the Union and the Employer that a grievance, other than a grievance arising from a disciplinary action, may be determined by either the grievance procedure of this Contract or by the provisions of the Civil Service Rules of the City of Saint Paul. If an issue is determined by this grievance procedure it shall not again be submitted for arbitration under the Civil Service Rules. If an issue is determined by the provisions of the Civil Service Rules it shall not again be submitted for arbitration under this grievance procedure.
- 6.10 The provisions of this Article 6 shall not apply to Section 3.9 of this Agreement.
- 6.11 The Employer agrees to provide courtesy copies of all correspondence to the Union Business Manager or to the President of Local 2508. This Section shall not be grievable.

ARTICLE 7 – CITY MILEAGE

- 7.1 **Automobile Reimbursement Authorized:** Pursuant to Chapter 33 of the Saint Paul Administrative Code, as amended, pertaining to reimbursement of City officers and employees for the use of their own automobiles in the performance of their duties, the following provisions are adopted.

- 7.2 **Method of Computation:** To be eligible for such reimbursement, all officers and employees must receive written authorization from the Department Head.

When an employee is required to use his/her personal automobile to conduct authorized City business, the City shall reimburse the employee at the then current Federal I.R.S. mileage reimbursement rate for the most direct route.

- 7.3 The City will provide parking at a location and manner of the Employer’s choice within a reasonable distance of the work site for City employees on the above mentioned reimbursement plan who are required to have their personal car available for City business. Such parking will be provided only for the days the employee is required to have his/her own personal car available.

- 7.4 **Rules and Regulations:** The Mayor shall adopt rules and regulations governing the procedures for automobile reimbursement. Such rules and regulations shall contain the requirement that recipients shall file daily reports indicating miles driven and shall file monthly affidavits stating the number of days worked and the number of miles driven, and shall further require that they maintain automobile liability insurance in amounts of not less than \$100,000/\$300,000 for personal injury, and \$25,000 for property damage, or liability insurance in amounts not less than \$300,000 single limit coverage, with the City of Saint Paul named as an additional insured. These rules and regulations, together with the amendment thereto, shall be maintained on file with the City Clerk.

ARTICLE 8 – RESIDENCE

- 8.1 The resolution pertaining to residency approved July 26, 1979, under Council File No. 273378 shall apply to all employees covered by this Agreement.

ARTICLE 9 – VACATION

- 9.1 Vacation credits shall accumulate at the rates shown below for each full hour on the payroll, excluding overtime.

<u>Years of Service</u>	<u>Hours of Vacation</u>
Start thru 4th year	.0539 (14 days)
5th year thru 9th year	.0693 (18 days)
10th year thru 15th year	.0808 (21 days)
16th year thru 23rd year	.0962 (25 days)
24th year and thereafter	.1077 (28 days)

- 9.2 The Head of the Department may permit an employee to carry over up to one hundred and twenty (120) hours of vacation into the following “vacation year.” For the purpose of this Article the “vacation year” shall be the calendar year.
- 9.3 The above provisions of vacation shall be subject to the Saint Paul Salary Plan and Rates of Compensation, Section I, Sub. G (Vacation), unless the Contract provisions directly conflict with the Salary Plan. In such cases, the language of the Contract shall supersede/replace the conflicting language of the Salary Plan.
- 9.4 For purposes of this Article qualifying years of service shall be determined based on calendar years of service. This shall apply to both part-time and full-time employees.
- 9.5 “Years of service” may include, at the discretion of the Department Director, the amount of time worked by an employee at any previous public sector agency or private entity as in the relevant professional field. This “years of service” credit, if granted, may only be applied to affect vacation accrual and will have no impact on the employee’s seniority or other rights and benefits of employment based on years of service either to the Employee or in the employee’s job classification. Employees covered by this Agreement who were employed by the City of Saint Paul at the time this Agreement was ratified shall have 90 days from the date of ratification of contract to submit a request for prior service credit and supporting documentation to their Department Director for consideration. Application of additional years of service credit is not subject to Article 6 of the Collective Bargaining Agreement.

ARTICLE 10 – INSURANCE

Active Employee Insurance

ARTICLE 10 – INSURANCE (Continued)

- 10.1 The Employer will continue for the period of this Agreement to provide for employees such health and life insurance benefits as are provided by the Employer at the time of execution of this Agreement.
- 10.2 Effective **January 2018**, 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:

2017 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2018, after any plan design changes; employees shall be responsible for the 2017 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2018, after any plan design changes.

Based on a 0.3% premium increase, this results in the following Employer contributions:

Single: \$613.18, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2017 Wellness Program).
Employee share: \$0.32/month.

The parties have agreed, however, that the employee's share of the single coverage premium payable in 2018 will be shifted to 2019 thereby reducing the employee's share of the single coverage premium for 2018 to \$0.00.

Family: \$1,430.48, plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2017 Wellness Program).
Employee share: \$173.44/month.

Elect Plan:

The lesser of the Employer's contribution for the Choice Passport Plan for 2018; 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 0.3% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

Single: \$572.66, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2017 Wellness Program).
Employee share: \$0.00/month.

Family: \$1,430.48, plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2017 Wellness Program).
Employee share: \$66.66/month.

ACO Plan:

The lesser of the Employer's contribution for the Choice Passport Plan for 2018; 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.

ARTICLE 10 – INSURANCE (Continued)

Based on a 0.3% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

Single: \$555.16, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2017 Wellness Program).
Employee share: \$0.00/month.

Family: \$1,430.48, plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2017 Wellness Program).
Employee share: \$20.90/month.

Passport Copay Plan:

Single: \$398.88 (Employee share: \$379.98/month)

Family: \$748.22 (Employee share: \$1,296.12/month)

- 10.3 Effective for the **January 2019** insurance premiums, for each eligible employee covered by this Agreement who is employed full-time and who selects City provided health insurance, the Employer agrees to make the following contributions per month:

Choice Passport Plan:

2018 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2019, after any plan design changes; employees shall be responsible for the 2018 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2019, after any plan design changes.

Based on a 6.0% premium increase, this results in the following Employer contributions:

Single: \$642.52, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2018 Wellness Program).
Employee share: \$6.54/month.

The parties have agreed, however, that the employee's share of the single coverage premium payable in 2018 will be shifted to 2019 thereby increasing the employee's share of the single coverage premium for 2019 to \$6.86/month.

Family: \$1,507.16, plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2018 Wellness Program).
Employee share: \$189.70/month.

Elect Plan:

The lesser of the Employer's contribution for the Choice Passport Plan for 2019; 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 for the Choice Passport Plan, this results in the following Employer contributions:

ARTICLE 10 – INSURANCE (Continued)

Single: \$605.80, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2018 Wellness Program). Employee share: \$0.00/month.

Family: \$1,507.16 plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2018 Wellness Program). Employee share: \$76.52/month.

ACO Plan:

The lesser of the Employer's contribution for the Choice Passport Plan for 2019; 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 for the Choice Passport Plan, this results in the following Employer contributions:

Single: \$587.26, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2018 Wellness Program). Employee share: \$0.00/month.

Family: \$1,507.16, plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2018 Wellness Program). Employee share: \$28.02/month.

Passport Copay Plan:

Single: \$398.88 (Employee share: \$425.50/month)

Family: \$748.22 (Employee share: \$1,415.54/month)

- 10.4 Effective for the **January 2020** insurance premiums, for each eligible employee covered by this Agreement who is employed full-time and who selects City provided health insurance, the Employer agrees to make the following contributions 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, this results in the following Employer contributions:

Single: \$673.64, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2019 Wellness Program). Employee share: \$13.14/month.

Family: \$1,588.48, plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2019 Wellness Program). Employee share: \$206.96/month.

ARTICLE 10 – 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 for the Choice Passport Plan, this results in the following Employer contributions:

Single: \$640.96, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2019 Wellness Program). Employee share: \$0.00/month.

Family: \$1,588.48 plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2019 Wellness Program). Employee share: \$86.98/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 for the Choice Passport Plan, this results in the following Employer contributions:

Single: \$621.28, plus \$75 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2019 Wellness Program). Employee share: \$0.00/month.

Family: \$1,588.48, plus \$45 per month to be deposited in a VEBA account (plus an additional \$75 per month in a VEBA for completion of 2019 Wellness Program). Employee share: \$35.58/month.

Passport Copay Plan:

Single: \$398.88 (Employee share: \$473.72/month)

Family: \$748.22 (Employee share: \$1,542.00/month)

- 10.5 For the purpose of this Article, **full-time employment** is defined as appearing on the payroll an average of at thirty (30) hours per week for the twelve (12) month period preceding the annual open enrollment or special enrollments or the period preceding initial enrollment.

Full-time employees who are permanently appointed to a part-time (less than eighty (80) hours per biweekly pay period) position after the commencement of the plan year shall be reduced to the benefit level applicable for the hours scheduled by the department. Such reduction shall take effect on the first month the employee does not complete a monthly qualifying pay period as a full-time employee.

- 10.6 **THIS ARTICLE INTENTIONALLY LEFT BLANK**

ARTICLE 10 – INSURANCE (Continued)

- 10.7 Notwithstanding Section 10.5, employees covered by this Agreement and employed half-time prior to January 1, 1986 shall receive the same health insurance contributions as full-time employees. This Section 10.7 applies only to employees who were employed half-time during the month of December, 1985 and shall continue to apply only as long as such employees remain continuously employed half-time.
- 10.8 For each eligible employee, the Employer agrees to contribute the cost of \$30,000 of life insurance.
- 10.9 The contributions indicated in this Article 10 shall be paid to the Employer's Group Health and Welfare Plan.
- 10.10 Any cost of any premium for any City offered employee or family insurance coverage in excess of the dollar amounts stated in this Article 10 shall be paid by the employee.
- 10.11 The Employer will provide a system whereby the employee's contribution toward the premiums for the employee selected health insurance coverages can be paid on a pre-tax basis while the employee is receiving taxable income through the City payroll system. Employees covered by this Agreement, who are benefit eligible, will be eligible to participate in the Flexible Spending Account as offered by the Employer. The service fee charged to participating employees shall be paid by the Employer.
- 10.12 Employees covered by this Agreement shall be eligible to participate in the Dependent Care Reimbursement Account offered by the Employer. The service fee charged to participating employees shall be paid by the Employer.

Retiree Insurance

- 10.13 Full-time employees who retire must meet the following conditions at the time of retirement in order to be eligible for the Employer contributions, listed in Sections 10.13 through 10.17 below, toward a health insurance plan offered by the Employer:
- 10.13 (1) Be receiving benefits from a public employee retirement act at the time of retirement, and
 - 10.13 (2) Have severed his/her relationship with the City of Saint Paul for reasons other than misconduct, and
 - 10.13 (3) Have completed at least twenty (20) years with the City of Saint Paul or fifteen (15) years if receiving a disability pension, excluding years of service with Independent School District No. 625 for employees hired by or transferred to the City after March 31, 2001.

Early Retirees

- 10.14 This Section shall apply to full-time employees who:
- 10.14 (1) Retire on or after January 1, 1996, and
 - 10.14 (2) Were appointed on or before December 31, 1995, and

ARTICLE 10 – INSURANCE (Continued)

- 10.14 (3) Have not attained age sixty-five (65) at retirement, and
- 10.14 (4) Meet the terms set forth in Section 10.13 above, and
- 10.14 (5) Select a health insurance plan offered by the Employer.

Until such employees reach sixty-five (65) years of age, the Employer agrees to contribute a maximum of \$350.00 per month toward the premium for single or family health insurance coverage offered by the Employer. Any unused portion of the Employer's contribution shall not be paid to the retiree.

When such early retiree attains age sixty-five (65), the provisions of Section 10.16 will apply.

10.15 This Section shall apply to full-time employees who:

- 10.15 (1) Retire on or after January 1, 1996, and
- 10.15 (2) Were appointed on or after January 1, 1996, and
- 10.15 (3) Have not attained age sixty-five (65) at retirement, and
- 10.15 (4) Meet the conditions of Section 10.13 above, and
- 10.15 (5) Select a health insurance plan offered by the Employer.

Until such retirees reach sixty-five (65) years of age, the Employer agrees to contribute a maximum of \$300.00 per month toward the premium for single or family health insurance coverage offered by the Employer. Any unused portion of the Employer's contribution shall not be paid to the retiree.

When such early retiree attains age sixty-five (65), the provisions of Section 10.17 shall apply.

Effective January 1, 2004, Early Retirees will no longer be eligible for City paid life insurance.

10.16 This Section shall apply to full-time employees who:

- 10.16 (1) Retire on or after January 1, 2017, and
- 10.16 (2) Have not attained age sixty-five (65) at retirement, and
- 10.16 (3) Meet the terms set forth in Section 10.13 above, and
- 10.16 (4) Enroll in an individual insurance plan not sponsored by the City.

Until such employees reach sixty-five (65) years of age, the Employer agrees to contribute \$350.00 per month, deposited to a Post Employment Health Plan Account. Eligible retirees will request reimbursement from this account after providing proof of having paid for their own individual health insurance coverage from the carrier of their choice.

Eligible retirees who select this option, and in a subsequent year choose to return to a City offered retiree health plan may do so at Open Enrollment provided they have maintained continuous participation in a health insurance plan.

When such early retiree attains age sixty-five (65), the provisions of Section 10.18 or 10.19 (whichever is applicable) will apply.

ARTICLE 10 – INSURANCE (Continued)

10.17 An eligible retiree may waive the City’s contribution to allow that non-Medicare eligible retiree the opportunity to qualify for a Federal premium subsidy based on the ACA regulations.

Eligible retirees who waive coverage will be considered non-participating and never be eligible for any future participation or any City contribution.

Regular Retirees (Age Sixty-Five (65) and over)

10.18 This Section shall apply to full-time employees who:

- 10.18 (1) Retire on or after January 1, 1996, and
- 10.18 (2) Were appointed on or before December 31, 1995, and
- 10.18 (3) Have attained age sixty-five (65) at retirement, and
- 10.18 (4) Meet the terms set forth in Section 10.13 above, and
- 10.18 (5) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute a maximum of \$550.00 per month toward the premium for single or family health insurance coverage offered by the Employer to regular retirees and their dependents. Any unused portion of the Employer’s contribution shall not be paid to the retiree.

This Section shall also apply to early retirees who retired under the provisions of Section 10.14 when such retirees attain age sixty-five (65).

10.19 This Section shall apply to full-time employees who:

- 10.19 (1) Retire on or after January 1, 1996, and
- 10.19 (2) Were appointed on or after January 1, 1996, and
- 10.19 (3) Have attained age sixty-five (65) at retirement, and
- 10.19 (4) Meet the conditions of Section 10.13 above, and
- 10.19 (5) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute a maximum of \$300.00 per month toward the premium for single or family health insurance coverage offered by the Employer to regular retirees and their dependents. Any unused portion of the Employer’s Contribution shall not be paid to the retiree.

This Section shall also apply to early retirees who retired under the provisions of Section 10.15 when such early retirees attain age sixty-five (65).

10.20 If an employee does not meet the condition of Section 10.13 (3), but has completed at least ten (10) years of service with the City, he/she may purchase single or family health insurance coverage through the Employer’s insurance program. The total cost of such insurance coverage shall be paid by the retiree.

ARTICLE 10 – INSURANCE (Continued)

- 10.21 A retiree may not carry his/her spouse as a dependent if such spouse is also a City retiree or City employee and eligible for and is enrolled in the City health insurance program.
- 10.22 **Survivor Insurance:** The surviving spouse of an employee carrying family coverage at the time of his/her death due to a job connected injury or illness which was determined to have arisen out of and in the course of his/her employment under worker's compensation law shall continue to be eligible for city contribution in the same proportions as is provided for retired employees.
In the event of the death of an early retiree or a regular retiree, the dependents of the retiree shall have the option, within thirty (30) days, to continue the current hospitalization and medical benefits which said dependents previously had, at the premium and Employer contribution accorded to the eligible deceased retiree.
- It is further understood that coverage shall cease in the event of:
- 10.22 (1) Subsequent remarriage of the surviving spouse of the deceased employee or retiree.
- 10.22 (2) The employment of the surviving spouse or dependent where health insurance is obtained through a group program provided by said employer. In this event, however, the surviving spouse or dependent shall have the right to maintain City health insurance for the first ninety (90) days of said employment.
- 10.23 Additional dependents beyond those of record at the time of retirement may not be added to the retiree's health insurance plan at City expense after retirement.
- 10.24 A retiree's participation in the City's health insurance plan must be continuous. The retiree must be participating in a City health insurance plan at the time of retirement. If a retiree chooses not to participate at the time of his/her retirement or if a retiree discontinues his/her participation at a later date, such retiree will not be eligible for any future participation or for any Employer contribution.

ARTICLE 11 – WORKING OUT OF CLASSIFICATION

- 11.1 The Employer shall avoid, whenever possible, working an employee on an out-of-class assignment for a prolonged period of time. Any employee working an out-of-class assignment for a period in excess of fifteen (15) working days during a year shall receive the rate of pay for the out-of-class assignment in a higher classification not later than the sixteenth (16th) day of such assignment.

For purposes of this Article, an out-of-class assignment is defined as an assignment of an employee to perform, on a full-time basis, all of the significant duties and responsibilities of a position different from the employee's regular position, and which is in a classification higher than the classification held by such employee.

The rate of pay for an approved out-of-class assignment shall be the same rate the employee would receive if such employee received a regular appointment to the higher classification.

ARTICLE 11 – WORKING OUT OF CLASSIFICATION (Continued)

11.2 For the following classifications, the provisions of Section 11.1 shall not apply to performance of the duties of the next higher classification in the job series:

Office Assistant I
Office Assistant II
Data Entry Operator I
Zookeeper I

ARTICLE 12 – SENIORITY

12.1 Seniority, for the purpose of this Agreement, shall be defined as follows: The length of continuous, regular, and probationary service with the Employer from the date an employee was first certified and appointed to a class title covered by this Agreement, it being further understood that seniority is confined to the current class assignment held by an employee. In cases where two (2) or more employees are appointed to the same class title on the same date, the seniority shall be determined by the employee's rank on the eligible list from which certification was made.

12.2 Seniority shall terminate when an employee retires, resigns, or is discharged.

12.3 In the event it is determined by the Employer that it is necessary to reduce the work force, employees will be laid off by class title within each department based on inverse length of seniority as defined above.

However, when layoff occurs in any of the titles listed below under Column A, layoff shall be based on inverse length of total seniority in all titles listed on the corresponding line under Column B. The Human Resources Department will identify such least senior employee in that title in the department reducing positions, and shall notify said employee of his/her reduction from the department.

If there are any vacancies in any of the titles under Column B on which seniority was based, in any other City department, the Human Resources Department shall place the affected employee in such vacancy.

If two (2) or more vacant positions are available, the Human Resources Department shall decide which vacant positions the affected employee shall fill. If no vacancy exists in such titles, then the least senior City employee in such titles shall be identified, and if the employee affected by the original departmental reduction is more senior, he/she shall have the right to claim that position and the least senior City employee in such titles shall be the employee laid off. For the purposes of this Article, the Board of Education is not included as a City department nor is a Board of Education employee included as a City employee.

ARTICLE 12 – SENIORITY (Continued)

Column A

Accounting Machine Operator I

Accounting Machine Operator II

Cashier II

Office Assistant I

Office Assistant II

Data Entry Operator I

Column B

Accounting Machine Operator I,

Accounting Machine Operator II

Accounting Machine Operator II,

Accounting Machine Operator I

Cashier II, Cashier I

Office Assistant I, Office Assistant II

Office Assistant II, Office Assistant I

Data Entry Operator I, Data Entry
Operator II

12.4 In cases where there are promotional series, such as Office Assistant I, II, III, etc., when the number of employees in these higher titles is to be reduced, employees who have held lower titles which are in this bargaining unit will be offered reductions to the highest of these titles to which class seniority would keep them from being laid off, before layoffs are made by any class title within any departments where there are promotional series, such as Office Assistant I, II, III, etc., when the number of employees in these higher titles is to be reduced, employees who have held lower titles which are in this bargaining unit will be offered reductions to the highest of these titles to which class seniority would keep them from being laid off, before layoffs are made by any class title within any department.

12.5 In cases where an employee to be laid off has held no regular appointment in a lower title in the same promotional series as his/her current title, that employee will be offered a reduction to the title within the bargaining unit to which he/she was regularly appointed immediately prior to his/her current title, so long as there is either a vacancy or, if no vacancy exists, a less senior employee in such title may be displaced. In cases where an employee to be laid off has held no regular appointment to any titles immediately prior to his/her current title, said employee shall be laid off.

The employee reducing into a title formerly held must satisfactorily complete a six-month probationary period in such title.

If the probationary period is not satisfactory, the employee shall, at any time during the probationary period, be reinstated to his/her former title and shall be laid off, but such employee's name will be placed on the reinstatement register in his/her former title and "bumping" rights herein shall not again apply to such employee.

This procedure will be followed by the City for City employees, and by the Board of Education for Board of Education employees; however, City employees being reduced or laid off may not displace Board of Education employees; Board of Education employees being reduced or laid off may not displace City employees.

12.6 It is understood that such employees will pick up their former seniority date in any class of positions which they previously held.

ARTICLE 12 – SENIORITY (Continued)

- 12.7 Recall from layoff shall be in inverse order of layoff, except that recall rights shall expire after two (2) years of layoff.
- 12.8 Employees assigned to these divisions in the Police Department: Impound Lot, Property Room, Communication Center, and/or Records, shall be allowed to bid for work shifts (i.e. midnights, days, and afternoons), on the basis of seniority when a vacancy occurs within the employees' classification in their division.
- 12.9 In the event the Employer believes it is necessary to merge, contract out, or subcontract any public work performed by employees covered by this Agreement which may lead to layoff, the Employer will notify the Union no less than forty-five (45) calendar days in advance. During the forty-five (45) days, the Employer will meet with the Union and discuss possible options to contracting out or ways and means to minimize the elimination of positions.

ARTICLE 13 – POST EMPLOYMENT HEALTH PLAN (PEHP)

- 13.1 Effective January 1, 2008, employees may be eligible for a Post Employment Health Plan (PEHP) contribution by the Employer of \$200.00. Employees who have completed twenty (20) years of service shall have a \$276.00 PEHP contribution paid by the Employer as indicated in the eligibility requirements below.
- 13.2 Eligibility and implementation:
- a) For initial contribution, employees must have been employed for a minimum of one (1) calendar year.
 - b) Employees must be a member of the bargaining unit for a minimum of one (1) calendar year.
 - c) City contributions will be made by April 1 of the following year.
 - d) Employees must be on the payroll as of the date of contribution.
 - e) If an employee takes a leave of absence to serve as a full-time union official, time served in such capacity, up to six (6) years, will be counted toward the years of service requirement.
 - f) Qualifying years of service for the twenty (20) year rate must have been attained by January 1 of the previous plan year.

ARTICLE 14 – BULLETIN BOARDS

- 14.1 The Employer shall provide reasonable bulletin space for use by the Union in posting notices of Union business and activities. Said bulletin board space shall not be used by the Union for political purposes other than Union elections.

Use of this bulletin board is subject to approval of the Department Head.

ARTICLE 15 – WAGES

15.1 For purposes of this Contract, the wage schedule shall be Appendix A, attached hereto. Both parties agree that the inclusion of the classifications and salary ranges in Appendix A does not preclude the Employer from the following:

1. Reorganizing;
2. Abolishing classifications;
3. Establishing new classifications;
4. Re-grading classifications;
5. Reclassifying positions.

Both parties also agree that titles and grades in Appendix A refer to employees in the positions at the date of signing of the agreement. No employee in this bargaining unit shall suffer any reduction in salary because of a re-grading or reclassification during the contract period in which such re-grading or reclassification takes place.

15.2 Individual employees may request an audit of his/her position whenever the nature of the work and/or responsibilities in his/her position have substantially changed. When an employee has submitted a fully completed job profile to his/her supervisor requesting a classification study of his/her position, responsible Managers in the Department where the employee works shall have thirty (30) calendar days to complete their portion of the JAQ (job profile) and forward it to the Office of Human Resources. The staff of the Office of Human Resources will complete the study within sixty (60) days after the fully completed job profile is submitted to the Office of Human Resources by the employee's supervisors.

If the Employer finds the employee has assumed a higher level of responsibility but does not want the employee working at that level on a permanent basis, the Employer will present the employee with a written list of duties which the employee is expected to cease performing.

15.2(1) If the City does not complete the submitted Job Profile for an individual petition for reclassification within the 90-day window, at the completion of the Job Profile, the employee shall receive back pay starting as of the 91st day if Human Resources' determination is that the employee is performing the duties of the higher classification.

The Department retains the right to implement the results of the study or remove the higher level duties.

ARTICLE 16 – MAINTENANCE OF STANDARDS

- 16.1 The parties agree that all conditions of employment relating to wages, hours of work, overtime differentials, vacations, and all other general working conditions shall be maintained at not less than the highest minimum standard set forth in the Civil Service Rules of the City of Saint Paul (Resolution No. 3250) and the Saint Paul Salary Plan and Rates of Compensation at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.
- 16.2 Civil Service Rules 8.A.3 and Civil Service Rule 14 shall not apply to applicants and employees from Independent School District No. 625.

ARTICLE 17 – LEAVES OF ABSENCE

- 17.1 **Leave of Absence:** After three (3) months employment, an employee may make application for a leave of absence not to exceed one (1) year. A leave of absence shall be granted on the basis established in the Civil Service Rules (Resolution No. 3250).
- 17.2 **Sick Leave:** Effective January 1, 2006, sick leave shall accumulate at the rate of .0539 for each hour on the payroll, excluding overtime. Sick leave accumulation is unlimited. To be eligible for sick leave the employee must report to his/her supervisor no later than one-half hour past his/her regular scheduled starting time. The granting of sick leave shall be subject to the terms and provisions of Resolution No. 3250 of the City of Saint Paul and shall conform to Minnesota Statute, Section 239 as amended from time to time.

For absences due to sickness of seven (7) or fewer calendar days, the Employer shall require a physician's certificate or additional certificates only when there is reason to suspect abuse of sick leave or to verify that an employee is fit to return to his/her position. The Employer's requirement of a certificate under this section shall not be arbitrable.

- 17.3 **Sick Leave Use for Bereavement:** Any employee who has accumulated sick leave credits as provided above shall be granted leave with pay for such period of time as the Head of the Department deems for the death of the employee's mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild or other person who is a member of the household or co-worker.
- 17.4 **Leave Without Pay:** Any employee who engages in active service in time of war or other emergency declared by proper authority of any of the military or naval forces of the state or of the United States for which leave is not otherwise allowed by law shall be entitled to leave of absence from employment without pay during such service with right of reinstatement and subject to such conditions as are imposed by law.

Such leaves of absence as are granted under Article 19 (MILITARY LEAVE OF ABSENCE) shall conform to Minnesota Statute, Section 192, as amended from time to time, and shall confer no additional benefits other than those granted by said statute.

ARTICLE 17 – LEAVES OF ABSENCE (Continued)

- 17.5 **Jury Duty:** Employees who are required during regular working hours to appear in court as jurors or witnesses, except as a witness in their own behalf against the City, shall be paid their regular pay while so engaged, provided that any fees that employees may receive from the court for such services shall be paid to the City and be deposited with the Employer. Employees scheduled to work a shift other than the normal daytime shift, shall be rescheduled to work the normal daytime shift during such time as he/she is required to appear in court as a juror or witness.
- 17.6 **Union Leave:** An 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 two (2) years for the purpose of conducting the duties of the exclusive representative.
- 17.7 **Maternity and Parental Leave:** Pregnant employees of the City of Saint Paul shall be eligible for the use of paid sick leave and unpaid leave of absence in the same manner as any other disabled or ill City employee. Such leave shall conform with Minnesota Statute, Section 239 as amended. Paid sick leave eligibility shall begin upon certification by the employee's attending physician that the employee is disabled in terms of her ability to perform the duties of her position.

A paid parental leave shall be granted to employee's qualifying as outlined in the Paid Parental Leave Policy. A Parental leave of absence without pay shall be granted to a natural parent or an adoptive parent who requests such leave in conjunction with the birth or adoption of a child. Paid Parental leave and a Parental Leave of Absence shall not exceed twelve (12) months. Such leave may be extended an additional twelve (12) months by mutual agreement between the employee and the Employer.

Refusal on the part of the Employer to grant an extension of such leave shall not be subject to the provisions of Article 6 (EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE) of this Agreement.

Employees who return following such leaves of absence shall be placed in a position of equivalent salary and tenure as the one held just prior to the beginning of his/her leave.

- 17.8 **Child School Leave:** An employee shall be granted up to a total of sixteen (16) hours during a school year to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the Employer. An employee shall be allowed to use vacation or compensatory time for this leave; otherwise, this leave shall be without pay.

ARTICLE 17 – LEAVES OF ABSENCE (Continued)

- 17.9 **Voluntary Unpaid Leave of Absence:** A full-time employee may be granted up to four hundred and eighty (480) hours of voluntary leave of absence without pay during the fiscal year. During such leave of absence, the employee shall continue to earn and accrue vacation and sick leave, seniority credits, and maintain insurance eligibility as though he or she were on the payroll.

Any leave of absence granted under this provision is subject to the approval of the Department Head.

ARTICLE 18 –

THIS ARTICLE INTENTIONALLY LEFT BLANK

ARTICLE 19 – MILITARY LEAVE OF ABSENCE

- 19.1 **Pay Allowance:** Any employee who shall be a member of the National Guard, the Naval Militia, or any other component of the militia of the State, now or hereafter organized or constituted under state or federal law, or who shall be a member of the Officer's Reserve Corps, the Enlisted Reserve Corps, the Naval Reserve, the Marine Corps Reserve, or any other reserve component of the military or naval force of the United States, now or hereafter organized or constituted under Federal law, shall be entitled to leave of absence from employment without loss of pay, seniority status, efficiency rating, vacation, sick leave, or other benefits for all the time when such employee is engaged with such organization or component in training or active service ordered or authorized by proper authority pursuant to law, whether for state or federal purposes, provided that such leave shall not exceed a total of fifteen (15) days in any calendar year and, further provided that such leave shall be allowed only in case the required military or naval service is satisfactorily performed, which shall be presumed unless the contrary is established.

Such leave shall not be allowed unless the employee (1) returns to his/her position immediately upon being relieved from such military or naval service and not later than the expiration of time herein limited for such leave, or (2) is prevented from so returning by physical or mental disability or other cause not due to such employee's own fault, or (3) is required by proper authority to continue in such military or naval service beyond the time herein limited for such leave.

ARTICLE 20 – MANAGEMENT RIGHTS

- 20.1 The Union recognizes the right of the City to operate and manage its affairs in all respects in accordance with applicable laws and regulations of appropriate authorities. All rights and authority which the City has not officially abridged, delegated, or modified by this Agreement are retained by the City.
- 20.2 A public employer is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, and organizational structure and selection and direction and number of personnel.

ARTICLE 21 – DISCIPLINE

21.1 The Employer will discipline employees for just cause only.

Discipline will be in the form of:

- 21.1 (1) Oral reprimand;
- 21.1 (2) Written reprimand;
- 21.1 (3) Suspension;
- 21.1 (4) Reduction;
- 21.1 (5) Discharge.

21.2 Suspensions, reductions, and discharges will be in written form.

21.3 Employees and the Union will receive copies of written reprimands and notices of suspension and discharge.

21.4 Any member of the bargaining unit may, during usual working hours, with the approval of the supervisor, review any material placed in the employee's personnel file, after first giving proper notice to the supervisor in custody of such file.

21.5 Non-probationary employees subject to discharge shall be afforded an opportunity to hear the reason(s) for discharge and an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes are relevant to the discharge decision.

21.6 An employee to be questioned concerning an investigation of disciplinary action shall have the right to request that a Union representative be present.

21.7 Grievances relating to this Article shall be processed in accordance with the grievance procedure under Article 6 (EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE).

21.8 Any written reprimand made concerning any member of this Bargaining Unit which is filed with the Office of Human Resources or within any City department shall be shown to the member before it is placed on file. Before the reprimand is placed on file, the City shall request from the employee an acknowledgment, in writing, that the reprimand has been read by said employee.

21.9 Discipline under Article 21.1(1) (Oral Reprimand) shall not be subject to the terms of Article 6 – GRIEVANCE PROCEDURE. However, after one (1) year of no discipline from the date of the reprimand, said reprimand will not be used against the employee as part of progressive discipline.

ARTICLE 22 – THIS ARTICLE INTENTIONALLY LEFT BLANK

ARTICLE 23 – NO STRIKE – NO LOCKOUT

23.1 Neither the Union, its officers or agents, nor any of the employees covered by this Agreement will engage in, encourage, sanction, or support any strike, or the withholding in whole or in part of the full performance of their duties during the life of this Agreement, except as specifically allowed by the Public Employment Labor Relations Act. In the event of a violation of this Article, the Employer will warn employees of the consequences of their action and shall instruct them to immediately return to their normal duties.

Any employee who fails to return to his/her duties within twenty-four (24) hours of such warning may be subject to the penalties provided in the Public Employment Labor Relations Act.

23.2 No lockout, or refusal to allow employees to perform available work, shall be instituted by the Employer and/or its appointing authorities during the life of this Agreement.

ARTICLE 24 – SEVERANCE PAY

24.1 The Employer shall provide a severance pay program as set forth in this Article.

24.2 **Eligibility:** An employee must meet the following requirements to receive a benefit under this plan. All other severance benefit plans shall be discontinued.

24.2 (1) The employee must be voluntarily separated from City employment or have been subject to separation by layoff or compulsory retirement. Those employees who are discharged for cause, misconduct, inefficiency, incompetence, or any other disciplinary reason are not eligible for the city severance pay program. For the purpose of this severance program, a death of an employee shall be considered as separation of employment and if the employee would have met all of the requirements set forth at the time of his/her death, payment of the severance pay shall be made to the employee's estate or spouse. For the purpose of this severance program, a transfer from the City of Saint Paul employment to Independent School District No. 625 employment is considered a separation of employment, and such transferee shall be eligible for the City severance program. For the purpose of this Article, service requirements for severance eligibility will not include years of service with Independent School District No. 625 for employees hired by the City or transferred to the City after March 31, 2001.

24.2 (2) The employee must have a minimum of fourteen (14) years of service and 600 hours of sick leave credits at the time of his/her separation of service from the City.

ARTICLE 24 – SEVERANCE PAY (Continued)

- 24.2 (3) If an employee requests severance pay and if the employee meets the eligibility requirements set forth above, he/she will be granted severance pay as shown below.

<u>Accrued sick leave credits of:</u>	<u>Severance</u>
600	\$4,000
700	\$5,000
800	\$6,000
900	\$7,000
1000	\$8,000
1100	\$9,000
1200	\$10,000
1300	\$11,000
1400	\$12,000
1500	\$13,000
1600	\$14,000
1700	\$15,000
1800	\$16,000

- 24.3 For any employee who is eligible to receive severance from the City under this Article 24, 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.
- 24.4 Any employee who is eligible to receive Severance from the Employer under this Article 24, shall have his/her accrued but unused vacation contributed to the PEHP listed in Article 24.3 above.
- 24.5 Such amounts listed in Article 24.4 above shall be made at the time of retirement.

ARTICLE 25 – TEMPORARY & PROVISIONAL EMPLOYEES

- 25.1 It is recognized that temporary and provisional employees are within the unit covered by this Agreement, however, except as specifically provided by this Agreement, temporary and provisional employees shall not have or acquire any rights or benefits other than specifically provided by the provisions of the Civil Service Rules and/or the Saint Paul Salary Plan and Rates of Compensation. Temporary and Provisional employees are not certified and remain in at “at will” status.

ARTICLE 26 – NONDISCRIMINATION

- 26.1 The terms and conditions of this Agreement will be applied equally to employees without regard to, or discrimination for or against any individual because of race, color, creed, sex, age, disability, or because of membership or non-membership in the Union.

ARTICLE 26 – NONDISCRIMINATION (Continued)

- 26.2 Employees will perform their duties and responsibilities in a nondiscriminatory manner as such duties and responsibilities involve other employees and the general public.
- 26.3 Any member of the bargaining unit may file a grievance or discrimination complaint and there shall be no retaliation by the City of Saint Paul for such action.

ARTICLE 27 – LEGAL SERVICES

- 27.1 Except in cases of malfeasance in office or willful or wanton neglect of duty, the Employer shall defend, save harmless and indemnify employees against tort claims or demands, whether groundless or otherwise, arising out of alleged acts or omissions occurring in the performance or scope of the employee's duties.
- 27.2 Notwithstanding Section 27.1, the Employer shall not be responsible for paying any legal service fee, or for providing any legal service arising from any legal action where the employee is the Plaintiff.

ARTICLE 28 – SAFETY

- 28.1 The Employer and Employees shall cooperate in the enforcement of all applicable regulations for the enforcement of job safety. If an employee feels that his/her work duties or responsibilities require such employee to be in a situation that violates state safety laws or legally promulgated standards, the matter shall be immediately considered by the Employer.
- 28.2 For those employees required by the Employer to wear safety shoes or boots, the Employer agrees to contribute \$150.00 per calendar year toward the purchase of one pair of such shoes or boots and shall not be responsible for any additional cost for that year. Employees may carry over up to a total of \$150.00 for the purchase of shoes. Reimbursement shall be made only after investigation and approval by the immediate supervisor of the employees.
- 28.3 When the Employer establishes Labor/Management Safety Committees, the Union will select its own members to participate.
- 28.4 When the Employer establishes Accident and Incident Review Boards, the Union will not be required to participate.

ARTICLE 29 – UNIFORM REIMBURSEMENT

- 29.1 The size of all uniform reimbursements shall increase on the first day of each year of the Contract by the same percentage amount as the general increase.
- 29.2 Employees working in the title of Animal Control Officer and who are required to wear a specified uniform shall be reimbursed for uniform items purchased up to \$517.69 per calendar year for 2018; \$531.92 per calendar year for 2019; \$546.55 per calendar year for 2020.
- 29.3 Technical Trainees who are required to wear a specified uniform shall be reimbursed for uniform items purchased up to \$115.57 per calendar year for 2018; \$118.75 per calendar year for 2019; \$122.01 per calendar year for 2020.
- 29.4 Zoo Keepers who are required to wear a specified uniform shall be reimbursed for uniform items purchased up to \$503.28 per calendar year for 2018; \$517.12 per calendar year for 2019; \$531.34 per calendar year for 2020.
- 29.5 Parking Enforcement Officers who are required to wear a specified uniform shall receive a one-time uniform reimbursement for uniform items purchased up to \$1150.35 per calendar year for 2018; \$1181.98 per calendar year for 2019; \$1214.49 per calendar year for 2020.
- 29.6 Meter Readers who are required to wear a specified uniform shall be reimbursed for uniform items purchased up to \$265.22 per calendar year for 2018; \$272.51 per calendar year for 2019; \$280.01 per calendar year for 2020.
- 29.7 Maintenance Trainees shall receive a clothing reimbursement of \$373.08 per calendar year for 2018; \$383.34 per calendar year for 2019; \$393.88 per calendar year for 2020.
- 29.8 The Employer shall provide each employee in the title of Refectory Supervisor and Refectory Attendant who is required to wear a specified uniform with four (4) uniforms for full-time employees and two (2) uniforms for part-time employees. The uniform will consist of either a shirt or sweatshirt selected by the Employer.
- 29.9 Employees in the above sections of this Article will be required to wear the uniform while on duty and will be responsible for the care and upkeep of their uniforms.
- 29.10 The Employer shall determine the process for the reimbursement of uniform items purchased.

ARTICLE 30 – SPECIAL EMPLOYMENT TITLES

- 30.1 Upon completion of one thousand forty (1040) working hours, excluding overtime hours, employees working in “Special Employment” titles recognized by the Bureau of Mediation Services as being appropriately included in this bargaining unit shall be eligible for benefits under this Agreement on the same basis as all other employees covered by this Agreement.

ARTICLE 31 – PROBATIONARY PERIOD

- 31.1 Employees covered by this bargaining unit shall have a one (1) year probationary period. The language of the Contract shall supersede/replace any conflicting language of the Salary Plan.

ARTICLE 32 – TERMS OF AGREEMENT

- 32.1 **Complete AGREEMENT and Waiver of Bargaining:** This Agreement shall represent the complete agreement between the Union and the Employer. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.
- 32.2 **Savings Clause:** This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of Saint Paul. In the event any provision of this Agreement shall hold to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions shall continue in full force and effect.
- 32.3 **Term of Agreement:** This Agreement shall be in full force and effect from January 1, 2018 through December 31, 2020 and shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing that it desires to modify or terminate this Agreement.

APPENDIX A – HOURLY RATES

Salary Ranges to titles in this Agreement shall be as follows:

Effective January 1, 2018 (or closest pay period): 1.5% increase
 Effective July 1, 2018 (or closest pay period): 1.0% increase
 Effective January 1, 2019 (or closest pay period): 1.5% increase
 Effective April 1, 2019 (or closest pay period): 1.25% increase
 Effective January 1, 2020 (or closest pay period): 2.75% increase

	GRADE 001							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	11.63	12.37	12.85	13.23	13.63	13.94	14.40	14.95
07/07/2018	11.75	12.49	12.98	13.36	13.77	14.08	14.54	15.10
01/05/2019	11.93	12.68	13.17	13.56	13.98	14.29	14.76	15.33
03/30/2019	12.08	12.84	13.33	13.73	14.15	14.47	14.94	15.52
01/04/2020	12.41	13.19	13.70	14.11	14.54	14.87	15.35	15.95
	GRADE 002							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	11.90	12.64	13.00	13.47	13.91	14.17	14.74	15.29
07/07/2018	12.02	12.77	13.13	13.60	14.05	14.31	14.89	15.44
01/05/2019	12.20	12.96	13.33	13.80	14.26	14.52	15.11	15.67
03/30/2019	12.35	13.12	13.50	13.97	14.44	14.70	15.30	15.87
01/04/2020	12.69	13.48	13.87	14.35	14.84	15.10	15.72	16.31
	GRADE 003							
	950010 LIBRARY AIDE							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	12.10	12.88	13.30	13.76	14.17	14.52	15.02	15.56
07/07/2018	12.22	13.01	13.43	13.90	14.31	14.67	15.17	15.72
01/05/2019	12.40	13.21	13.63	14.11	14.52	14.89	15.40	15.96
03/30/2019	12.56	13.38	13.80	14.29	14.70	15.08	15.59	16.16
01/04/2020	12.91	13.75	14.18	14.68	15.10	15.49	16.02	16.60

APPENDIX A – HOURLY RATES (Continued)

	GRADE 004								
						10-yr	15-yr	20-yr	
	1	2	3	4	5	6	7	8	
01/06/2018	12.30	13.07	13.56	14.02	14.52	14.80	15.34	15.87	
07/07/2018	12.42	13.20	13.70	14.16	14.67	14.95	15.49	16.03	
01/05/2019	12.61	13.40	13.91	14.37	14.89	15.17	15.72	16.27	
03/30/2019	12.77	13.57	14.08	14.55	15.08	15.36	15.92	16.47	
01/04/2020	13.12	13.94	14.47	14.95	15.49	15.78	16.36	16.92	
			GRADE 04U						
			910010	REFECTORY ATTENDANT					
			910101	ZOO & CONSERVATORY ATTENDANT					
			(Both earn benefits after 1040 hours in title)						
	1								
01/06/2018	13.08								
07/07/2018	13.21								
01/05/2019	13.41								
03/30/2019	13.58								
01/04/2020	13.95								
			GRADE 005						
						10-yr	15-yr	20-yr	
	1	2	3	4	5	6	7	8	
01/06/2018	12.50	13.37	13.85	14.32	14.76	15.08	15.57	16.13	
07/07/2018	12.63	13.50	13.99	14.46	14.91	15.23	15.73	16.29	
01/05/2019	12.82	13.70	14.20	14.68	15.13	15.46	15.97	16.53	
03/30/2019	12.98	13.87	14.38	14.86	15.32	15.65	16.17	16.74	
01/04/2020	13.34	14.25	14.78	15.27	15.74	16.08	16.61	17.20	
			GRADE 006						
						10-yr	15-yr	20-yr	
	1	2	3	4	5	6	7	8	
01/06/2018	12.77	13.63	14.07	14.57	15.08	15.35	15.91	16.46	
07/07/2018	12.90	13.77	14.21	14.72	15.23	15.50	16.07	16.62	
01/05/2019	13.09	13.98	14.42	14.94	15.46	15.73	16.31	16.87	
03/30/2019	13.25	14.15	14.60	15.13	15.65	15.93	16.51	17.08	
01/04/2020	13.61	14.54	15.00	15.55	16.08	16.37	16.96	17.55	

APPENDIX A – HOURLY RATES (Continued)

	<u>GRADE 06U</u>							
	1	2	3	4				
01/06/2018	12.70	13.62	14.06	14.57				
07/07/2018	12.83	13.76	14.20	14.72				
01/05/2019	13.02	13.97	14.41	14.94				
03/30/2019	13.18	14.14	14.59	15.13				
01/04/2020	13.54	14.53	14.99	15.55				
			<u>GRADE 007</u>					
			200100	CLERICAL TRAINEE				
			810900	MAINTENANCE TRAINEE				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	13.00	13.91	14.39	14.89	15.45	15.75	16.33	16.89
07/07/2018	13.13	14.05	14.53	15.04	15.60	15.91	16.49	17.06
01/05/2019	13.33	14.26	14.75	15.27	15.83	16.15	16.74	17.32
03/30/2019	13.50	14.44	14.93	15.46	16.03	16.35	16.95	17.54
01/04/2020	13.87	14.84	15.34	15.89	16.47	16.80	17.42	18.02
			<u>GRADE 008</u>					
			110000	MANAGEMENT TRAINEE				
			220000	TECHNICAL TRAINEE				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	13.30	14.17	14.67	15.25	15.75	16.11	16.69	17.22
07/07/2018	13.43	14.31	14.82	15.40	15.91	16.27	16.86	17.39
01/05/2019	13.63	14.52	15.04	15.63	16.15	16.51	17.11	17.65
03/30/2019	13.80	14.70	15.23	15.83	16.35	16.72	17.32	17.87
01/04/2020	14.18	15.10	15.65	16.27	16.80	17.18	17.80	18.36
			<u>GRADE 009</u>					
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	13.56	14.52	15.00	15.56	16.11	16.44	17.08	17.62
07/07/2018	13.70	14.67	15.15	15.72	16.27	16.60	17.25	17.80
01/05/2019	13.91	14.89	15.38	15.96	16.51	16.85	17.51	18.07
03/30/2019	14.08	15.08	15.57	16.16	16.72	17.06	17.73	18.30
01/04/2020	14.47	15.49	16.00	16.60	17.18	17.53	18.22	18.80

APPENDIX A – HOURLY RATES (Continued)

			GRADE 010					
			811001	SERVICE WORKER				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	13.85	14.76	15.30	15.78	16.36	16.81	17.49	18.03
07/07/2018	13.99	14.91	15.45	15.94	16.52	16.98	17.66	18.21
01/05/2019	14.20	15.13	15.68	16.18	16.77	17.23	17.92	18.48
03/30/2019	14.38	15.32	15.88	16.38	16.98	17.45	18.14	18.71
01/04/2020	14.78	15.74	16.32	16.83	17.45	17.93	18.64	19.22
			GRADE 011					
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	14.07	15.08	15.60	16.17	16.81	17.22	17.87	18.41
07/07/2018	14.21	15.23	15.76	16.33	16.98	17.39	18.05	18.59
01/05/2019	14.42	15.46	16.00	16.57	17.23	17.65	18.32	18.87
03/30/2019	14.60	15.65	16.20	16.78	17.45	17.87	18.55	19.11
01/04/2020	15.00	16.08	16.65	17.24	17.93	18.36	19.06	19.64
			GRADE 012					
			950011	LIBRARY CUSTOMER SERVICE ASSISTANT I				
			200110	OFFICE ASSISTANT I				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	14.39	15.45	15.99	16.57	17.22	17.60	18.32	18.86
07/07/2018	14.53	15.60	16.15	16.74	17.39	17.78	18.50	19.05
01/05/2019	14.75	15.83	16.39	16.99	17.65	18.05	18.78	19.34
03/30/2019	14.93	16.03	16.59	17.20	17.87	18.28	19.01	19.58
01/04/2020	15.34	16.47	17.05	17.67	18.36	18.78	19.53	20.12
			GRADE 013					
			210000	DUPLICATING EQUIPMENT OPERATOR TRAINEE				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	14.67	15.75	16.31	16.96	17.67	18.06	18.88	19.44
07/07/2018	14.82	15.91	16.47	17.13	17.85	18.24	19.07	19.63
01/05/2019	15.04	16.15	16.72	17.39	18.12	18.51	19.36	19.92
03/30/2019	15.23	16.35	16.93	17.61	18.35	18.74	19.60	20.17
01/04/2020	15.65	16.80	17.40	18.09	18.85	19.26	20.14	20.72

APPENDIX A – HOURLY RATES (Continued)

	GRADE 014							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	15.00	16.11	16.72	17.34	18.04	18.58	19.29	19.83
07/07/2018	15.15	16.27	16.89	17.51	18.22	18.77	19.48	20.03
01/05/2019	15.38	16.51	17.14	17.77	18.49	19.05	19.77	20.33
03/30/2019	15.57	16.72	17.35	17.99	18.72	19.29	20.02	20.58
01/04/2020	16.00	17.18	17.83	18.48	19.23	19.82	20.57	21.15
	GRADE 015							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	15.30	16.36	17.05	17.75	18.58	19.02	19.77	20.34
07/07/2018	15.45	16.52	17.22	17.93	18.77	19.21	19.97	20.54
01/05/2019	15.68	16.77	17.48	18.20	19.05	19.50	20.27	20.85
03/30/2019	15.88	16.98	17.70	18.43	19.29	19.74	20.52	21.11
01/04/2020	16.32	17.45	18.19	18.94	19.82	20.28	21.08	21.69
	GRADE 016							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	15.65	16.83	17.49	18.25	19.02	19.51	20.35	20.89
07/07/2018	15.81	17.00	17.66	18.43	19.21	19.71	20.55	21.10
01/05/2019	16.05	17.26	17.92	18.71	19.50	20.01	20.86	21.42
03/30/2019	16.25	17.48	18.14	18.94	19.74	20.26	21.12	21.69
01/04/2020	16.70	17.96	18.64	19.46	20.28	20.82	21.70	22.29
	GRADE 017							
	63001 PARKING ENFORCEMENT OFFICER							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	15.99	17.22	17.90	18.69	19.53	20.09	20.89	21.43
07/07/2018	16.15	17.39	18.08	18.88	19.73	20.29	21.10	21.64
01/05/2019	16.39	17.65	18.35	19.16	20.03	20.59	21.42	21.96
03/30/2019	16.59	17.87	18.58	19.40	20.28	20.85	21.69	22.23
01/04/2020	17.05	18.36	19.09	19.93	20.84	21.42	22.29	22.84

APPENDIX A – HOURLY RATES (Continued)

GRADE 018								
950012				LIBRARY CUSTOMER SERVICE ASSISTANT II				
200111				OFFICE ASSISTANT II				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	16.31	16.31	16.31	16.31	16.31	16.31	16.31	16.31
07/07/2018	16.47	17.85	18.59	19.36	20.26	20.77	21.64	22.19
01/05/2019	16.72	18.12	18.87	19.65	20.56	21.08	21.96	22.52
03/30/2019	16.93	18.35	19.11	19.90	20.82	21.34	22.23	22.80
01/04/2020	17.40	18.85	19.64	20.45	21.39	21.93	22.84	23.43
GRADE 019								
220110				ACCOUNTING CLERK I				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	16.72	18.04	18.86	19.68	20.56	21.12	21.96	22.51
07/07/2018	16.89	18.22	19.05	19.88	20.77	21.33	22.18	22.74
01/05/2019	17.14	18.49	19.34	20.18	21.08	21.65	22.51	23.08
03/30/2019	17.35	18.72	19.58	20.43	21.34	21.92	22.79	23.37
01/04/2020	17.83	19.23	20.12	20.99	21.93	22.52	23.42	24.01
GRADE 020								
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	17.07	18.60	19.40	20.24	21.14	21.71	22.62	23.17
07/07/2018	17.24	18.79	19.59	20.44	21.35	21.93	22.85	23.40
01/05/2019	17.50	19.07	19.88	20.75	21.67	22.26	23.19	23.75
03/30/2019	17.72	19.31	20.13	21.01	21.94	22.54	23.48	24.05
01/04/2020	18.21	19.84	20.68	21.59	22.54	23.16	24.13	24.71
GRADE 021								
910201				GOLF PROGRAM OUTREACH COORDINATOR				
910020				REFECTORY SUPERVISOR				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	17.49	19.02	19.83	20.76	21.66	22.24	23.19	23.74
07/07/2018	17.66	19.21	20.03	20.97	21.88	22.46	23.42	23.98
01/05/2019	17.92	19.50	20.33	21.28	22.21	22.80	23.77	24.34
03/30/2019	18.14	19.74	20.58	21.55	22.49	23.09	24.07	24.64
01/04/2020	18.64	20.28	21.15	22.14	23.11	23.72	24.73	25.32

APPENDIX A – HOURLY RATES (Continued)

GRADE 022								
230101 PROPERTY CLERK								
230020 STORES ASSISTANT								
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	17.90	19.53	20.48	21.37	22.31	22.93	23.89	24.44
07/07/2018	18.08	19.73	20.68	21.58	22.53	23.16	24.13	24.68
01/05/2019	18.35	20.03	20.99	21.90	22.87	23.51	24.49	25.05
03/30/2019	18.58	20.28	21.25	22.17	23.16	23.80	24.80	25.36
01/04/2020	19.09	20.84	21.83	22.78	23.80	24.45	25.48	26.06
GRADE 22P								
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	18.43	20.11	20.94	21.92	23.15	24.10	25.71	26.14
07/07/2018	18.61	20.31	21.15	22.14	23.38	24.34	25.97	26.40
01/05/2019	18.89	20.61	21.47	22.47	23.73	24.71	26.36	26.80
03/30/2019	19.13	20.87	21.74	22.75	24.03	25.02	26.69	27.14
01/04/2020	19.66	21.44	22.34	23.38	24.69	25.71	27.42	27.89
GRADE 023								
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	18.41	20.06	20.92	21.88	22.80	23.44	24.40	24.94
07/07/2018	18.59	20.26	21.13	22.10	23.03	23.67	24.64	25.19
01/05/2019	18.87	20.56	21.45	22.43	23.38	24.03	25.01	25.57
03/30/2019	19.11	20.82	21.72	22.71	23.67	24.33	25.32	25.89
01/04/2020	19.64	21.39	22.32	23.33	24.32	25.00	26.02	26.60
GRADE 024								
220111 ACCOUNTING CLERK II								
950013 LIBRARY CUSTOMER SERVICE ASSISTANT III								
220210 METER READER								
200112 OFFICE ASSISTANT III								
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	18.90	20.57	21.53	22.52	23.48	24.15	25.15	25.70
07/07/2018	19.09	20.78	21.75	22.75	23.71	24.39	25.40	25.96
01/05/2019	19.38	21.09	22.08	23.09	24.07	24.76	25.78	26.35
03/30/2019	19.62	21.35	22.36	23.38	24.37	25.07	26.10	26.68
01/04/2020	20.16	21.94	22.97	24.02	25.04	25.76	26.82	27.41

APPENDIX A – HOURLY RATES (Continued)

GRADE 029								
			950014	LIBRARY CUSTOMER SERVICE ASSISTANT IV				
			200113	OFFICE ASSISTANT IV				
			940010	ZOO KEEPER				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	20.97	22.97	24.08	25.16	26.36	27.11	28.25	28.79
07/07/2018	21.18	23.20	24.32	25.41	26.62	27.38	28.53	29.08
01/05/2019	21.50	23.55	24.68	25.79	27.02	27.79	28.96	29.52
03/30/2019	21.77	23.84	24.99	26.11	27.36	28.14	29.32	29.89
01/04/2020	22.37	24.50	25.68	26.83	28.11	28.91	30.13	30.71
GRADE 030								
			500010	ANIMAL CONTROL OFFICER				
			220601	LEGAL SECRETARY				
			220710	PAYROLL SPECIALIST				
			220801	RECORDS MANAGEMENT SPECIALIST				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	21.60	23.57	24.74	25.88	27.06	27.81	29.03	29.57
07/07/2018	21.82	23.81	24.99	26.14	27.33	28.09	29.32	29.87
01/05/2019	22.15	24.17	25.36	26.53	27.74	28.51	29.76	30.32
03/30/2019	22.43	24.47	25.68	26.86	28.09	28.87	30.13	30.70
01/04/2020	23.05	25.14	26.39	27.60	28.86	29.66	30.96	31.54
GRADE 031								
			220920	*BUILDING PERMIT CLERK				
			220910	DSI CUSTOMER SERVICE SPECIALIST				
			200120	EXECUTIVE ASSISTANT I				
			220930	*LICENSE CLERK				
			220220	METER READER COORDINATOR				
			220720	PAYROLL AUDITOR				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	22.16	24.24	25.34	26.55	27.79	28.58	29.76	30.32
07/07/2018	22.38	24.48	25.59	26.82	28.07	28.87	30.06	30.62
01/05/2019	22.72	24.85	25.97	27.22	28.49	29.30	30.51	31.08
03/30/2019	23.00	25.16	26.29	27.56	28.85	29.67	30.89	31.47
01/04/2020	23.63	25.85	27.01	28.32	29.64	30.49	31.74	32.34

APPENDIX A – HOURLY RATES (Continued)

GRADE 032								
340001				PROCUREMENT SPECIALIST				
200201				*SECRETARY (STENOGRAPHER)				
230030				STOREROOM SUPERVISOR				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	22.78	24.93	26.11	27.32	28.60	29.44	30.71	31.25
07/07/2018	23.01	25.18	26.37	27.59	28.89	29.73	31.02	31.56
01/05/2019	23.36	25.56	26.77	28.00	29.32	30.18	31.49	32.03
03/30/2019	23.65	25.88	27.10	28.35	29.69	30.56	31.88	32.43
01/04/2020	24.30	26.59	27.85	29.13	30.51	31.40	32.76	33.32
GRADE 033								
220511				CUSTOMER SERVICE SR REPRESENTATIVE				
500011				SENIOR ANIMAL CONTROL OFFICER				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	23.40	25.66	26.83	28.09	29.44	30.27	31.56	32.10
07/07/2018	23.63	25.92	27.10	28.37	29.73	30.57	31.88	32.42
01/05/2019	23.98	26.31	27.51	28.80	30.18	31.03	32.36	32.91
03/30/2019	24.28	26.64	27.85	29.16	30.56	31.42	32.76	33.32
01/04/2020	24.95	27.37	28.62	29.96	31.40	32.28	33.66	34.24
GRADE 034								
200121				EXECUTIVE ASSISTANT II				
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	24.08	26.36	27.56	28.86	30.27	31.10	32.45	32.99
07/07/2018	24.32	26.62	27.84	29.15	30.57	31.41	32.77	33.32
01/05/2019	24.68	27.02	28.26	29.59	31.03	31.88	33.26	33.82
03/30/2019	24.99	27.36	28.61	29.96	31.42	32.28	33.68	34.24
01/04/2020	25.68	28.11	29.40	30.78	32.28	33.17	34.61	35.18
GRADE 035								
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	24.74	27.06	28.36	29.69	31.10	31.97	33.39	33.95
07/07/2018	24.99	27.33	28.64	29.99	31.41	32.29	33.72	34.29
01/05/2019	25.36	27.74	29.07	30.44	31.88	32.77	34.23	34.80
03/30/2019	25.68	28.09	29.43	30.82	32.28	33.18	34.66	35.24
01/04/2020	26.39	28.86	30.24	31.67	33.17	34.09	35.61	36.21

APPENDIX A – HOURLY RATES (Continued)

	GRADE 036							
	140301 PROCEDURES COORDINATOR							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	25.43	27.83	29.17	30.58	31.99	32.93	34.38	34.92
07/07/2018	25.68	28.11	29.46	30.89	32.31	33.26	34.72	35.27
01/05/2019	26.07	28.53	29.90	31.35	32.79	33.76	35.24	35.80
03/30/2019	26.40	28.89	30.27	31.74	33.20	34.18	35.68	36.25
01/04/2020	27.13	29.68	31.10	32.61	34.11	35.12	36.66	37.25
	GRADE 037							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	26.13	28.62	29.96	31.39	32.90	33.81	35.31	35.85
07/07/2018	26.39	28.91	30.26	31.70	33.23	34.15	35.66	36.21
01/05/2019	26.79	29.34	30.71	32.18	33.73	34.66	36.19	36.75
03/30/2019	27.12	29.71	31.09	32.58	34.15	35.09	36.64	37.21
01/04/2020	27.87	30.53	31.94	33.48	35.09	36.05	37.65	38.23
	GRADE 37A							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	26.12	28.59	29.96	31.41	33.48	34.21	35.67	36.05
07/07/2018	26.38	28.88	30.26	31.72	33.81	34.55	36.03	36.41
01/05/2019	26.78	29.31	30.71	32.20	34.32	35.07	36.57	36.96
03/30/2019	27.11	29.68	31.09	32.60	34.75	35.51	37.03	37.42
01/04/2020	27.86	30.50	31.94	33.50	35.71	36.49	38.05	38.45
	GRADE 038							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	28.69	31.42	32.90	34.40	36.05	37.11	38.69	39.26
07/07/2018	28.69	31.42	32.90	34.40	36.05	37.11	38.69	39.26
01/05/2019	28.69	31.42	32.90	34.40	36.05	37.11	38.69	39.26
03/30/2019	28.69	31.42	32.90	34.40	36.05	37.11	38.69	39.26
01/04/2020	28.69	31.42	32.90	34.40	36.05	37.11	38.69	39.26
	GRADE 039							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	27.66	30.29	31.72	33.21	34.79	35.75	37.32	37.87
07/07/2018	27.94	30.59	32.04	33.54	35.14	36.11	37.69	38.25
01/05/2019	28.36	31.05	32.52	34.04	35.67	36.65	38.26	38.82
03/30/2019	28.71	31.44	32.93	34.47	36.12	37.11	38.74	39.31
01/04/2020	29.50	32.30	33.84	35.42	37.11	38.13	39.81	40.39

APPENDIX A – HOURLY RATES (Continued)

			GRADE 040					
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	28.47	31.16	32.60	34.19	35.85	36.82	38.46	39.01
07/07/2018	28.75	31.47	32.93	34.53	36.21	37.19	38.84	39.40
01/05/2019	29.18	31.94	33.42	35.05	36.75	37.75	39.42	39.99
03/30/2019	29.54	32.34	33.84	35.49	37.21	38.22	39.91	40.49
01/04/2020	30.35	33.23	34.77	36.47	38.23	39.27	41.01	41.60
			GRADE 041					
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	29.24	32.07	33.56	35.14	36.65	37.90	39.61	40.15
07/07/2018	29.53	32.39	33.90	35.49	37.02	38.28	40.01	40.55
01/05/2019	29.97	32.88	34.41	36.02	37.58	38.85	40.61	41.16
03/30/2019	30.34	33.29	34.84	36.47	38.05	39.34	41.12	41.67
01/04/2020	31.17	34.21	35.80	37.47	39.10	40.42	42.25	42.82
			GRADE 042					
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	30.04	32.97	34.52	36.14	37.90	39.03	40.69	41.24
07/07/2018	30.34	33.30	34.87	36.50	38.28	39.42	41.10	41.65
01/05/2019	30.80	33.80	35.39	37.05	38.85	40.01	41.72	42.27
03/30/2019	31.19	34.22	35.83	37.51	39.34	40.51	42.24	42.80
01/04/2020	32.05	35.16	36.82	38.54	40.42	41.62	43.40	43.98
			GRADE 043					
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	30.95	33.87	35.45	37.16	39.01	40.07	41.81	42.36
07/07/2018	31.26	34.21	35.80	37.53	39.40	40.47	42.23	42.78
01/05/2019	31.73	34.72	36.34	38.09	39.99	41.08	42.86	43.42
03/30/2019	32.13	35.15	36.79	38.57	40.49	41.59	43.40	43.96
01/04/2020	33.01	36.12	37.80	39.63	41.60	42.73	44.59	45.17
			GRADE 044					
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	31.78	34.89	36.59	38.28	40.09	41.26	43.07	43.61
07/07/2018	32.10	35.24	36.96	38.66	40.49	41.67	43.50	44.05
01/05/2019	32.58	35.77	37.51	39.24	41.10	42.30	44.15	44.71
03/30/2019	32.99	36.22	37.98	39.73	41.61	42.83	44.70	45.27
01/04/2020	33.90	37.22	39.02	40.82	42.75	44.01	45.93	46.51

APPENDIX A – HOURLY RATES (Continued)

	GRADE 045							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	32.67	35.87	37.54	39.38	41.28	42.48	44.42	44.95
07/07/2018	33.00	36.23	37.92	39.77	41.69	42.90	44.86	45.40
01/05/2019	33.50	36.77	38.49	40.37	42.32	43.54	45.53	46.08
03/30/2019	33.92	37.23	38.97	40.87	42.85	44.08	46.10	46.66
01/04/2020	34.85	38.25	40.04	41.99	44.03	45.29	47.37	47.94
	GRADE 046							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	33.66	36.95	38.68	40.57	42.52	43.75	45.74	46.27
07/07/2018	34.00	37.32	39.07	40.98	42.95	44.19	46.20	46.73
01/05/2019	34.51	37.88	39.66	41.59	43.59	44.85	46.89	47.43
03/30/2019	34.94	38.35	40.16	42.11	44.13	45.41	47.48	48.02
01/04/2020	35.90	39.40	41.26	43.27	45.34	46.66	48.79	49.34
	GRADE 047							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	34.65	38.04	39.83	41.78	43.79	45.07	47.11	47.67
07/07/2018	35.00	38.42	40.23	42.20	44.23	45.52	47.58	48.15
01/05/2019	35.53	39.00	40.83	42.83	44.89	46.20	48.29	48.87
03/30/2019	35.97	39.49	41.34	43.37	45.45	46.78	48.89	49.48
01/04/2020	36.96	40.58	42.48	44.56	46.70	48.07	50.23	50.84
	GRADE 048							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	35.71	39.19	41.03	43.03	45.11	46.41	48.53	49.08
07/07/2018	36.07	39.58	41.44	43.46	45.56	46.87	49.02	49.57
01/05/2019	36.61	40.17	42.06	44.11	46.24	47.57	49.76	50.31
03/30/2019	37.07	40.67	42.59	44.66	46.82	48.16	50.38	50.94
01/04/2020	38.09	41.79	43.76	45.89	48.11	49.48	51.77	52.34
	GRADE 049							
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	36.76	40.37	42.26	44.31	46.47	47.81	49.98	50.52
07/07/2018	37.13	40.77	42.68	44.75	46.93	48.29	50.48	51.03
01/05/2019	37.69	41.38	43.32	45.42	47.63	49.01	51.24	51.80
03/30/2019	38.16	41.90	43.86	45.99	48.23	49.62	51.88	52.45
01/04/2020	39.21	43.05	45.07	47.25	49.56	50.98	53.31	53.89

APPENDIX A – HOURLY RATES (Continued)

			GRADE 050					
						10-yr	15-yr	20-yr
	1	2	3	4	5	6	7	8
01/06/2018	37.88	41.56	43.53	45.65	47.86	49.24	51.49	52.03
07/07/2018	38.26	41.98	43.97	46.11	48.34	49.73	52.00	52.55
01/05/2019	38.83	42.61	44.63	46.80	49.07	50.48	52.78	53.34
03/30/2019	39.32	43.14	45.19	47.39	49.68	51.11	53.44	54.01
01/04/2020	40.40	44.33	46.43	48.69	51.05	52.52	54.91	55.50

