

2017-2019

Agreement

**Between the Duluth Airport Authority and Local 66
of A.F.S.C.M.E. Minnesota Council 5**

for

Duluth Airport Authority Employees



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THIS AGREEMENT, dated November 22, 2016, is entered into by and between the Duluth Airport Authority, hereinafter called the "Employer", and Local 66 of A.F.S.C.M.E., represented by Minnesota Council 5, hereinafter called the "Union".

ARTICLE 1 - PURPOSE OF AGREEMENT

The intent and purpose of this Agreement is to:

- 1.1 Establish certain hours, wages, and other terms and conditions of employment, as defined in Minnesota Statutes.
- 1.2. Establish procedures for the resolution of disputes concerning the interpretation and/or application of this Agreement.

The Employer and the Union, through this Agreement, continue their dedication to the highest quality public service. Both parties recognize this Agreement as a pledge of this dedication.

ARTICLE 2 - DEFINITIONS

- 2.1 Executive Director means the Executive Director of the Duluth Airport Authority or his/her designee.
- 2.2 Appointing Authority means the Executive Director or his/her designee.
- 2.3 Basic Annual Pay means the employee's monthly salary as provided for in Appendix II or III of this Agreement added to the employee's longevity award as provided for in Article 9 of this Agreement multiplied by twelve (12).
- 2.4 Basic Hourly Rate, for all purposes, means the employee's basic annual pay divided by 2080 in the case of employees whose normal work week is forty (40) hours and divided by 1950 in the case of employees whose normal work week is thirty-seven and one-half (37-1/2) hours. The basic hourly rate shall be calculated to the nearest \$.0001.
- 2.5 Basic Monthly Pay means the employee's monthly salary provided for in Article 8 of this Agreement.
- 2.6 Board of Trustees means the governing body of the Joint Powers Enterprise and the Joint Self Insurance Pool.
- 2.7 Continuously Employed means a period of employment which has not been interrupted by more than thirty (30) calendar days at any one time, except by authorized leave of absence, sick leave, vacation or military leave of absence,

absence due to injury or illness that was compensable under the Minnesota Worker's Compensation Act.

- 2.8 Demotion - Instruction from Employer to Employee that the Employee shall work in a different job title, which job title is in a lower salary range than the one the Employee had been in before receiving said instruction from the Employer.
- 2.9 Duluth Joint Powers Enterprise Trust or Trust means the Trust created for the purpose of accepting and holding certain Employer contributions or other contributions under the Plan(s).
- 2.10 Employee means a person employed by the Employer who is a member of the formally recognized bargaining unit represented by the Union.
- 2.11 Grievance means a dispute or disagreement raised by an Employee involving the interpretation or application of the specific provisions of this Agreement.
- 2.12. Joint Powers Agreement or JPA means the joint powers agreement entered into and among the Members.
- 2.13 Joint Powers Enterprise means the enterprise jointly created by the Members and reflected in the Joint Powers Agreement.
- 2.14 Joint Self Insurance Pool or Pool means the joint self-insurance pool created by the Members under Minnesota law, known as the Duluth Joint Insurance Pool, through which certain Plans are funded and operated.
- 2.15 Members means, unless one or more cease to be a Member pursuant to Article XVI or Article XVII of the Joint Powers Agreement, Employer, the City of Duluth, the Duluth Entertainment and Convention Center Authority, and the Duluth Housing and Redevelopment Authority, and any other governmental entity, permitted by law, who subsequently becomes a Member under Article XX of the Joint Powers Agreement.
- 2.16 Non-Duty Disability - A physical condition which renders an employee incapable of performing the work within his/her classification assigned to him by the employer, and which is not compensable under the worker's compensation law.
- 2.17 Plan(s) means one or more benefit plans (1) jointly sponsored and maintained by the Members, pursuant to the provisions of the Joint Powers Agreement, (2) authorized by Minnesota law and able to be provided jointly by Minnesota governmental entities, and (3) that provides benefits for a Member's employees, former employees, including retirees, and persons covered by them (e.g. dependents) in accordance with the terms and conditions of such benefit plan(s), including eligibility.

- 2.18 Position - a job that the Employer has determined shall be performed by one person in a single job title.
- 2.19 Probationary Employee. New Employees shall serve an initial probationary period of one year, during which time they can be discharged without cause.
- 2.20 Shift means a stipulated eight (8) hour work period for personnel whose normal work week is forty (40) hours and a seven and one-half (7-1/2) hour period for personnel whose normal work week is thirty-seven and one-half (37-1/2) hours, unless a different schedule is agreed to by the Employee.
- 2.21 Supervisor means an Employee of the Airport Authority who has been determined by the Bureau of Mediation Services to be a supervisor.

ARTICLE 3 - RECOGNITION

- 3.1 The Employer recognizes the Union as the exclusive bargaining representative of all personnel working in the job titles listed in Appendix I of this Agreement and as certified by the Bureau of Mediation Services and also defined as "public employees" pursuant to the Public Employment Labor Relations Act (PELRA), Minn. Stat. 179A.03, Subd. 14.
- 3.2 In the event that any new job title is created after the effective date but during the term of this Agreement, and such position is filled by the Airport Authority, the parties agree to meet and discuss whether or not such person should be represented by the Union prior to making a request to the Bureau of Mediation Services for a unit designation for such position.

ARTICLE 4 - DUES CHECKOFF

- 4.1 The Employer shall deduct from the paychecks once each month an amount sufficient to provide the payment of regular dues established by the Union from the wages of all Employees authorizing such deduction, in writing, and remit such deductions to the appropriate officer designated by the Union within ten (10) days after the paychecks from which such deductions are made are distributed to the Employees.

ARTICLE 5 - MANAGEMENT RIGHTS

- 5.1 The Employer and Union recognize and agree that except as expressly modified in this Agreement, the Employer has and retains all rights and authority necessary for it to direct and administer the affairs of the Employer and to meet its obligations under federal, state, and local law, such rights to include, but not be limited to, the rights specified in Minnesota Statutes Section 179A.07, Subd.

1; the right to direct the working forces; to plan, direct, and control all the operations of the Employer; to determine the methods, means, organization, and number of personnel by which such operation and services are to be conducted; to contract for services; to assign and transfer employees; to schedule working hours and to assign overtime; to make and enforce reasonable rules and regulations; to change or eliminate existing methods of operation, equipment, or facilities.

ARTICLE 6 - SAVINGS CLAUSE

- 6.1 This agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to such laws 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. The voided provision shall be renegotiated at the request of either party.

ARTICLE 7 - HOURS OF WORK

- 7.1 For employees in pay ranges 22 through 29, the normal work week shall be forty (40) hours and the normal work day shall be eight (8) hours.
- 7.2 For employees in pay ranges 117 through 121, the normal week shall be forty (40) hours and the normal work day shall be eight (8) hours, except as provided for in Article 47 (Part-time Secretary Bookkeeper) or unless a different schedule is agreed to by the employee.
- 7.3 For computation of overtime, the work week will end at 12:00 a.m., Saturday midnight.

ARTICLE 8 - WAGES

- 8.1 Effective January 1, 2017, each Employee's Basic Hourly Rate shall be increased 1.5% as indicated on Appendix II. Effective January 1, 2018, each Employee's Basic Hourly Rate shall be increased 2% as indicated on Appendix III. Effective January 1, 2019, each Employee's Basic Hourly Rate shall be increased 2% as indicated on Appendix IV.
- 8.2 An employee receiving an original appointment shall be placed in Step A of the appropriate pay range as shown in Appendix II except when otherwise approved by the Executive Director. When an employee is promoted or reassigned to a higher job title or an employee's position is assigned to a higher pay range, his/her salary shall be increased to that salary in the new pay range which is next over the salary he/she was receiving prior to promotion except when otherwise approved by the Executive Director.

- 8.3 Employees shall remain at the assigned step as specified above until the beginning of the next pay period following completion of six (6) months service in a permanent position, at which time he/she shall advance one (1) step in the pay range in Appendix II, III, and IV; thereafter the employee shall advance one (1) step in the pay range for each additional twelve (12) months of service.
- 8.4 An employee may be assigned to work special duty by written assignment. Any employee assigned by the Executive Director to special duty shall have his/her salary increased to that step in the pay range for the job title in which the employee is assigned to work which step is next over the salary he/she was receiving prior to such special duty assignment.
- a. The Executive Director shall select the employee by seniority in the next lowest or lower job title(s) in the work unit, provided said employee possesses any license required by job specifications.
 - b. Special Duty pay shall be paid where such assignment is for a period of more than one hour.
 - c. Special duty pay shall not be paid for employees being trained within an Employer-approved training program.
 - d. No such assignment shall exceed 12 months, at which time a determination shall be made to permanently fill or vacate the position.
 - e. For the purposes of this Article, "special duty" assignment shall mean assignment to perform work not included in his/her job description but included in a more highly paid description.
- 8.5 The Employer and the Union agree there shall be training programs for all job titles, as mutually agreed upon.
- 8.6 Employees assigned to work out-of-class in a class with a higher pay range shall receive out-of-class pay after one hour of such work.
- 8.7 The Employer shall provide for the direct deposit of an employee's wages into a bank account selected by the employee at the direction and option of the employee.

ARTICLE 9 - LONGEVITY AWARD

- 9.1. In addition to the monthly pay prescribed herein, any employee who has been continuously employed for a number of qualified pay periods, the total of which is not less than eight (8) years, shall receive from and after the beginning of the

next pay period following completion of his/her eighth (8th) year of service, a monthly longevity award equal to four percent (4%) of his/her basic monthly pay and any employee who has been continuously employed for a number of qualified pay periods, the total of which is not less than sixteen (16) years, shall receive from and after the beginning of the next pay period an additional monthly longevity award equal to four percent (4%) of his/her basic monthly pay. Such longevity award shall be computed to the nearest dollar per month.

- 9.2. The term "Qualified Pay Period" shall mean any regular minimum period of time at the end of which full-time employees of the Airport Authority are regularly paid and during which the employee was employed and/or paid by the Airport Authority for not less than three-fourths (3/4) of the normal working hours of the position he/she then occupied.

ARTICLE 10 - SHIFT DIFFERENTIAL

- 10.1 Employees working a regular shift commencing between the hours of 2:30 p.m. and 10:00 p.m., shall, in addition to their Basic Hourly Rate, receive a shift differential equal to \$.80 per hour for each hour worked during such a shift. Employees working a regular shift commencing between the hours of 10:00 p.m. and 4:00 a.m., shall, in addition to their Basic Hourly Rate, receive a shift differential equal to \$1.00 per hour for each hour worked during such a shift. Employees working a regular shift commencing between the hours of 4:00 a.m. and 2:30 p.m. on a Saturday or Sunday shall, in addition to their Basic Hourly Rate, receive a shift differential equal to \$.80 per hour for each hour worked during such a shift. No employee shall receive such shift differential for any time for which he/she will receive overtime compensation provided for in Article 16 of this Agreement.

ARTICLE 11 - UNIFORMS

Uniforms shall be provided to employees by the Airport Authority as follows:

- 11.1 Miscellaneous. Employees filling the positions of Equipment Maintenance Specialist, Mechanic, and Heavy Equipment Mechanic shall be furnished at least three (3) pair of laundered coveralls per week by the Airport Authority. Employees who test and service equipment shall be furnished one (1) pair of laundered coveralls per week. The Employer will provide sufficient coveralls for all employees' needs.
- 11.2 Safety Shoes. Employees designated by the Employer to wear safety shoes shall, as a term and condition of employment, wear safety shoes that comply with OSHA requirements. Employees may choose to purchase black insulated coveralls, bibs, and other cold-weather personal protective equipment (PPE) to wear at work. The Employer shall reimburse up to a combined total of \$250 for

safety boots and black insulated coveralls, bibs, and other cold-weather personal protective equipment (PPE) at times approved by either the Director of Operations or the Executive Director. Such safety shoes shall be of a type and style determined by the Executive Director. Safety shoes are to be worn at the Airport only.

- 11.3 Safety Glasses. The Employer shall provide safety glasses (lenses and frames), including reimbursement for frames and prescription lenses (not to include eye exams) of up to \$175 total per calendar year, to an Employee if safety glasses are required or recommended for the Employee's job.

ARTICLE 12 - MEAL ALLOWANCE

- 12.1 Employees required to work more than ten (10) hours in any day shall be provided not later than four (4) hours beyond the normal work day, the opportunity to go for a meal on duty time, which time is not to exceed thirty (30) minutes, or be furnished a meal at Employer's expense on the job, which cost per person will not exceed Seven Dollars (\$7.00), whichever method is determined by the Employer.

ARTICLE 13 - INCENTIVE AWARDS

- 13.1 In addition to all other compensation paid to an Employee pursuant to this Agreement, employees may be paid additional compensation from time to time in accordance with the rules and regulations of the Employee Incentive Awards Program. The rules and regulations for such program shall be established by the Executive Director. No employee shall receive a single award pursuant to such program in an amount greater than \$300.00.

ARTICLE 14 - LIFE INSURANCE

- 14.1 Employer shall pay up to \$18.00 per month toward the purchase of group life insurance for each eligible Employee (\$50,000 of coverage at 1991 rates). All Employees shall receive such life insurance coverage starting the first day of the calendar month following date of hire.
- 14.2 Such insurance terminates on the last day of the month in which an Employee ends employment. Employees are responsible to contact the Executive Director's office at least one (1) month prior to retirement to verify any insurance benefits due after termination.
- 14.3 Life Insurance - Retirees. The Employer shall pay full cost of term life insurance for any Employee who retires from employment with the Airport Authority on or after January 1, 1983, after having been employed by the Airport Authority for such total time so as to be qualified by such employment to receive retirement

benefits from the Public Employees Retirement Association. The amount of such insurance coverage shall be \$6,250.

ARTICLE 15 - TOOLS

- 15.1 The Employer, at its own expense, shall provide employees tools to perform their duties at each work site.

ARTICLE 16 – OVERTIME PAY & COMPENSATORY TIME OFF

16.1 Rates of Compensation

- a. Except as provided in this article, employees who are required by the employer and according to Section 4 of this article, to work in excess of eight (8) hours in any day or forty (40) regular hours in any week shall be compensated for such excess hours either with pay at the rate of one and one-half (1/2) times their current basic hourly rate or with compensatory time off at the rate of one and one-half (1/2) hours for each hour worked as provided in Section 2 of this article. For purposes of this article only, hours worked for purposes of calculating overtime or compensatory time when exceeding forty (40) hours in any week shall include scheduled vacation, personal leave, compensatory time off, and holidays identified under Article 24.1. Sick leave hours used shall be included for overtime or compensatory time computations only if the use is for funeral leave.
- b. Employees whose normal work week is thirty-seven and one-half (37.5) hours, when required by the employer and in accordance with Section 4 of this Article, work in excess of seven and one-half (7.5) hours in any day or in excess of thirty seven and one-half (37.5) hours in any week, shall, be compensated for such excess hours either with pay at the rate of one and one-half (1.5) times their current basic hourly rate or with compensatory time off at the rate of one and one-half (1.5) hours for each hour worked as provided in Section 2 of this article, unless a different arrangement is agreed to by the employee.
- c. Overtime shall be computed to the nearest fifteen (15) minutes.

16.2. Compensatory Time Off:

- a. Employees may bank up to a maximum of 120 hours of compensatory time at any one time.
- b. The distribution of time off shall be at the discretion of the Employer and upon request of the employee. In considering requests by Employees for compensatory time off, the Employer shall not grant such requests

automatically, but shall consider whether or not the interests of the Employer would be served by permitting Employees to take time off at some time during the year when such time off may be taken without undue interference with the Employer's operations

- c. Any compensatory time off due an Employee at the end of any calendar year shall be paid to such Employee in the paycheck covering the last pay period in that year, based on Employee's basic hourly rate as of the last day of that year.
- d. Employees may also cash in any amount of accumulated compensatory time at any time during the year by giving written notification to the Employer. They shall be paid for the compensatory time at the rate of pay at the time of the notification.

16.3 The working of overtime by an Employee shall be voluntary except in the case where the supervisor determines that work is necessary to protect property, human life or to keep the Airport open to provide service to the general public. For purposes of distribution of overtime, overtime refused is to be considered overtime worked.

16.4 Employees shall not be required to work more than sixteen (16) consecutive hours, to be followed by a minimum of eight (8) hours off before being required to return to work.

Employees may volunteer to return to work when asked by the Airport Authority before the minimum time off, (eight [8] hours) has expired. The employees shall be allowed a thirty (30) minute meal break before returning to work.

ARTICLE 17 - CALL BACK

17.1 Employees released by their supervisor and called back for work shall receive a minimum of three (3) hours pay at one and one-half (1.5) times their current Basic Hourly Rate, except that such three (3) hour minimum pay requirement shall not apply in instances where the call back time extends from or into an Employee's regularly scheduled Shift. In the event an Employee is called back more than once during an eight (8) hour period, such Employee shall not receive more than eight (8) hours pay at the overtime rate for such period.

ARTICLE 18 - SENIORITY

18.1 Seniority shall be determined by the Employee's length of service in his/her present job title. Temporary employment shall not apply towards continuous employment for the purposes of determining the benefits provided by this Agreement.

18.2

- a. Subject to the Employer's right to determine the times when vacations may be taken vacation selection rights shall be determined by seniority.
- b. Subject to the Employer's right to schedule overtime and except as provided for in subparagraph (d) below, the right to work overtime anticipated to be less than three (3) hours in duration: shall be determined as follows:
- c. Unscheduled overtime shall first be offered to the most senior employee in the highest job title whose job description includes the work to be done who is then working on the airport; then to the next most senior person in that job title, or, if there is no other person in that job title present and working on the airport, to the most senior person in the next lower job title who is present and working on the airport and so on until said right to work overtime has been accepted or has been refused by all employees qualified to do the work who are then working on the airport. Subsequently, if the offer of overtime has not been accepted, said overtime shall be offered to qualified employees not then working on the airport in the same manner and in the same order as was provided for with regard to employees working on the airport.

Scheduled overtime shall be distributed among the employees as equally as possible. Overtime refused shall be counted as overtime worked for the purposes of determining equity of distribution.

- d. The right to work overtime anticipated to be 3 or more hours in duration shall be determined in the same manner as provided for in subparagraph (b) above but without regard to an employee's presence on the airport.
- e. Notwithstanding the provisions of paragraphs (b) and (c) above, if the Executive Director determines that the work to be performed on overtime requires particular expertise, he may assign the employee in that job title having the requisite level of expertise without regard to seniority.
- f. All Employees shall be offered overtime hours. If all Employees decline the overtime work, the Employer may offer the work to temporary employees.

- 18.3 Any Employee denied the opportunity to work overtime because of the Employer's failure to comply with the requirements of paragraphs 1 or 2 of this Article shall, after the first such occurrence reported by the aggrieved Employee or the Union be given the opportunity, within thirty (30) working days after such report, to work an amount of overtime equal to that which he/she was denied as

a result of the Employer's violation of such provisions, and if the Employee chooses to work such overtime, he/she shall be paid for such overtime an amount equal to what he/she would have earned if he/she had actually worked the overtime which he/she had been denied; in the case of any subsequent occurrence affecting the same employee which is within twelve (12) months of the first or any subsequent occurrence affecting such employee, the Employee shall be paid an amount equal to what he/she would have earned if he/she had actually worked the overtime that he/she was denied. Makeup overtime allowed under this paragraph may be worked at any time mutually agreed to by the employee and the Executive Director within the thirty (30) day period. Makeup overtime assigned to any Employee pursuant to this paragraph shall not be subject to the provisions of paragraph 2 of this article.

- 18.4 The Employer and Union agree with the principle that seniority shall be a factor in making any assignments.
- 18.5 The Employer agrees to furnish the Union with up-to-date lists every twelve (12) months upon request showing the present seniority of each employee, and to post a copy of such lists on employer bulletin boards.
- 18.6 When calculating job title seniority, the following criteria shall be used:
 - a. An employee who is reassigned to a higher job title shall have his/her seniority date changed to the effective date of the reassignment.
 - b. An employee who is reassigned to a position at the same salary range shall retain his/her previously established seniority date.
 - c. Ties shall be broken as provided by Article 37.1(e)
- 18.7 This article shall not be construed to affect in any way the provisions contained in Article 37 regarding the layoff of employees.

ARTICLE 19 - HOSPITAL-MEDICAL & DENTAL INSURANCE

- 19.1 During the period of this Agreement, the Employer will offer to Employees the hospital-medical benefit plan, known as Plan 3A, containing the level of benefits as defined and designed by the City of Duluth.
 - a. The Employer agrees to pay 80% of the monthly premium for family hospital-medical benefit Plan 3A.
 - b. The Employer agrees to pay for the employees without claimed dependents 100% of the monthly premium for single hospital-medical benefit Plan 3A. Effective January 1, 2017, the Employer agrees to pay for the Employees

without claimed dependents 90% of the monthly premium for single hospital-medical benefit Plan 3A.

- c. The Employer shall deduct from each eligible and enrolled Employee's salary or wages the amount by which the monthly premium cost of the Employee's hospital medical plan coverage exceeds the Employer's contribution.
 - d. Effective January 1, 2017, for each eligible Employee who has been continuously employed by the Employer for sufficient time as to be eligible for the Employer's hospital-medical benefit plan, the Employer shall make the following amounts available to the Employee for contribution to the Employer's Internal Revenue Code Section 125 cafeteria plan program:
 - 1. \$304 per month for each eligible Employee electing single hospital-medical benefit Plan 3A coverage **or** declining single hospital-medical Plan 3A coverage (must provide proof of other coverage which meets the Affordable Care Act's minimum essential coverage requirements);
 - 2. \$170 per month for each eligible Employee electing family hospital-medical benefit Plan 3A coverage;
 - 3. Amounts contributed to a Part-Time Secretary Bookkeeper as described in Article 47 shall be calculated at 50% of the full time rate in subsections (1)-(2) above.
 - e. Hospital-medical and dental insurance monthly premiums shall be established by the Duluth Joint Powers Enterprise Trust Board of Trustees by November 1 of the prior year, to be in effect January 1 of each year for twelve (12) consecutive calendar months. Upon request, the Employer shall provide the union with all costs and utilization figures used to determine the insurance premiums.
- 19.2 Hospital-medical benefit plan coverage shall become effective the first of the month following date of hire.
- 19.3 The dependents of a deceased Employee shall receive hospital-medical insurance to the same extent as active employees. A surviving spouse's coverage eligibility ceases when the spouse dies or remarries.
- 19.4. Joint Powers Enterprise, Joint Self-Insurance Pool and Trust.
- a. The parties acknowledge the Employer operates, on a joint basis with the HRA, DECC and City of Duluth, one or more self-insured group health plans pursuant to the provisions of Minnesota Statutes Chapter 471 and Minnesota Rules Chapter 2785 for the purpose of providing health care benefits to eligible and enrolled Employees and their beneficiaries as described in Article

19.1 above.

b. The Employer, as a Member of the Joint Powers Enterprise, agrees to ensure that the administration of the Pool and Trust complies with the provisions of Minnesota Statutes Chapter 471, as amended, and Minnesota Rules Chapter 2785, as amended.

c. The Employer agrees to transfer and deposit monthly all premiums as described in Article 19.1 (a) and (b) into the Trust. Monies in the Trust shall only be expended for payment of participant health care benefit expenses, purchase of health and dental insurance (including stop loss insurance), payment of expenses incurred in the administration of the Employer's health care and dental care programs, and other health-related expenses. Expenses made pursuant to the Worker's Compensation laws, the cost of physical exams of, or medical services for, Employees which exams or services are required by the City or another governmental agency shall not be eligible expenses paid from the Trust. Any funds expended from the Trust that are later determined by the Employee Benefits Administrator or through court action, arbitration, or mediation to have been more correctly charged to Worker's Compensation shall be promptly reimbursed to the Trust. Reimbursements received by the Employer from stop loss insurance shall be promptly deposited in the Trust.

d. The Employer, as a Member of the Joint Powers Enterprise, agrees to ensure that the setting of reserves of the Pool complies with the provisions of Minnesota Statutes Chapter 471, as amended, and Minnesota Rules Chapter 2785, as amended.

e. If monies in the Trust are at any time insufficient to pay the expenses described in this Article, the Employer shall provide sufficient monies to such Trust as required by the Board of Trustees to cover the deficit.

19.5. The Employer, as a Member of the Joint Powers Enterprise, agrees to ensure that the setting of premium rates for the group health insurance plans of the Pool, a.) complies with the provisions of Minnesota Statutes Chapter 471, as amended, and Minnesota Rules Chapter 2785, as amended and b.) provides for an amount of premiums for the Trust for its fiscal year that is sufficient to provide for 1) the payment of expected health care claims for the current fiscal year, 2) a reasonable and appropriate reserve necessary to cover incurred and unreported claims, stop-loss liabilities, and other potential claims and liabilities, 3) stop-loss and other necessary insurance costs, 4) contract costs for third party claims administrator services, and 5) other administrative costs of the Pool as determined by the Board of Trustees to be necessary for administration of the Pool.

- 19.6 a. Dental Insurance. The Employer agrees to make dental care coverage available to all eligible Employees. The Employer agrees to pay the entire cost of low option for single coverage for each Employee. All Employees shall receive such dental insurance coverage on the first day of the month following the date of hire. The Employer and the Union agree that any change in such coverage shall only be done through negotiations. The maximum annual coverage for the low single option shall be \$1,000.
- b. Employees have the additional options to increase their annual dental insurance maximum benefit to \$2,000 and/or elect family dental coverage. The Employee must pay the additional cost (increase in monthly premium) above what the Employer provides in Article 19.6(a).

ARTICLE 20-HOSPITAL-MEDICAL & DENTAL INSURANCE – RETIRED EMPLOYEES

- 20.1 Any Employee hired before January 1, 2007, who retires from employment with the Airport Authority after January 1, 1983, after having been continuously employed by the Airport Authority for a minimum of fifteen (15) years and for such total time so as to be qualified by such employment to receive retirement benefits from the Public Employees Retirement Association, the Duluth Firemen's Relief Association, or the Duluth Police Pension Association, and who is currently receiving a retirement or disability pension from any such fund, shall receive hospital-medical benefit plan coverage to the same extent as active employees under Plan 3A subject to the following conditions and limitations:
- a. Except as provided in Article 20.4, the Employer agrees to pay the full cost of the monthly premium consistent with that provided active employees for the eligible retiree electing single hospital-medical benefit plan coverage.
 - b. Except as provided in Article 20.4, the Employer agrees to pay 80% of the monthly premium consistent with that provided active employees for the eligible retiree electing family hospital-medical benefit plan coverage
 - c. Such hospital-medical benefit plan coverage shall be, subject to the limitations and requirements of Article 20.2 and 20.3, for the life of the retiree, but if the retiree dies before his/her spouse, such coverage eligibility shall continue for such spouse, subject to the limitations and requirements of Article 20.2 and 20.3 until he/she dies or remarries, but any such coverage for such surviving spouse shall not include coverage for any dependent of such surviving spouse.
 - d. Retired employees may enroll in dental insurance coverages offered to current Employees at their own expense.

- 20.2 Any Employee who retires from employment with the Duluth Airport Authority after January 1, 1983, seeking benefits pursuant to this Article and who is 65 years of age or older, or meets any condition that qualifies him/her to be eligible for Medicare Coverage A and B must obtain it or lose any benefits hereunder. This language applies to the retired employee as well as any qualified dependent(s). The Duluth Airport Authority may provide a 65 or older health insurance program in accordance with Article 20.1 in lieu of health care coverage provided active employees, except that the health insurance program, when combined with Medicare, will provide coverage no less than the coverage provided active employees. The health insurance program may be fully insured or self-insured at the option of the Duluth Airport Authority.
- 20.3 If any such covered retiree or spouse becomes the beneficiary of any hospital-medical coverage provided by another employer in connection with such retiree's or spouse's employment by or retirement from employment by another employer, the Duluth Airport Authority's obligation to provide the coverage indicated herein shall be only to the extent that the Duluth Airport Authority's coverage exceeds such other coverage.
- 20.4 Any Employee hired on or after January 1, 2007, who retires from DAA employment after having been Continuously Employed by the Employer for a minimum of fifteen (15) years and for such total time so as to be qualified by such employment to receive retirement benefits from the Public Employees Retirement Association (PERA), and who is currently receiving a retirement or disability pension from PERA, may elect to enroll in the Employer's hospital-medical plan offered to active Employees. The Employer shall contribute \$250.00 monthly toward the total monthly premium cost for eligible retirees electing the single Plan 3A hospital-medical benefit plan coverage, and \$500 monthly toward the total monthly premium for eligible retirees electing family Plan 3A hospital-medical benefit plan coverage.

ARTICLE 21 – PERSONAL LEAVE

- 21.1 Employees shall receive four (4) days of personal leave with pay each calendar year, to be taken at a date and time approved by the Employer. Probationary Employees earn personal leave days but may not use them during their probationary period. Personal leave days not used by Employees before December 31 may not be cashed out or carried over for use in the next year. However, Probationary Employees may carryover personal days for use in the next year

ARTICLE 22 - PAY PERIODS

- 22.1 Employees shall be paid every two (2) weeks, and payment for each such two-week period shall be made not later than the Friday next following such two-week period. If any such Friday occurs on a holiday, checks shall be distributed on the working day next prior to such holiday. The amount of pay for each such two-week period shall be determined by multiplying the employee's basic hourly rate by seventy-five (75) in the case of employees whose normal work week is thirty-seven and one-half (37.5) hours and by eighty (80) in the case of employees whose normal work week is forty (40) hours. Payment will be made by electronic deposit only and Employees are required to participate in direct deposit. The Employer will provide reasonable electronic access to deposit information in lieu of paper paystubs. Work time or leave time may be recorded using either a decimal system or an hours and minutes system, whichever is most convenient for the payroll office.

ARTICLE 23 - REST PERIODS

- 23.1 Except as provided herein, a rest period of fifteen (15) minutes shall be permitted during each one-half (1/2) Shift. Such rest period will be given at such time as is established by the appropriate supervisor.

ARTICLE 24 - HOLIDAYS

- 24.1 Except as otherwise provided herein, Employees shall receive full time off with pay for the legal holidays of New Year's Day, Martin Luther King Day, Washington's & Lincoln's Birthday (Presidents' Day), Memorial Day, Independence Day, Labor Day, Christopher Columbus Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day, as such holidays are defined in Minnesota Statutes, Section 645.44, Subd. 5 collectively "Holidays").
- 24.2 All employees shall receive time off for the above described Holidays, except if an employee is required to work such holiday, such employee shall, in lieu of receiving time off on such holiday, and in addition to his/her regular pay for such holiday, be compensated at the rate of two (2) times his/her current basic hourly rate for each hour worked on such Holidays. Employees may not earn compensatory time off in lieu of payment for working on Holidays.
- 24.3 Employees shall not also receive overtime pay for working on Holidays.
- 24.4 Employees who cannot get to work because of a snow emergency may use vacation, personal leave, or compensatory time. Employees must notify the Employer prior to the start of work.

ARTICLE 25 – VACATION

- 25.1 Employees who have been Continuously Employed shall accumulate paid vacation in accordance with the following schedule:

<u>Yrs of Continuous Employment</u>	<u>Hrs/Pay Period</u>	<u>Total Hrs/Year</u>
Commencing 0 through 5 yrs (inclusive)	3.69	96.00
Commencing 6 through 11 yrs (inclusive)	5.54	144.00
Commencing 12 through 20 yrs	7.09	184.32
Over 20	8.64	224.64

- 25.2 During any calendar year, there shall be no limitation to the amount of vacation time that any employee may accumulate. However, as of the end of the day on December 31 of each year, employees may only accumulate and carryover into the next year the following maximum amount of vacation hours:

Amount of Accumulated Hours as of December 31 of each year

<u>Yrs of Continuous Employment</u>	<u>Max Hours</u>
Commencing 0 through 5 years (inclusive)	144
Commencing 6 through 11 years (inclusive)	216
Commencing 12 through 20	280
Over 20	336

- 25.3 Employees shall earn but shall not be eligible to use paid vacation during their initial six (6) months of employment. Use of vacation must be pre-approved by the Employer. Employees may utilize unpaid vacation during their initial six (6) months of employment with prior approval of the Employer.
- 25.4 In the event of death of any Employee, any vacation time accumulated to the credit of such deceased Employee shall be compensated for in cash and shall be paid in accordance with Minnesota Statutes, Section 181.58, and its successors.

ARTICLE 26 - SICK LEAVE

- 26.1 Any employee hired on or before April 19, 2005, who has been continuously employed by the Airport Authority for not less than six (6) months shall be deemed to have 960 hours of sick leave with full pay (paid sick leave). Once an employee uses any sick leave, sick leave shall then accrue up to a maximum of 960 hours at the rate of 4 hours per pay period at the first full pay period after returning to work. Any employee hired after April 19, 2005, but before January 1, 2007, who has been continuously employed by the Airport Authority for not less than six (6) months shall accrue 4 hours of paid sick leave per pay period up to a maximum of 480 hours of paid sick leave. Once an employee uses any sick leave, sick leave shall accrue up to a maximum of 480 hours at the rate of 4

hours per pay period at the first full pay period after returning to work. Any employee hired on or after January 1, 2007, who has been continuously employed by the Airport Authority for not less than six (6) months shall accrue 4 hours of paid sick leave per pay period up to a maximum of 240 hours of paid sick leave. Once an employee uses any sick leave, sick leave shall accrue up to a maximum of 240 hours at the rate of 4 hours per pay period at the first full pay period after returning to work. The minimum requirement of six months shall not be applicable in connection with any illness or injury arising out of and in the course of employment by the Airport Authority. Employees unable to report for duty for any of the reasons specified in Section 3 of this Article shall immediately report such fact to their immediate supervisor. To qualify for paid sick leave, the Employee must report sick leave prior to or within the first thirty (30) minutes of their Shift, but must immediately report off when leaving their worksite.

- 26.2 When an Employee's use of sick leave reasonably appears to be unjustified, the Executive Director may request that the Employee provide a physician's explanation to justify subsequent absences. The request shall be in writing and shall state the reason for the request. The Executive Director's request, in and of itself, shall not be considered disciplinary action. The failure of the Employee to provide the physician's written explanation shall preclude the Employee from further use of paid sick leave for that incident and may be cause for disciplinary action. If disciplinary action results from the use of this article, the discipline shall be taken under the Suspensions, Removal article of this Agreement. The Executive Director's written request shall be reviewed at least every six (6) months from the date it is written, and if sufficient improvement has been made to justify the removal of the letter from the Employee's file, it shall be removed.
- 26.3 The Executive Director may, for work-related reasons stated in writing to the Employee, require an employee to submit to medical examination, paid for by Employer, to determine an Employee's medical fitness to do tasks of employment or to attend work. Employee may refuse the first employer recommended doctor. The doctor will report only medical information relevant to the fitness for duty information request.
- 26.4 For purposes of this Article, sick leave is defined to mean the absence of an Employee because of illness or injury, exposure to a contagious disease, attendance upon a member of the immediate family, or death in the immediate family of the employee; provided no employee, unless officially assigned to special duty, shall be granted paid sick leave for any injury or illness resulting from any gainful employment on any job which is subject to the provisions of the Workers' Compensation laws of any state, other than regular employment by the Employer.
- 26.5 For the purposes of this section, immediate family is defined to include only any parent, child, brother, sister, spouse, grandparent, grandchild, son-in-law,

daughter-in-law, brother-in-law, sister-in-law, legal dependent, or ward of the employee, and any parent or grandparent of the Employee's spouse.

- a. **Illness in Family.** Upon request, one (1) day of paid sick leave shall be allowed for care a member of the immediate family for serious illness; provided, however, three (3) days of paid sick leave shall be allowed for this purpose if supported by a written statement (explaining why the employee's attendance is necessary) from the attending physician.
 - b. **Funeral Leave.** Upon request, a maximum of five (5) days of paid sick leave shall be granted an employee for a death in the immediate family if the distance to the location of the funeral exceeds five hundred (500) miles from Duluth. Upon request, a maximum of three (3) days of paid sick leave shall be granted if the distance to the location of the funeral is less than five hundred (500) miles from Duluth.
 - c. **Absence for any funeral of other than a member of the immediate family** may be granted on paid sick leave, at the discretion of the supervisor, and shall not exceed one-half (1/2) workday.
 - d. **Medical Appointments.** An employee must obtain prior approval from the Executive Director for the purpose of medical, dental, or optical examination or treatment, when such examination or treatment cannot be scheduled other than during working hours. Such absence on paid sick leave shall be approved only when the employee has made a diligent effort to have such examination or treatment prior to his/her normal working hours, after work, or on a day off.
 - e. **Paid Sick Leave on Vacation.** Paid sick leave will not be allowed during a previously scheduled vacation unless the employee is under the care of a physician because of an unexpected injury or illness and the employee furnishes to the Executive Director a certificate, signed by the physician, indicating the number of days the employee was actually confined to his/her home or hospital. The employee will then receive paid sick leave for those days spent confined. If the employee is exposed to a contagious disease and confined under doctor's orders, such employee will be granted paid sick leave in lieu of vacation.
- 26.6 Whenever an employee is absent on sick leave in excess of three (3) consecutive working days, the Executive Director shall direct such employee to furnish written explanation by a physician to justify such absence on paid sick leave; failure to furnish such written explanation shall preclude such employee from being allowed such absence as paid sick leave. This section shall not apply to funeral leaves.

- 26.7 Temporary Disability. Any Employee who will be temporarily disabled for a period in excess of ten (10) working days may be offered an assignment at such employee's present rate of pay by the Airport Authority in his/her present or lower classification the duties of which the employee is able to perform.

If the Airport Authority is not able to provide the Employee such assignment, the employee may continue to remain on paid sick leave. If the assignment is refused by the employee, and justification for the refusal is not provided by the employee's physician, paid sick leave will be denied. Recognizing the varieties of illnesses and injuries and the employee's ability to do the assigned work, each case will be evaluated on an individual basis. In case of dispute, the Employer may use its own physician in making the determination. The Employer reserves the right to review the assignment after every twenty (20) working days and to reassign the employee to his/her regular duties or extend the period of assignment. The employer may modify job duties or equipment to accommodate an injured or disabled employee's medical restrictions.

- 26.8 Permanent Non-Duty Disability. An Employee who has a permanent non-duty disability, which prevents him/her from performing the duties of his/her job title, may request an investigation by the Personnel Committee for a determination of what duties he/she may perform and the proper job title these duties fall under. The committee may then recommend to the Executive Director that a recommendation of demotion to the new job title be made.

The Employee may be assigned or transferred temporarily to a lower job title as provided in Section 5 above until the Executive Director takes final action, provided that such assignment shall not result in the denial of promotion to, or the layoff of, an employee.

- 26.9 Employee Assistance Program. Any approved absence for participation in the Employee's Assistance Program shall be allowed as paid sick leave. When the employee is under the Family Involvement Program, and it requires the spouse and/or the parent of the chemically dependent person to participate in the program, that time spent by the Employee to participate in this program shall be allowed as paid sick leave. As in the case with other paid sick leave, the employee must report off sick and report the purpose for the use of such paid sick leave, but it will not be necessary for him/her to go into details.

- 26.10 Any Employee removed from the payroll through the operation of this article, if he/she files with the Executive Director at least once every three (3) months a statement from a physician which indicates that he/she is unable to perform the duties of his/her position shall be considered to be on leave not to exceed one (1) year and shall be reinstated in his/her position upon filing with the Executive Director a statement signed by a physician which indicates that he/she is

physically fit to perform the duties of his/her position, and the physician for such latter statement shall be chosen and compensated by the Employer.

ARTICLE 28 - WORKERS' COMPENSATION

- 28.1 Employees who suffer an injury compensable under the Workers' Compensation Act and are absent from work as a result thereof, shall be paid a total amount by the Employer and/or its Worker's Compensation claims third-party insurer during such absence equal to the difference between the amount they receive pursuant to the Workers' Compensation Act and the amount they would have received if they were regularly employed, subject to the following:

For each day of absence, the Employee shall be charged for one-third (1/3) of a day of sick leave. When the Employee's sick leave and vacation time have been exhausted, he/she shall no longer receive any salary from the Employer while absent from work, except as otherwise provided by Article 27.

ARTICLE 29 - JURY DUTY

- 29.1 Employees shall receive a leave of absence with pay for any required appearance for jury duty; provided, however, that if an Employee is released from such duty prior to the expiration of his/her normal work day, he/she shall immediately return to his/her job and continue his/her duties as an employee.

ARTICLE 30 - LEAVES OF ABSENCE

- 30.1 Any Employee who is mentally or physically incapacitated to perform his/her duties or who desires to engage in a course of study such as will increase his/her usefulness on his/her return to the Airport Authority, or who for any reason considered good by the Executive Director desires to secure leave from his/her regular duties, may, on written request approved by the Executive Director be granted special leave of absence without pay for a period not exceeding one (1) year.
- 30.2 Any Employee asking for special leave without pay shall submit his/her request in writing, at least fifteen (15) calendar days prior to the date the Employee desires the leave, stating the reasons why in the employee's opinion the request should be granted, the date when the employee desires the leave to begin and the probable date of the employee's return.
- 30.3 The Executive Director shall respond within five (5) calendar days of the request for each special leave of absence without pay in writing, stating if the leave is to be approved, whether the employee granted such leave shall be entitled to his/her former position upon the employee's return from such leave or whether his/her name shall be placed on a re-employment list for the former position.

- 30.4 No leaves without pay will be granted until the employee has used all accumulated vacation and accrued compensatory leave.
- 30.5 No benefits or seniority shall be lost by the employee during leaves of thirty (30) calendar days or less. No benefits or seniority shall be accrued after the first thirty (30) calendar days of any leave.
- 30.6 Leave of absence without pay for a period of less than thirty (30) calendar days may be granted by the Executive Director.
- 30.7 Any employee, who shall become a member of the armed forces of the United States in time of war or other emergency declared by proper authority, shall be granted a leave of absence for the term of said military service and shall, upon receiving a discharge from such military service, be reinstated to said position, subject to Section 8 below.
- 30.8 Reinstatement of any employee on military leave of absence shall be at the same salary which he/she would have received had he/she not taken such leave and shall be upon the following conditions:
- a. That the position has not been abolished.
 - b. That the employee is not physically or mentally disabled from performing the duties of such position.
 - c. That he/she makes written application for reinstatement to the Executive Director within ninety (90) days after termination of such service.
 - d. That he/she submits to the Executive Director an honorable discharge or other forms of release by proper authority indicating that his/her military or naval service was satisfactory.
- 30.9 Upon reinstatement of any employee who has been on military leave of absence, said employee shall have the same rights with respect to accrued and future seniority status, efficiency rating, vacation, sick leave, and other benefits as if he/she had been actually employed during the time of such emergency.
- 30.10 Military leave of absence shall be granted with pay for up to fifteen (15) days per year as required by Minnesota and federal law. Where possible, all military leaves with pay shall be taken while the employee is not working, and no employee under this agreement shall request of the military unit to which the employee is assigned, or the Commander thereof, that the employee be assigned or authorized military duty for which the employee would be entitled to leave with pay from the employer during the time the employee is working.

- 30.11 As required by the Minnesota Public Employees Labor Relations Act (PELRA), Minnesota Statutes Chapter 179A, the Employer shall afford reasonable time off to any employee who is an elected officer or appointed representative of the Union, for the purposes of conducting the duties of the Union, and shall, upon request, provide a leave of absence to any employee who is an elected or appointed official of the Union or who is appointed to its staff.
- 30.12 Any employee who is on leave of absence for the purpose of serving as an officer or representative of the Union shall, upon the request of such employee, receive his/her regular pay from the Employer while on such leave; however, the Employer shall submit to the Union an invoice for reimbursement of an amount based on such employee's gross hourly rate of pay for such leave, and the Union shall then reimburse the Employer for such amount. The Union shall defend the Employer against any claim for any injury, damage or loss which arises out of and within the scope of such service, and shall indemnify the Employer for any such injury, damage or loss, but such obligation to defend and indemnify the Employer shall not extend to the Employer's obligations to provide paid sick leave under Article 26 or to provide long term disability protection under Article 27. No such employee shall receive leave of absence with pay pursuant to this paragraph in excess of a total of thirty (30) working days in any calendar year.

ARTICLE 31 - TRANSFERS OF EMPLOYEES, POSTING OF VACANCIES, PROMOTIONS, PROBATION, SERVICE RATINGS

- 31.1 Postings. Notice of all vacancies and newly created positions shall be posted on employee bulletin boards and employees shall be given seven (7) working days to make applications for such positions. The most senior qualified employee making application shall be awarded the position. If no employee applies to fill a vacancy, the Executive Director may assign an employee to fill the vacancy subject to the employee's approval. If no employee is qualified or if no employee accepts the assignment, the Executive Director may seek a new employee to fill the vacancy.
- 31.2 Promotion. Promotions shall be defined as the change of an employee from a position of one job title to a position in another job title which requires the performance of more responsible duties and for which a higher rate of pay is prescribed. Senior qualified employees shall be promoted to vacancies and newly created positions before any new employees. Ability, training, experience and examination requirements shall be the same for "promotional" or "open" positions. Requirements for existing positions with the Authority and for examination for these positions will be those developed by the Employer and copies furnished the union.

- 31.3 An employee shall serve as an Airport Maintenance I four (4) years and be promoted to an Airport Maintenance II upon passing an Airport Maintenance II test.

If there is a need for Airport Maintenance II and no Airport Maintenance I has completed four (4) years in that grade, the Executive Director shall determine if there is an Airport Maintenance I qualified by prior experience to be eligible to take the Airport Maintenance II exam. The Executive Director's determination may be appealed to the Airport Authority Board in writing.

An employee shall serve four (4) years as an Airport Maintenance I and seven (7) years as an Airport Maintenance II to be eligible to promote to an Airport Maintenance III. An Airport Maintenance II must pass a test before being promoted to an Airport Maintenance III.

If there is no opening for Airport Maintenance III, an Airport Maintenance II, after completing thirteen and one-half (13-1/2) years of service as an Airport Maintenance II, shall be eligible to take a test for Airport Maintenance III position. Upon passing of this test, the employee shall become an Airport Maintenance III, subject to the following limitation:

There will be a maximum of two (2) Airport Maintenance III positions unless the Airport Authority determines a need for more positions.

If there is a need for Airport Maintenance III and no Airport Maintenance II has completed seven (7) years in that grade, the Executive Director shall determine if there is an Airport Maintenance II qualified by prior experience to be eligible to take the Airport Maintenance III exam. The Executive Director's determination may be appealed to the Airport Authority Board in writing.

- 31.4 An employee placed in the position of Building and Grounds Coordinator shall be paid at the rate of pay range 24. After seven (7) years of service he/she shall advance to the pay range 26.
- 31.5 Probation. All new employees appointed to a position shall serve a probationary period of one year, during which time they can be discharged without cause. Written notification of termination shall be provided to the employee. An employee may not take any promotional examination while he/she is in an original probationary period.
- 31.6 A promoted employee will be subject to a six-month probation period. A transferred employee will be subject to a one-year probation period. (A transfer is a change in jobs that is not a promotion or a demotion.) However, the promoted or transferred employee has thirty (30) days to determine whether he/she wishes to continue in a promoted or transferred status. Within that 30-

day period, he/she may elect to return to his/her former position without loss of seniority or benefits. The Executive Director may at any time before the expiration date of the probationary period as fixed above, reject for cause, any person promoted or transferred provided that the Executive Director shall forthwith report to the employee and the Union in writing each rejection on probation status, starting the date the rejection becomes effective and the reasons for this rejection. A person promoted or transferred and then rejected during the probation period shall have the right to assume the position from which he/she was promoted or transferred.

- 31.7 If an employee has been laid off or demoted without fault on his/her part, and has completed his/her probationary period and is appointed to a position in the same job title or another job title in which he/she has previously served a probation period, he/she shall not be required to serve a second probationary period. If an employee is laid off or demoted without fault on his/her part during the probationary period, and is appointed to the same job title from which he/she was laid off or demoted, the probationary period already served shall be carried over to the new appointment.
- 31.8 Service Ratings. At least once a year, a service rating on each employee will be delivered to the Executive Director. The service ratings may include the quantity and quality of the work performed, the manner in which the work has been performed, attitude, enthusiasm, and willingness to progress. Other factors, as deemed appropriate for a particular assignment may be considered. The employee shall receive a copy of each service rating and confirm receipt of it by signing the rating. The employee's signature does not mean agreement with the rating. The employee shall have the right to appeal the rating to the Executive Director.

ARTICLE 32 - SUSPENSION OF EMPLOYEES

- 32.1 The Executive Director may for disciplinary purposes suspend without pay any employee from the performance of his/her duties for one (1) or more periods aggregating not more than thirty (30) days in a calendar year on account of inefficiency, incompetence, misconduct, negligence, insubordination, disloyalty, or other sufficient cause.
- 32.2 If the Executive Director suspends any employee, he/she shall forthwith give written notice to the suspended employee stating the reason for the suspension and the duration thereof, and shall forthwith personally deliver such written notice to the employee or mail it to his/her last known address. He/she shall also forthwith send to the Union a copy of such notice sent to the employee. Such notice shall also advise the employee that he/she may grieve pursuant to Article 41 if he/she disagreed with the action of the Executive Director.

ARTICLE 33 - DEMOTIONS

- 33.1 Upon the request of an employee or by the Executive Director, an employee may be reclassified from a higher-paid to a lower-paid job title, which in the discretion of the Executive Director, the employee is eligible to fill.
- 33.2 If the Executive Director demotes an employee, he/she shall give written notice of demotion which states the reasons, the effective date of the demotion, the job title and rate of pay of the position to which the employee is demoted. Provided, that the notice shall also advise the employee that he/she may grieve pursuant to Article 41 of this agreement if he/she does not agree with the Executive Director's action.

ARTICLE 34 - REMOVAL OF EMPLOYEES

- 34.1 Except as provided in Article 38, any Employee who has completed his/her probation period may be removed only for cause upon written charges and after an opportunity to be heard by the Executive Director in his/her own defense and may at his/her request be represented by a union representative; provided, that in no case may an employee be removed on account of his/her religious or political opinions or affiliations or for refusing to contribute to a political fund or to render political service. Provided, further, however, that in the event the Executive Director determines, in his sole discretion, that the continued presence of any employee proposed to be removed on the airport premises would be inimical to the best interest of the Employer or of the public, the Executive Director may require said employee to leave the premises of the airport with pay pending his/her hearing before the Executive Director in this Article.
- 34.2 The following shall be sufficient cause for removal, though removals may be made for causes other than those enumerated:
- a. That the employee is incompetent or inefficient in the performance of his/her duties.
 - b. That the employee has been wantonly careless or negligent in the performance of his/her duties.
 - c. That the employee has been brutal in his/her treatment of public charges, fellow employees, or other persons.
 - d. That the employee has been offensive in his/her conduct toward his/her fellow employees or the public.

- e. That the employee has some permanent or chronic or mental ailment or defect which incapacitates his/her for the proper performance of his/her duties.
- f. That the employee has violated any lawful or official regulation or order or failed to obey any lawful and reasonable direction given him/her by his/her supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in a lower morale in the organization or to result in loss, inconvenience or injury to the Airport Authority or to the public.
- g. That the employee has taken for personal use a fee, gift or other valuable thing in the course of his/her work or in connection with it when such fee, gift or other valuable thing is given him/her by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons.
- h. That the employee is engaged in a private business or in an outside trade or occupation when the duties of his/her position, as prescribed by law or regulation or by his/her official supervisor, require his/her entire time for their performance.
- i. That the employee has failed to pay or make reasonable provision for the future payment of just debts when annoyance is caused his/her supervisor or employer because of such failure.
- j. That the employee has been convicted of a criminal offense or of a misdemeanor involving moral turpitude.
- k. That the employee, through negligence or willful conduct, has caused damage to public property or waste of public supplies.
- l. That the employee during his/her hours on duty has engaged in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office or when not on duty has engaged in any political activity to such an extent that his/her efficiency during working hours has been impaired or that has caused him/her to be tardy or absent from his/her work.
- m. That the employee has used or has attempted or caused to be used political influence in securing promotion, transfer, leave of absence, or increased pay.

34.3 The Executive Director shall provide the Employee a written notice of removal and charges.

- 34.4 Any charges made against any Employee shall state specifically the cause or causes enumerated in this Article or other cause considered sufficient to constitute grounds for removal, and in addition, the specific act or acts of such employee constituting such cause; provided, that in no case shall such vague and indefinite charges as "for the good of the service" be considered for removal.

ARTICLE 35 - RESIGNATIONS

- 35.1 Any employee who wishes to resign in good standing shall give the Executive Director written notice of at least four (4) weeks, unless the Executive Director consents to his/her leaving on shorter notice.
- 35.2 Any employee who has resigned after giving proper notice may, within thirty (30) days after termination of employment, and with the consent of the Executive Director, withdraw his/her resignation in writing and be restored to the position vacated if it is still vacant or has been filled by a temporary employee; if it is not thus available, he/she may have his/her name placed on the re-employment list for the appropriate job title.
- 35.3 Any employee who is absent from duty for three (3) consecutive business days without securing leave from his/her supervisor or without notifying him/her of the reason for his/her absence and the time when he/she expects to return, or who fails to notify the Executive Director of his/her readiness to resume his/her duties within three (3) days after the expiration of a leave of absence, shall be considered to have resigned, and such resignation shall be treated as a resignation without notice and a report thereof made to the Executive Director.

ARTICLE 36 - SEPARATION PAY

- 36.1 Employees who separate employment, shall be paid in full on the payroll covering the last day they actually worked for: their salary due, the value of accumulated, unused vacation and personal leave hours, and unused compensatory time off, such value to be calculated based on their Basic Hourly Rate at the time of their separation.

ARTICLE 37 - LAYOFFS

- 37.1 When it becomes necessary, because of lack of work or funds, or for other causes for which an employee is not at fault, to reduce the number of employees in a job title within a department, the following procedure shall apply:
- a. All temporary employees shall be laid off first.

- (1) Permanent employees who are substituting in a vacant position shall, during any layoff affecting their permanent position or the position for which they are substituting, return to their permanent position.
 - (2) Permanent employees who are promoted and in the probation period shall, during any layoff affecting their permanent position or the position to which they were promoted, return to their permanent position.
 - (3) Permanent employees who are on a leave of absence shall, during any layoff affecting their position, return to their permanent position.
- b. For purposes of layoff, seniority shall be determined by using the employee's original hire date from which he/she has been continuously employed with the Airport Authority to determine the least senior.
 - c. During any layoff that affects a certified or non-certified apprenticeship or training program, all trainees or apprentices shall be laid off until such time as the laid off journey person or an employee who has completed said program has been recalled or withdraws his/her name from said lists or who has been removed from said list according to Article 38, Sec. 6 and 7.
 - d. Bumping: When an employee is laid off in a job title in the work force, he/she shall be permitted to exercise his/her seniority rights to bump (replace an employee with less seniority). Such employee may, if he/she so desires, bump any employee in the same or lower-paid job title in the same job series, provided the bumping employee has greater seniority than the employee whom he/she bumps, and such bumping shall be accomplished according to the following procedure:
 - (1) When a position in a series of job titles is eliminated, and where an employee is affected, the following bumping procedure shall apply:
 - (a) The employee in that position shall be given the option to bump by seniority (1.c.) into any position in the same job title. If an employee does not have sufficient seniority to maintain a position within his/her job title, he/she shall be given the option to bump any employee with less seniority in the next lower job title in that job series.
 - (b) The procedure as described in (Sec. e.1.a.) shall be followed in each lower job title until the least senior employees in the lowest job title in a series within the department is laid off.
 - (c) Any employee who chooses not to exercise his/her bumping rights shall be placed on the re-employment list.

(2) When a position that is not in a series of job titles is eliminated, the least senior (1.c.) employee in that job title shall be laid off.

- e. Seniority Ties. Where two (2) or more persons in a job title in which a layoff or reduction is to be made have equal seniority in a job title, the order of layoff or reduction in such tie cases shall be determined first by the total time in the job title and second by total time employed by the Authority. If a tie still exists, seniority shall be determined by a toss of a coin.

37.2 For the purpose of this article, job title(s) shall be defined to mean the titles listed in Appendix I of this agreement.

37.3 For the purposes of this article, all series of job titles shall be negotiated by the employer and the Union.

37.4 Demotions made in accordance with this article are not subject to the requirements contained in Article 33 - Demotions, but are subject to the grievance procedure, Article 41.

37.5 The Executive Director shall notify in writing the employee or employees to be laid off at least ten (10) working days prior to actual layoff and shall forthwith transmit to the Union the names of those so notified.

ARTICLE 38 - RE-EMPLOYMENT LIST

38.1 The name of any employee who has been laid off shall be placed on a re-employment list. The Executive Director shall enter on the appropriate re-employment list(s), as provided for in this article, the name(s) of those employees eligible for re-employment and who desire to be re-employed when vacancies occur in the job title(s). The Union shall receive copies of all such lists, and shall be notified of any changes on said lists.

38.2 The name(s) of any laid off employees shall be arranged on the re-employment list(s) in the following manner:

- a. A list by job title and the department from which the employee was laid off and by arranging said employees name by total seniority with the Airport Authority.
- b. A list of any lower job title(s) that has been determined to be part of the same job series, as provided for in Article 37, and by arranging said employees name by total seniority with the Airport Authority.

- 38.3 Employees shall be recalled from the re-employment list according to the following procedure:
1. Sec. 38.2A shall be followed first.
 2. Sec. 38.2B shall be followed second.
- 38.4 Employees who have or could be placed on the re-employment list by other articles of this agreement shall have their name placed on appropriate lists as provided for in this article.
- 38.5 To determine if any employee is interested in remaining on such re-employment list(s), the Executive Director shall, on or about the anniversary date of the layoff and when a position becomes available, contact by certified mail each employee who has not been re-employed. Employees shall have fourteen (14) calendar days to respond by certified mail to the Executive Director if they are interested in accepting a position or if they are still interested in remaining on a reemployment list.
- 38.6 The Executive Director may remove an employee's name from the re-employment list for a position in the job title from which the employee was originally laid off if:
1. The employee indicates he/she is no longer interested in said position; or,
 2. The employee refuses to accept an appointment for such position without giving a satisfactory reason. Employees refusing to accept an appointment for a position in a lower job title than the one from which the employee was originally laid off shall have their names removed from such lower list.

ARTICLE 39 - EMPLOYEE SAFETY

- 39.1 The Employer agrees to maintain sanitary and safe working conditions and to maintain adequate and suitable first aid facilities. The Employer shall furnish and maintain adequate safety equipment per OSHA and/or any other federal and Minnesota law. Employees covered hereby, in the performance of their jobs, shall at all times use safety devices and protective equipment which is furnished to them hereunder and comply with the safety, sanitary, and fire regulations issued by the Employer.

ARTICLE 40 - PERSONNEL COMMITTEE

- 40.1 A committee consisting of one (1) representative of the Union and one (1) representative of the Airport Authority shall be established to meet and confer on the following functions during the period of this agreement:

Issues: Unless otherwise stated below, all requests for job audits for the purpose of determining whether the specifications for a job title should be amended, whether certain positions should be reclassified to a different job title, or whether there is a need to establish a new job title to describe an existing position shall be reviewed by the Personnel Committee prior to staff audit work.

- 40.2 Upon completion of audit work, a copy of the audit shall be sent to the union no later than fourteen (14) calendar days prior to the date it is scheduled on the Airport Authority agenda.
- 40.3 The Union and the Employer shall negotiate the pay rate for (a) any new or modified job specification or title resulting from a job audit; (b) any new position with a new title created unrelated to a job audit.

ARTICLE 41 - GRIEVANCE PROCEDURE

- 41.1 An employee or group of employees with a grievance shall, within twenty-one (21) calendar days after the first occurrence of the event giving rise to the grievance, present such grievance through the Union in writing to the Executive Director.
- 41.2 The Executive Director shall present the Employer's position in writing to the employee or employees and the Union within seven (7) calendar days after receipt of such grievance. The resolution of grievances settled by the procedure set forth in this paragraph shall be reduced to writing and signed by the employee or employees, the Union and the Employer.
- 41.3 If the grievance is not settled in accordance with the foregoing procedure, the Union may, within nine (9) calendar days after receipt of the reply of the Executive Director submit the grievance to arbitration by serving notice in writing of such submittal upon the Executive Director. The parties shall attempt to agree upon an arbitrator within seven (7) calendar days after submittal of the grievance to arbitration and in the event the parties are unable to agree upon an arbitrator within said seven (7) day period, either party may request a panel of seven (7) arbitrators from the Minnesota Bureau of Mediation Services. The parties shall each have the right to alternately strike one (1) name from the panel. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. The remaining person shall be the arbitrator. The arbitrator shall be notified of his/her selection by a joint letter from the parties requesting that he/she set a time and a place for a hearing on the grievance, subject to the availability of the parties.
- 41.4 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He/she shall consider and decide only the specific issue(s) submitted to him/her in writing by the parties, and shall

have no authority to make a decision on any other issue not so submitted to him/her. More than one grievance may be heard by the same arbitrator by mutual agreement of the parties. Either party may, if it desires, submit a brief to the arbitrator setting forth its position with respect to the issue(s) involved in a grievance. 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 and rules and regulations having the force and effect of law. The arbitrator shall submit his/her decision in writing to the parties and shall file a copy of such decision with the Bureau of Mediation Services of the State of Minnesota. The decision shall be based solely upon his/her interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented.

- 41.5 The decision of the arbitrator shall be final and binding upon the parties.
- 41.6 The fee and expenses of the arbitrator shall be divided equally between the parties; provided, however, that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the arbitration proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of such proceedings, the cost shall be shared equally.
- 41.7 If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled based on the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the parties involved in each step.
- 41.8 All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the employees involved.
- 41.9 Access to all information necessary to the determination and processing of a grievance shall be made available to all participants to the fullest extent possible under applicable law.

ARTICLE 42 - UNION RIGHTS

- 42.1 All new employees shall be informed by the Employer that the Union is the exclusive representative of employees in the unit. The Employer shall provide each new employee with a copy of this Agreement, together with a list of the officers of the Union, and designated steward in the employee's department. All

new employees shall also be informed that a fair share fee in lieu of union membership may be charged by the Union as provided by state law.

ARTICLE 44 - COMPLETE AGREEMENT AND WAIVER OF BARGAINING

44.1 The parties acknowledge that the provisions contained in this Agreement constitute the entire agreement between the parties, and that the provisions of this Agreement are not subject to re-negotiation, except with the mutual consent of the parties.

ARTICLE 45 - DURATION OF AGREEMENT

45.1 This Agreement shall be effective as of January 1, 2017, and shall remain in full force and effect through December 31, 2019, and thereafter as provided by law.

ARTICLE 47- PART-TIME SECRETARY BOOKKEEPER

47.1 The part-time secretary bookkeeper is an employee who works year round, and who works approximately 20 hours per week. Vacation, personal leave, sick leave and holidays are earned or accrued at 50% of the full time rate. The deferred compensation benefit is paid by the Employer at 50% of the full time rate. The amount of the Employer paid life insurance benefit shall be 50% of the full time employee's benefit. Utilization of any wage benefit under Article 27 shall be 65% of his/her salary based on 20 hours per week and any health insurance benefit would continue as calculated herein. The part-time secretary bookkeeper may enroll in active health insurance and/or dental insurance but he/she shall pay half of the Employer's share of the premium and pay 100% of the employee's share of the premium (with no reduction for part-time), for the coverage selected, and all other Employer paid contributions shall be at 50% of the full time rate. If the part-time secretary bookkeeper meets the length of service qualifications set forth in Article 20.1, then any Employer paid retiree health insurance benefit under Article 20 shall be at 50% of the full time rate.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement on November 22, 2016.

EMPLOYER

By 
President, Duluth Airport Authority

By 
Secretary, Duluth Airport Authority

UNION

By  Local 66 President
Authorized Representative

By 
Field Representative
AFSCME Minnesota Council 5

APPENDIX I

<u>Job Title</u>	<u>Range/Step</u>
Clerical Technician	117 A - 119E
Airport Executive Secretary	121 A - E
Airport Bookkeeper	121 A - E
Airfield Foreman/Maintenance Supervisor	28 A - E
Heavy Equipment Mechanic	27 A - E
Airport Maintenance III	26 A - E
Equipment Mntc. Specialist	25 A - E
Airport Maintenance II	24 A - 24F
Airport Maintenance I/Building & Grounds Assistant	22 A - E
Part-Time Secretary Bookkeeper	119 A - E

APPENDIX II

Basic Pay Schedule Effective January 1, 2017

Range No.		Step A	Step B	Step C	Step D	Step E	Step F
22	Annual	36360	37968	39780	41388	43188	
	Monthly	3030	3164	3315	3449	3599	
	Hourly	17.4808	18.2538	19.1250	19.8981	20.7635	
23	Annual	37968	39780	41388	43188	45252	
	Monthly	3164	3315	3449	3599	3771	
	Hourly	18.2538	19.1250	19.8981	20.7635	21.7558	
24	Annual	39780	41388	43188	45252	47268	49428
	Monthly	3315	3449	3599	3771	3939	4119
	Hourly	19.1250	19.8981	20.7635	21.7558	22.7250	23.7635
25	Annual	41388	43188	45252	47268	49428	
	Monthly	3449	3599	3771	3939	4119	
	Hourly	19.8981	20.7635	21.7558	22.7250	23.7635	
26	Annual	43188	45252	47268	49428	51468	
	Monthly	3599	3771	3939	4119	4289	
	Hourly	20.7635	21.7558	22.7250	23.7635	24.7442	
27	Annual	45252	47268	49428	51468	53856	
	Monthly	3771	3939	4119	4289	4488	
	Hourly	21.7558	22.7250	23.7635	24.7442	25.8923	
28	Annual	47268	49428	51468	53856	56304	
	Monthly	3939	4119	4289	4488	4692	
	Hourly	22.7250	23.7635	24.7442	25.8923	27.0692	
29	Annual	49428	51468	53856	56304	58956	
	Monthly	4119	4289	4488	4692	4913	
	Hourly	23.7635	24.7442	25.8923	27.0692	28.3442	
117	Annual	32856	34296	35604	37104	38700	
	Monthly	2738	2858	2967	3092	3225	
	Hourly	15.7962	16.4885	17.1173	17.8385	18.6058	
118	Annual	34296	35604	37104	38700	40296	
	Monthly	2858	2967	3092	3225	3358	
	Hourly	16.4885	17.1173	17.8385	18.6058	19.3731	
119	Annual	35604	37104	38700	40296	41964	
	Monthly	2967	3092	3225	3358	3497	
	Hourly	17.1173	17.8385	18.6058	19.3731	20.1750	
120	Annual	37104	38700	40296	41964	43740	45840
	Monthly	3092	3225	3358	3497	3645	3820
	Hourly	17.8385	18.6058	19.3731	20.1750	21.0288	22.0385
121	Annual	42660	44796	46992	49164	51336	
	Monthly	3555	3733	3916	4097	4278	
	Hourly	20.5096	21.5365	22.5923	23.6365	24.6808	

APPENDIX III

Basic Pay Schedule Effective January 1, 2018

Range No.		Step A	Step B	Step C	Step D	Step E	Step F
22	Annual	37092	38736	40572	42216	44052	
	Monthly	3091	3228	3381	3518	3671	
	Hourly	17.8327	18.6231	19.5058	20.2962	21.1788	
23	Annual	38736	40572	42216	44052	46152	
	Monthly	3228	3381	3518	3671	3846	
	Hourly	18.6231	19.5058	20.2962	21.1788	22.1885	
24	Annual	40572	42216	44052	46152	48204	50412
	Monthly	3381	3518	3671	3846	4017	4201
	Hourly	19.5058	20.2962	21.1788	22.1885	23.1750	24.2365
25	Annual	42216	44052	46152	48204	50412	
	Monthly	3518	3671	3846	4017	4201	
	Hourly	20.2962	21.1788	22.1885	23.1750	24.2365	
26	Annual	44052	46152	48204	50412	52500	
	Monthly	3671	3846	4017	4201	4375	
	Hourly	21.1788	22.1885	23.1750	24.2365	25.2404	
27	Annual	46152	48204	50412	52500	54936	
	Monthly	3846	4017	4201	4375	4578	
	Hourly	22.1885	23.1750	24.2365	25.2404	26.4115	
28	Annual	48204	50412	52500	54936	57432	
	Monthly	4017	4201	4375	4578	4786	
	Hourly	23.1750	24.2365	25.2404	26.4115	27.6115	
29	Annual	50412	52500	54936	57432	60132	
	Monthly	4201	4375	4578	4786	5011	
	Hourly	24.2365	25.2404	26.4115	27.6115	28.9096	
117	Annual	33516	34980	36312	37848	39468	
	Monthly	2793	2915	3026	3154	3289	
	Hourly	16.1135	16.8173	17.4577	18.1962	18.9750	
118	Annual	34980	36312	37848	39468	41100	
	Monthly	2915	3026	3154	3289	3425	
	Hourly	16.8173	17.4577	18.1962	18.9750	19.7596	
119	Annual	36312	37848	39468	41100	42804	
	Monthly	3026	3154	3289	3425	3567	
	Hourly	17.4577	18.1962	18.9750	19.7596	20.5788	
120	Annual	37848	39468	41100	42804	44616	46752
	Monthly	3154	3289	3425	3567	3718	3896
	Hourly	18.1962	18.9750	19.7596	20.5788	21.4500	22.4769
121	Annual	43512	45696	47928	50148	52368	
	Monthly	3626	3808	3994	4179	4364	
	Hourly	20.9192	21.9692	23.0423	24.1096	25.1769	

APPENDIX IV

Basic Pay Schedule Effective January 1, 2019

Range No.		Step A	Step B	Step C	Step D	Step E	Step F
22	Annual	37836	39504	41388	43056	44940	
	Monthly	3153	3292	3449	3588	3745	
	Hourly	18.1904	18.9923	19.8981	20.7000	21.6058	
23	Annual	39504	41388	43056	44940	47076	
	Monthly	3292	3449	3588	3745	3923	
	Hourly	18.9923	19.8981	20.7000	21.6058	22.6327	
24	Annual	41388	43056	44940	47076	49176	51420
	Monthly	3449	3588	3745	3923	4098	4285
	Hourly	19.8981	20.7000	21.6058	22.6327	23.6423	24.7212
25	Annual	43056	44940	47076	49176	51420	
	Monthly	3588	3745	3923	4098	4285	
	Hourly	20.7000	21.6058	22.6327	23.6423	24.7212	
26	Annual	44940	47076	49176	51420	53544	
	Monthly	3745	3923	4098	4285	4462	
	Hourly	21.6058	22.6327	23.6423	24.7212	25.7423	
27	Annual	47076	49176	51420	53544	56028	
	Monthly	3923	4098	4285	4462	4669	
	Hourly	22.6327	23.6423	24.7212	25.7423	26.9365	
28	Annual	49176	51420	53544	56028	58584	
	Monthly	4098	4285	4462	4669	4882	
	Hourly	23.6423	24.7212	25.7423	26.9365	28.1654	
29	Annual	51420	53544	56028	58584	61332	
	Monthly	4285	4462	4669	4882	5111	
	Hourly	24.7212	25.7423	26.9365	28.1654	29.4865	
117	Annual	34188	35676	37032	38604	40260	
	Monthly	2849	2973	3086	3217	3355	
	Hourly	16.4365	17.1519	17.8038	18.5596	19.3558	
118	Annual	35676	37032	38604	40260	41916	
	Monthly	2973	3086	3217	3355	3493	
	Hourly	17.1519	17.8038	18.5596	19.3558	20.1519	
119	Annual	37032	38604	40260	41916	43656	
	Monthly	3086	3217	3355	3493	3638	
	Hourly	17.8038	18.5596	19.3558	20.1519	20.9885	
120	Annual	38604	40260	41916	43656	45516	47688
	Monthly	3217	3355	3493	3638	3793	3974
	Hourly	18.5596	19.3558	20.1519	20.9885	21.8827	22.9269
121	Annual	44388	46608	48888	51144	53412	
	Monthly	3699	3884	4074	4262	4451	
	Hourly	21.3404	22.4077	23.5038	24.5885	25.6788	

EMPLOYEE SENIORITY LIST

<u></u>	<u>Employee Number</u>	<u>Hire Date</u>	<u>Seniority Date</u>
<u>Airfield Foreman</u>			
Paul Sinnott	568	10/20/97	06/30/08
<u>Maintenance Supervisor</u>			
Dan Taylor	938	06/04/01	05/02/04
<u>Airport Maintenance III</u>			
David Stokke	506	10/19/93	06/17/01
Matthew Johnson	1243	03/29/04	07/01/13
<u>Airport Maintenance II</u>			
David Cooke	1296	05/17/04	05/17/08
Michael Amlin	1416	10/18/04	10/18/08
Wayne Fichtner	1800	07/05/05	07/05/09
Roger Engelmeier	2983	11/17/08	11/17/12
Wade Cossalter	2368	08/13/12	08/13/16
<u>Airport Maintenance I</u>			
Derek Anderson	4261	01/05/15	01/05/15
<u>Secretary</u>			
Mary Ann Wittkop	647	06/24/96	01/01/00
<u>Part Time Secretary</u>			
<u>Bookkeeper</u>			
Helen Kallberg	2169	06/10/07	06/10/07
<u>Buildings and Grounds</u>			
<u>Assistant</u>			
John Orrey	4734	01/07/15	01/07/15
<u>Bookkeeper</u>			
<u>Clerical Technician</u>			

