

HENNEPIN COUNTY
MINNESOTA

Agreement Number: A2111095

Agreement Between

HENNEPIN COUNTY

and the

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

AFSCME Council 5, Local #2822, Clerical Unit (NN)

January 1, 2022- December 31, 2024

Contents

ARTICLE 1 - PREAMBLE	4
ARTICLE 2 - RECOGNITION	4
ARTICLE 3 - DEFINITIONS	5
ARTICLE 4 - UNION SECURITY	6
ARTICLE 5 - EMPLOYER AUTHORITY	8
ARTICLE 6 – SENIORITY	8
ARTICLE 7 - GRIEVANCE PROCEDURE	9
ARTICLE 8 - NO STRIKE-NO LOCKOUT	11
ARTICLE 9 - WORK SCHEDULES/PREMIUM PAY	11
ARTICLE 10 – HOLIDAYS.....	14
ARTICLE 11A - VACATION.....	15
ARTICLE 11B – PAID TIME OFF (PTO)	16
ARTICLE 12A - SICK LEAVE	18
ARTICLE 12B – SICK LEAVE	19
ARTICLE 13 - LEAVES OF ABSENCE	20
ARTICLE 14 - ABSENCE WITHOUT LEAVE	21
ARTICLE 15 - LEAVE BENEFITS AND WORKERS' COMPENSATION BENEFITS.....	21
ARTICLE 16 - BEREAVEMENT LEAVE.....	21
ARTICLE 17 - MILITARY LEAVE OF ABSENCE WITHOUT PAY	21
ARTICLE 18 - MILITARY RESERVE TRAINING.....	21
ARTICLE 19 - COURT DUTY	22
ARTICLE 20 - ELECTION DAYS.....	22
ARTICLE 21 - TIME OFF FOR TESTING.....	22
ARTICLE 22 – INSURANCE.....	22
ARTICLE 23 - SEVERANCE PAY	26
ARTICLE 24 - RETENTION PAY.....	27
ARTICLE 25 - PART-TIME / LIMITED DURATION EMPLOYEES	28
ARTICLE 26 - WORK UNIT VACANCIES	29
ARTICLE 27 - WORK RULES	29
ARTICLE 28 - PERFORMANCE EVALUATIONS	29
ARTICLE 29 - EDUCATIONAL ASSISTANCE	30
ARTICLE 30 - FITNESS FOR DUTY	30
ARTICLE 31 - MEET AND CONFER.....	30
ARTICLE 32 - DISCIPLINE.....	31
ARTICLE 33 - EMPLOYEE ASSISTANCE	32
ARTICLE 34 - NON-DISCRIMINATION.....	32

ARTICLE 35 - SCOPE OF AGREEMENT	32
ARTICLE 36 - SAVINGS CLAUSE	32
ARTICLE 37 - SPECIAL LEAVE WITHOUT PAY	32
ARTICLE 38 - SALARY RATES	33
ARTICLE 39 - AUTOMOBILE TRAVEL EXPENSES.....	33
ARTICLE 40 - RIGHT OF CONTRACTING SERVICES.....	33
ARTICLE 41 - HEALTH AND SAFETY	34
ARTICLE 42 - TRAINEES.....	34
ARTICLE 43 –UNIFORMS.....	35
ARTICLE 44 - EFFECTIVE DATES.....	35
ARTICLE 45 - TERM OF AGREEMENT	35
ATTACHMENT A - Hennepin County Map - Geographical areas related to layoff language	36
ATTACHMENT B – DEPARTMENTS.....	37
ATTACHMENT C.....	38
ATTACHMENT D.....	39
Letter of Understanding Regarding Legislative Transfer of Position.....	40
Letter of Understanding Classification Study.....	41
Clarification of Health Insurance Article	42
Transfer to Another Jurisdiction Letter.....	43
Clarification of Seniority Letter	44
Memorandum Of Understanding - Military Reservists Benefits	45
LETTER OF AGREEMENT	46
Depletion of Leave Hour Balances	47
Board Action Request (09-0380)	48
RESOLUTION NO. 09-0380	49
Board Action Request (09-0339) referenced in Article 22 regarding Phased Retirement.	50
RESOLUTION NO. 09-0339	52
LINKS.....	53
Employees Time Off to Vote	54
Consensus Model and LMHCC Structure.....	55
Letter of Understanding Training Coworkers	57
Letter of Understanding Traumatic Incidents.....	58
Letter on Reduced Forcing Efforts.....	59
Letter of Agreement – Logo Wear in RRES – Service Center	60
Letter of Agreement – Time Off for Selection	61
Letter of Agreement – Jury Duty	62
Letter of Agreement – Performance Evaluation.....	63

AFSCME Council 5, Clerical Unit, Local 2822 – 2022-2024

Salary Chart - 2022 Rates	64
SALARY RATES - 2023 Rates	65
SALARY CHART - 2024 Rates.....	66
Index	67

ARTICLE 1 - PREAMBLE

This AGREEMENT, hereinafter referred to as the AGREEMENT, is entered into between the County of Hennepin, hereinafter called the EMPLOYER, and the American Federation of State, County and Municipal Employees, Council No. 5 and its affiliated locals as identified in the Article herein titled "Recognition," hereinafter called the UNION. The purpose of the AGREEMENT is to fulfill the mutual desire of the EMPLOYER and the UNION to encourage and promote a culture of dignity and respect between the parties and a mutually satisfactory relationship with respect to the terms and conditions of employment in the county. The EMPLOYER and the UNION recognize that it is in the best interest of both parties that all dealings between them be characterized by mutual responsibility and respectful treatment. The parties hereto agree as follows:

ARTICLE 2 - RECOGNITION

Section 1. The EMPLOYER recognizes the UNION as the exclusive representative for the following unit of Hennepin County employees under the Minnesota Public Employment Labor Relations Act (M.S. 179A.01-179A.25).

Clerical Unit (AFSCME Council No. 5, Local 2822). Employees in all clerical and related classifications in Hennepin County in the classifications of:

Employees hired through programs such as the SCOPE program and/or under a TRAINEE plan in the following classifications are also represented by the union provided they also meet the requirements of M.S. 179A.

Accounting Specialist (00368)
Clerk (00074)
Credit/Collections Representative (00A77)
Hennepin Health Services Representative (00804)
IT Operations Analyst, Assistant (00693)
Legal Secretary (00362)
Librarian, Associate (00042)
Office Specialist I (00838)
Office Specialist II (00839)
Office Specialist III (00840)
Office Specialist, Principal (00539)
Production Publishing Operator (00109)
Production Publishing Operator, Principal (00947)
Production Publishing Operator, Senior (00212)
Public Safety Records Clerk (00749)
Public Service Assistant (00837)
Real Estate and Tax Specialist I (00A01)
Real Estate and Tax Specialist II (00A02)
Real Estate and Tax Specialist III (00A03)
Service Center Representative (00619)
Service Center Representative, Senior (00620)
Sheriff's Records Coordinator (00875)

Employees whose employment is fourteen (14) hours or more per week and more than sixty-seven (67) workdays per year, excluding supervisory, confidential and those employees covered by the Charitable Hospitals Act.

Section 2. The UNION recognizes the Labor Relations Representative designated by the Labor Relations Director, as the representative of the EMPLOYER and shall meet and negotiate exclusively with such representative, except as may be otherwise specifically provided in this AGREEMENT. No agreement establishing terms and conditions of employment or other matters made between the UNION and the EMPLOYER shall be binding upon the EMPLOYER unless the signature of the EMPLOYER's designated Labor Relations Representative is affixed thereon.

- Section 3.** The EMPLOYER, in accordance with the provisions of Minnesota Statute 179A.06, subd. 1, agrees not to enter into any agreements establishing terms and conditions of employment with members of the bargaining unit under the jurisdiction of this AGREEMENT either individually or collectively which in any way conflict with the terms and conditions set forth in this AGREEMENT, except through the certified representative.
- Section 4.** Disputes which may occur between the EMPLOYER and the UNION over the inclusion or exclusion of job classes, with respect to the bargaining unit identified in Section 1 of this Article, may be referred to the Bureau of Mediation Services (herein after BMS) for determination in accordance with applicable statutory provisions. Determination by the BMS shall be subject to such review and determination as provided by statute and rules and regulations promulgated thereunder.
- Section 5.** If the EMPLOYER establishes new job classes within the bargaining unit identified in Section 1 of this Article, both parties agree to negotiate on wages. However, it is understood that all other terms and conditions of this AGREEMENT will apply.

ARTICLE 3 - DEFINITIONS

The following terms used in this AGREEMENT shall be defined as follows:

- A. BASE PAY RATE:** The employee's basic hourly rate exclusive of overtime premium, shift premium, stability, or any other special allowances.
- B. CLASS:** One or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title can be used with clarity to designate each position; that similar general qualifications are needed for the performance of duties; that comparable selection procedures may be used to recruit employees, and that the same schedule of compensation can be applied to all positions.
- C. COMPENSATED PAYROLL STATUS:** Receipt of cash payment for scheduled time worked or for time on approved compensated leave.
- D. CURRENT:** Shall mean the present time period as designated such as hour, day, month, year.
- E. DAYS:** Unless otherwise indicated, means calendar days.
- F. DEMOTION:** A change from a position in one work classification to a position in another work classification with less responsible duties and a lower salary range maximum.
- G. DEPARTMENT:** The term department(s) as referenced in this AGREEMENT shall be those established by the EMPLOYER in its organizational structure. For reference purposes, a current description of such department(s) is included in Attachment B.
- H. EMERGENCY:** An unforeseen crisis situation or condition so defined by the EMPLOYER.
- I. EMPLOYEE:** A member of the exclusively recognized bargaining unit as identified in the Article herein titled "Recognition
- J. EMPLOYER:** County of Hennepin or its designated representative(s).
- K. FULL MONTH OF SERVICE:** An average of 173.33 compensated hours.
- L. LAYOFF:** Separation from service with the EMPLOYER necessitated by lack of work, lack of funds, or other reasons without reference to incompetence, misconduct, or other behavioral considerations. When such separation is due to emergency circumstances, only a separation in excess of fifteen (15) calendar days shall be considered a layoff.
- M. LEAVE OF ABSENCE:** An approved absence from work duty during a scheduled work period with or without compensation.
- N. LIMITED DURATION EMPLOYEE:** Limited duration employees include the following three categories of non- regular employees:
 - a. non-regular employees who are hired for six (6) months or less;
 - b. an employee appointed to a non-regular position that is expected to last for more than six (6) months but less than two (2) years; or
 - c. non-regular employees whose work schedule is intermittent, non-continuous or irregular in nature regardless of the anticipated duration of the appointment.
- O. PART-TIME EMPLOYEE:** An individual so designated by the EMPLOYER whose normal work schedule consists of fewer hours than the full-time schedule.
- P. PROBATIONARY PERIOD:** Probationary periods are as follows:
 - i. Newly Employed: The first six (6) calendar months of service of newly hired, rehired, or reinstated employees. (The probationary period for reinstated employees may be modified or waived at the discretion of the EMPLOYER, provided such modification or waiver is stated in writing.)

For Sheriffs Records Coordinator the probation period is twelve (12) months for hires, rehires, and transfers from a different department and six (6) months for promotional/transfer within the department.

- ii. Promotional and Transfer: The first six (6) calendar months of compensated regular hours of service following a promotional appointment or a transfer.
 - iii. Extensions of Probationary Periods. In all cases, probationary periods may be extended at the discretion of the EMPLOYER, provided such modification is communicated in writing to the employee and the union.
- Q. PROMOTION:** A change of an employee from a position in one work classification to a position in another work classification with a higher salary range maximum.
- R. REGULAR EMPLOYEE:** A member of the exclusively recognized bargaining unit identified in the Article herein titled "Recognition" who has completed the required probationary period for newly employed, re-employed, or reinstated employees, who has been employed on the basis of regular appointment to a continuing position.
- S. REGULAR HOURS:** Time on compensated payroll status exclusive of overtime hours and exclusive of on-call hours.
- T. REINSTATEMENT:** Re-employment of a former regular or probationary employee in a work classification to which they were assigned prior to termination.
- U. STEWARD:** An employee designated by the UNION for the purposes of communicating with the EMPLOYER on matters of interest to either party.
- V. TERMINATION IN GOOD STANDING:** Any termination other than dismissal for disciplinary reasons and for which terminating employee has given the required minimum notice in advance of leaving.

ARTICLE 4 - UNION SECURITY

Section 1. In recognition of the UNION as the exclusive representative:

- A. The EMPLOYER shall once each payroll period deduct an amount sufficient to provide the payment of regular dues established by the UNION from the wages of all employees authorizing, in writing, such deduction on a form designated and furnished for such purpose by the UNION. Only the duly certified exclusive representative shall be granted payroll deduction of dues for employees covered by this AGREEMENT.
- B. The EMPLOYER shall remit such deductions each payroll period to the appropriate designated officer of the UNION with a list of the names of the employees from whose wages deductions were made.
- C. The UNION shall certify to the EMPLOYER, in writing, the current amount of regular dues to be withheld each payroll period and any fair share assessments authorized by law.
- D. Dues deductions shall be canceled by the EMPLOYER upon written notification by the Exclusive Representative.
- E. The EMPLOYER will provide to the UNION the add/drop report each pay period and the quarterly report electronically at no charge (monthly data is available on the quarterly reports). The EMPLOYER will charge the UNION \$25.00 for the production of an electronic report request that varies from this schedule.

Section 2. The UNION agrees to indemnify and hold the EMPLOYER harmless 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 under the provisions of this Article.

Section 3. The UNION may designate certain employees from the bargaining unit to act as stewards and shall, within thirty (30) days of the execution of this AGREEMENT and upon the occurrence of any change thereafter, certify to the EMPLOYER a current list of business representatives, officers, and stewards who are authorized by the UNION to investigate and present grievances to the EMPLOYER. The EMPLOYER agrees to recognize such representatives for the purpose of investigating and presenting grievances to the EMPLOYER subject to the following stipulations:

- A. There shall be not more than thirty-five (35) bargaining unit employees designated as stewards, subject to alteration upon mutual agreement between the UNION and the EMPLOYER.
- B. Not more than one employee representative (steward or officer) will be authorized time off with pay to investigate or present any one grievance matter to the EMPLOYER. Nothing in this clause is intended to limit the number of union stewards who may request to use their own time (vacation, compensatory, or time without pay) to investigate and present grievances.

- C. Bargaining unit employee stewards and officers may leave their workstations with the concurrence of their designated supervisor(s), and they shall notify their designated supervisor(s) upon return to their workstations. Concurrence of the supervisor to leave a workstation for UNION business will be limited to the investigation and presentation of grievances to the EMPLOYER.
- D. Employee representatives of the UNION shall receive paid time off to participate in joint labor-management committee meetings and meet and confer sessions with the EMPLOYER. Time off with pay under this subsection shall be limited to those activities specifically initiated and/or approved by the EMPLOYER and occurring during the employee's regularly scheduled work time.
- E. The EMPLOYER shall make reasonable adjustments to the workloads of employee representatives of the UNION who receive paid time off for UNION-related activities under the provisions of subsections B, C, and D above. Such adjustments shall be made only for those employees who perform these activities on a regular, ongoing basis.

- Section 4.** Non-employee business representatives of the UNION as previously designated to the EMPLOYER as provided herein may, with the concurrence of the EMPLOYER, come on the premises of the EMPLOYER for the purpose of investigating and presenting grievances.
- Section 5.** The UNION agrees there shall be no solicitation for membership, signing up of members, collection of initiation fees, dues, fines or assessments, meetings, or other union activities on the EMPLOYER's time.
- Section 6.** The UNION may use the EMPLOYER's facilities for union business with prior approval of the EMPLOYER. The UNION shall have access to the EMPLOYER's internal mail distribution system and electronic (e-mail) system consistent with the practice existing on the effective date of this AGREEMENT. However, the UNION agrees to request prior authorization from the EMPLOYER's Labor Relations Department prior to the use of the e-mail system for any mass communication.
- Section 7.** The EMPLOYER agrees to allow the UNION to use designated bulletin boards for the purpose of posting notices of union meetings, union elections, union election returns, union appointments to office, union recreational and social affairs, arbitration awards, decisions of the BMS and the courts, and other items specifically approved by the EMPLOYER. It is agreed that items which reflect negatively on the UNION, employees, or the County shall not be posted. All posted materials must be union publications or legibly signed by an authorized union representative.
- Section 8.** Employees have the right to join or to refrain from joining the UNION. Neither the EMPLOYER nor the UNION shall discriminate against or interfere with the rights of employees to become or not to become members of the UNION and further, there shall be no discrimination or coercion against any employee because of union membership or non-membership. The UNION shall, in its responsibility as exclusive representative of the employees, represent all employees without discrimination, interference, restraint or coercion.
- Section 9.** Nothing in this AGREEMENT shall be construed to affect the status of veterans in contravention of existing veterans preference laws relating to the employment, discharge or promotion of veterans.
- Section 10.** The EMPLOYER shall give all new bargaining unit employees, at the time of new employee orientation, a copy of this AGREEMENT, which is to be provided by the UNION.
- Section 11.** The EMPLOYER shall provide the UNION with a report each payroll period which shall identify new hires by name, job class, and bargaining unit.

Further, the EMPLOYER shall refer newly hired AFSCME employees who attend the EMPLOYER's New Employee Academy program to a UNION orientation session which shall follow the EMPLOYER's orientation session, be limited to thirty (30) minutes in length and held in the same room as the EMPLOYER's New Employee Academy and at the same link as provided by the Employer for any virtual convening of the EMPLOYER's New Employee Academy.

ARTICLE 5 - EMPLOYER AUTHORITY

The UNION recognizes the right of the EMPLOYER 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 EMPLOYER has not officially abridged, delegated, or modified by this AGREEMENT are retained by the EMPLOYER.

ARTICLE 6 – SENIORITY

Section 1. Seniority is an employee's length of service for the EMPLOYER from the most recent date of employment, re-employment, or reinstatement.

- A. Seniority is not interrupted during the period an employee is on approved leave, including leave for union business or layoff, if the employee returns to active work status having complied with all the terms and conditions of this AGREEMENT and the conditions the EMPLOYER established in approving the leave.
- B. If in the event of layoff or recall from layoff two or more employees possess the same seniority date, seniority in such cases shall be in order of the date of acquisition of regular status in the class from which layoff is to occur or has occurred. If the tie cannot be broken by this method, seniority shall be determined by the last four digits of the employee's Social Security Number, with the employee having the highest such number being the more senior.
- C. Seniority in work classes covered by this AGREEMENT shall be retained and continue to accrue during the probationary period if an employee leaves a unit covered by this AGREEMENT for another position with the EMPLOYER because of promotion, demotion, or transfer.
- D. An employee appointed to a regular position in the same job class and department as they were employed as a limited duration employee (except for an employee whose work schedule is intermittent, non-continuous, or irregular in nature) shall have seniority for purposes of layoff and recall from the employee's most recent date of hire as a limited duration employee, provided such limited duration and regular appointments are contiguous and sequential.

Section 2. Seniority rights under this AGREEMENT shall terminate under the following conditions:

- A. Termination of employment.
- B. Layoff in excess of a period equal to an employee's length of employment but not more than three years.
- C. Failure to return to work in accordance with the terms and conditions of an approved leave of absence.

Section 3. Seniority lists shall contain the names of bargaining unit employees by class arranged in order of most to least senior.

- A. Upon request of the UNION, but not more often than once each calendar year, the EMPLOYER shall establish a seniority list for the designated class(es) and unit. A seniority list shall also be established for affected class(es) within the unit at least ten (10) calendar days prior to the effective date of a layoff. A copy of seniority lists when established shall be furnished to the UNION's designated representative.
- B. Employees and the UNION shall be obligated to notify the EMPLOYER by certified mail of any error in the seniority list within thirty (30) days of the date the seniority list is furnished to the UNION's designated representative. Within thirty (30) days of notification of errors, the EMPLOYER shall correct errors in the seniority list and furnish the corrected list to the UNION's designated representative. If no error is reported within thirty (30) days after the date the seniority list is furnished or within thirty (30) days after the date a correction in such list is furnished to the UNION's designated representative, the list will stand correct as posted.

Section 4. Except in those instances where senior employees are not qualified to perform remaining work duties, seniority shall determine the order of:

- A. Layoff which shall be in inverse order of seniority within each work classification and department (except as otherwise provided in Attachment B), provided that any employee who is to be laid off and has previously served in a

- B. lower work classification covered by this AGREEMENT may request to exercise seniority rights in such lower classification or its designated equivalent.
- C. Recall from layoff which shall be in order of seniority within each work classification and department (except as otherwise provided in Attachment B), provided that if an employee does not return to work upon recall, as directed by the EMPLOYER or on an extended date mutually acceptable to the employee and EMPLOYER, they shall automatically have terminated their employment.
- D. If a senior employee requests exercise of seniority rights over a less senior employee for purposes of layoff, the senior employee, as a condition of the EMPLOYER granting such a request, must accept the work schedule (days of week, work shift, and the number of hours per shift) and work location of the least senior employee. The senior employee, as an alternative to replacing the least senior employee in the department (except as otherwise provided in Attachment B), may, if such least senior employee's work location is outside the senior employee's geographical work area, request exercise of seniority rights over the least senior employee in the senior employee's geographical work area. Geographical work areas for the purposes of this section shall be as contained in Attachment A. In situations when more than one (1) employee in a job class is simultaneously requesting to exercise seniority rights to positions in the same lower job class, the EMPLOYER will make reasonable efforts to match scheduled hours by seniority.

Section 5. The EMPLOYER shall issue written notice of layoff or recall from layoff to affected employees at least ten (10) calendar days in advance of the effective date. Such notice shall be made by certified mail to the employee's last known address as shown by the EMPLOYER's records except when the employees are present at the worksite to receive notice.

Section 6. Assignment of employees to designated departments shall be at the discretion of the EMPLOYER. When it is necessary for the EMPLOYER to assign/re-assign an employee to a different work assignment, the EMPLOYER will provide such employee with two (2) weeks advance notice when practicable.

Section 7. The above provisions shall not apply to the seniority list established by the EMPLOYER and provided to the UNION prior to the effective date of a layoff as provided in Section 3A herein.

Section 8. Employees on layoff will be recalled to fill vacancies in other classes and departments for which qualified, provided they may not exercise seniority rights to create such vacancies. Such employees may waive the recall if the salary rate offered by the EMPLOYER for the position to which recalled is more than twenty (20%) percent below the salary rate of the employee when laid off. The name of an employee so recalled will remain on the layoff list for the class from which laid off, subject to the conditions and limitations set forth in this AGREEMENT.

The parties agree to provide employees who are laid off and in the "Alternative Placement Process" the opportunity to state their preference when there is more than one placement opportunity available to them. (The County would be obligated to take the employee's preference into consideration but would not be required to grant the employee's preference).

The parties agree that if there are alternative placement opportunities available and placement is not accomplished within two (2) weeks of the layoff notice, the UNION may appeal the matter to the County Ombudsperson. If placement is not accomplished within 3 weeks of the layoff notice, and if there is an alternative placement opportunity available, the employee will be compensated at the rate of the available position subject to offset by any County derived earnings (i.e. temporary or intermittent wages, or Reemployment Insurance).

ARTICLE 7 - GRIEVANCE PROCEDURE

Section 1. A grievance shall be defined as a dispute or disagreement raised by an employee against the EMPLOYER involving the interpretation or application of the specific provisions of this AGREEMENT.

Section 2. It is specifically understood that any matters governed by statutory provisions, County Human Resources Rules, or departmental personnel rules, except as expressly provided for in this AGREEMENT, shall not be considered grievances under this AGREEMENT. If by law an appeal procedure, other than the grievance procedure contained herein, is available for resolution of a dispute arising from any provision covered by this

AGREEMENT and the aggrieved party pursues the dispute through such appeal procedure provided by law, the aggrieved employee(s) shall be precluded from making an appeal under this grievance procedure.

Except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission or Minn. Stat. §§ 363.01 - .20, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

Section 3.

GRIEVANCE PROCEDURE: Grievances, as herein defined, shall be processed in the following manner:

Step 1: INFORMAL. An employee claiming a violation concerning the interpretation or application of the express provisions of this AGREEMENT shall:

- A. Within twenty-one (21) calendar days after the first occurrence of the event giving rise to the grievance, present such grievance, with or without the union representative, to their supervisor who is designated as appropriate for this purpose by the EMPLOYER.
- B. The supervisor shall give their verbal or written answer within fourteen (14) calendar days after such presentation to the employee and their steward.

Step 2: FORMAL. If the grievance is not satisfactorily resolved in Step 1 and the UNION wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be referred, in writing, to the Department Head or their designated representative and to the Labor Relations Director or their designee within fourteen (14) calendar days after the designated supervisor's answer as provided for in Section 3, Step 1-B. The grievance appeal shall be initiated by means of a written grievance to be signed by the employee and the union representative. The written grievance shall set forth the nature of the grievance, the facts on which it is based, the provisions of the AGREEMENT allegedly violated, and the relief requested. The Department Head and/or their designated representative shall discuss the grievance with the UNION within fourteen (14) calendar days after the date presented at a time agreeable to the parties. If the grievance is resolved as a result of such a meeting, the settlement shall be reduced to writing and signed by the Department Head or their designated representative and the union representative. If no settlement is reached, the Department Head or their designated representative shall give a written answer to the union representative within fourteen (14) calendar days following their meeting.

Step 3: MEDIATION. If the grievance is not settled in accordance with the procedure set forth in Step 1 or Step 2, it may be submitted to mediation provided that the UNION and the Labor Relations Director or their designee, by mutual agreement, jointly petition the Minnesota Bureau of Mediation Services for assistance in resolving the grievance within ten (10) working days after the employee and UNION's receipt of the EMPLOYER's written answer in Step 2. The parties shall have thirty (30) calendar days in which to resolve the grievance through mediation.

Section 4.

ARBITRATION - If the grievance is not settled in accordance with the foregoing procedure, the UNION may refer the grievance to arbitration within fourteen (14) calendar days after the employee and UNION's receipt of the EMPLOYER's written answer in Step 2. The parties shall mutually agree upon an arbitrator. If the parties are unable to agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Public Employment Relations Act and administered by the State of Minnesota Bureau of Mediation Services. The arbitrator shall hear the grievance at a scheduled meeting subject to the availability of the EMPLOYER and the union representatives. The arbitrator shall notify the union representative and the EMPLOYER of their decision within thirty (30) calendar days following the close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION in the event of a split decision, provided that each party shall be responsible for compensating its own representatives and witnesses. In the event that the arbitrator rules for one party or the other, the fees and expenses for the arbitrator's services and proceedings shall be borne by the losing party, provided that each party still remains responsible for compensating its own representatives and witnesses. Employees who serve as such representatives or witnesses shall not be compensated at a rate in excess of their BASE PAY RATE. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, provided it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally. The arbitrator shall not have the 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(s) submitted, in writing, by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue(s) 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 decision shall be based solely upon the arbitrator's interpretation or application of the express terms of this AGREEMENT and on the facts of the grievance presented. If the arbitrator determines that the grievance is covered by law or statute, or not covered by the express provisions of this AGREEMENT, the arbitrator shall refer the grievance back to the parties without decision or recommendation. The parties may, by a written agreement, agree to submit more than one grievance to the arbitrator provided that each grievance will be considered as a separate issue and each on its own merits.

- Section 5.** 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 on the basis of the EMPLOYER's last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the employee/UNION may elect to treat the grievance as denied at that step. The UNION may then immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and UNION representatives involved in each step.
- Section 6.** Employees serving an initial probationary period shall have right of appeal only through Step 2 of this grievance procedure except for a grievance alleging an error in salary or benefits due.
- Section 7.** Limited duration employees (except for an employee whose work schedule is intermittent, non-continuous or irregular in nature) and employees serving in the unclassified service shall have right of appeal only through Step 2 of this grievance procedure, provided employees of the Law Library shall also have right of appeal to the arbitration step of this grievance procedure.
- Section 8.** A regular employee serving a promotional probationary period shall have right of appeal under this grievance procedure provided that such employee shall not have right to appeal beyond Step 2 of this grievance procedure, a demotion to their previous classification upon failure to satisfactorily complete the required promotional probationary period. When feasible, a demoted employee shall be returned to the geographical area from which originally promoted.
- Section 9.** The grievant shall not suffer loss of regular pay while the grievant's presence is necessary at a grievance presentation meeting with the EMPLOYER or an arbitrator, except where such grievance presentation meeting or arbitration hearing occurs during the period the grievant has been removed from their job for disciplinary reasons. The time spent by the grievant in an arbitration hearing shall not be counted as time worked for overtime eligibility.

ARTICLE 8 - NO STRIKE-NO LOCKOUT

- Section 1.** In recognition of the provisions included in this AGREEMENT for a grievance procedure to be used for resolution of disputes, the UNION agrees that neither the UNION, its officers or agents, nor any of the employees covered by this AGREEMENT will engage in, encourage, sanction, support or suggest any strikes, slowdowns, mass absenteeism, mass use of sick leave, the willful absence from one's position, the stoppage of work or the abstinence in whole or in part of the full, faithful and proper performance of the duties of employment. Any violation of any provisions of this Article may be cause for disciplinary action including discharge.
- Section 2.** No lockout shall be instituted by the EMPLOYER during the life of this AGREEMENT provided Section 1 of this Article is not violated by employees or the UNION.

ARTICLE 9 - WORK SCHEDULES/PREMIUM PAY

- Section 1.** This Article is intended only to define the normal hours of work and to provide the basis for the calculation of premium pay, if any. Nothing shall be construed as a guarantee of hours of work per day or per week.

Section 2. A payroll period shall be an averaged eighty (80) hours of work within a fourteen (14) calendar day period, except as may otherwise be defined in this AGREEMENT.

Section 3. Work shifts, work breaks, staffing schedules and the assignment of employees, shall be established by the EMPLOYER.

- A. Where staffing schedules are routinely subject to change, a staffing schedule showing the regular workdays and work hours of all employees shall normally be prepared and posted at least fourteen (14) calendar days in advance of their effective date. Such staffing schedules, once posted, will only be modified when necessitated by unscheduled employee absences and unscheduled changes in workload.
- B. A temporary change in the staffing schedule of a part-time or limited duration employee is not a staffing schedule change for purposes of this Article.
- C. Employees may mutually agree to exchange days, shifts or hours of work with the approval of their supervisor provided such change does not result in the payment of overtime.
- D. If changes concerning length and/or start and end of shifts for a work unit are to be made in existing full-time shifts, the EMPLOYER shall notify the UNION in advance of implementing the proposed changes and will provide the UNION the opportunity to meet and confer with respect to the proposed changes and their effect on employees. Such meet and confer sessions shall be conducted prior to the implementation of the change, except where an emergency or other unpredictable condition makes this impractical.
- E. Employees shall normally be granted an unpaid lunch break and two paid (2) fifteen (15) minute relief periods during each full work shift of eight hours or more at times designated by the EMPLOYER. In some situations, work demands may on occasion preclude the granting of an uninterrupted lunch break or relief period.

Section 4. Worked hours in excess of forty (40) hours per work week shall be overtime and compensated at one and one-half (1 1/2) times the employee's base pay rate or one and one-half (1 1/2) hours compensatory time for each hour worked, subject to the provision that no employee shall be eligible for overtime premium unless prior approval of the overtime work was granted by the employee's immediate supervisor or their designee. Overtime premium shall be provided in the form of either cash payment or compensatory time as determined appropriate by the EMPLOYER, provided employees shall have the right to indicate their preference to the EMPLOYER.

Section 5. Employees shall be available for overtime work, holidays and night shifts when assigned to such unless excused by the EMPLOYER.

Section 6. Unless specifically provided in another section of this Article, the base pay rate or premium compensation shall not be paid more than once for the same hours worked under any provisions of this AGREEMENT.

Section 7. Shift Differential – Sheriff's Office.

For the Sheriff's Office only, a shift differential \$1.00 per hour shall be paid to all employees who work on an assigned shift where at least four (4) hours of the shift occur between 5 p.m. and 7 a.m. This shift differential shall be \$1.25 per hour for Sheriffs Records Coordinator and Public Safety Records Clerk.

Such shift differential shall be paid in addition to other forms of premium compensation for which the employee qualifies. Employees of the Department shall be subject to the same eligibility criteria for shift differential as applies to the majority of employees in their work unit. This shall include circumstances in which overtime subsequently results in the addition of hours before and/or after an employee's original assigned shift. Shift differential shall be paid along with any other applicable forms of premium compensation.

Shift Differential – All Other Departments. For all other departments, the shift differential shall be paid to all employees who work on an assigned shift where at least five (5) hours of the shift occur between 5 p.m. and 7 a.m. Shift differential shall be paid along with any other applicable forms of premium compensation.

- Section 8.** Call Back Pay. Employees called to the work site by the EMPLOYER shall be paid for hours actually worked at their base pay rate but not less than three (3) hours. Such payment shall be either in cash or compensatory time off as determined by the EMPLOYER.
- Section 9.** Should the EMPLOYER intend to institute alternate work schedules (i.e., 10-hour shifts), flex time, job sharing or work tasking, it shall first meet and confer on any of the above-mentioned items with the UNION.
- Section 10.** When an employee is expressly assigned to perform the duties of a position allocated to a different classification that is temporarily unoccupied, and such assignment is for forty (40) or more continuous regular hours, the employee shall be paid for all such hours at the employee's current salary rate when assigned to work in a lower or equal class or at a rate within a higher range which is equal to the minimum rate for the higher class; or one step higher; or a minimum of the negotiated in-range salary adjustment, whichever is greater. In order to qualify for such higher rate, the employee must perform that work which distinguishes the higher classification from the employee's regular class in terms of level of responsibility, types of duties, and/or quality and quantity. Rotation of employees through a position in a higher class for the purpose of avoiding payment of out of class pay is a violation of the intent of the out of class pay agreement.
- Section 11.** Work shifts shall be considered part of the day and date on which they begin provided that in the Sheriff's Department and the Information Technology Department a work shift shall belong to the day on which the majority of the hours worked occur.
- Section 12.** Weekend Differential.
A weekend differential will be paid to all employees required to work on any shift(s) that starts on either Saturday or Sunday. The shift differential will be \$1.00 per hour.

Such weekend differential shall be paid in addition to other forms of premium compensation for which the employee qualifies.

Rather than being paid the weekend differential based on a work shift that starts on either Saturday or Sunday, Computer Operators in the Information Technology Department shall be paid the differential for all hours worked between 12 midnight Friday and 12 midnight Sunday
- Section 13.** Approved vacation hours shall count as hours worked for purposes of computing overtime.
- Section 14.** In the Sheriff's Department, overtime shall be distributed as equally as practicable.
- Section 15.** Multilingual Stipends.
Bargaining unit employees who are specifically required or authorized by the EMPLOYER to use multilingual skills shall be compensated for such work according to the following terms and conditions:
A. Regular Multi-Lingual Stipend. Employees who are regularly required to use multilingual skills in addition to other job duties shall receive a salary stipend of \$47.50 per payroll period. This stipend will be in effect for all compensated hours including compensated leaves.
B. Occasional Bi-Lingual. Employees who provide multilingual skills on an occasional or irregular basis at the request of the EMPLOYER shall receive \$9.50 in addition to their regular salaries for any workday on which such services are performed. This additional compensation shall not exceed \$47.50 for any one payroll period
- Section 16.** In Charge Pay - Senior Service Center Representative. Employees in the job class of Senior Service Center Representative who are expressly designated to direct the operations of a Service Center in the absence of a Public Service Unit Supervisor (Service Center Supervisor) or a Residential Real Estate Services Supervisor (RRES Supervisor) shall receive a differential of \$1.00 per hour.

In Charge Pay – Library Specialist (Office Specialist II) Employees in the job class of Library Specialist (Office Specialist II) who are expressly designated to direct the support functions or the building functions (as outlined in the department's best practices) of a library in the absence of a supervisor or a Lead Worker shall receive a differential of \$1.30 per hour for each hour or portion thereof so designated.

In Charge Pay – Associate Librarian. An Associate Librarian expressly designated by the EMPLOYER to be in charge of a library in the absence of either a supervisor(s) or a Librarian, will receive, in charge pay, provided such assignment is for a period of at least one (1) hour. The in charge pay will be \$1.30 per hour.

The total rate paid to the employee under the provisions of this section shall not be less than the total rate provided by Section 10 of this Article ("work out of class" pay), provided the employee qualified for payment under the provisions of Section 10.

Section 17. In the event the EMPLOYER exercises its discretion to close a department, work site or workplace due to an emergency, including inclement weather, employees who were scheduled to work but could not due to such EMPLOYER decision may use accrued leave (vacation/PTO, sick leave, compensatory time, deferred holiday) to cover the hours missed. Further, with the approval of the EMPLOYER, an employee may be allowed to make up the time by working additional hours. Such approved additional hours may be assigned in a work location which is different from the employee's regular work location, if practicable.

Section 18. Employees expressly assigned by the EMPLOYER to remain in "On Call-Off Premises" status will receive \$2.60 per hour (only HH Services Representative)

Section 19. Field Training Officer (FTO) Pay. In the Sheriff's Central Records, employees specifically assigned by the Sheriff/designee to perform the duties of Field Training Officer (FTO), as defined by the Sheriff/designee, will be paid an additional \$1.00 per hour for those hours worked as an FTO provided the assignment is for a period of at least one (1) hour. If an employee is assigned as an FTO they shall be paid the premium pay regardless of the number of trainees. The parties agree that there is a certain degree of guidance and coaching that more experienced employees are expected to provide to new or newly assigned employees. The FTO duties shall be distinguished by the specific assignment of the employee by the Sheriff/designee as the FTO, as well as the requirement that the FTO sign off as a coach on the required evaluation forms. The parties further agree that training done in classroom or orientations performed in an office setting are not the type of training for which the FTO would be eligible for FTO pay.

Section 20. Sheriff's Office Shift Bidding. In the Sheriff's Office the job classes of Sheriffs Records Coordinator and Public Safety Records Clerk (formally Sheriff's Records Clerks) assigned to Central Records will have the opportunity to bid for their shifts. There will be two shift bids in each bidding year occurring on the same dates as the office bid dates. The bidding seniority will be their seniority within their job class. An employee with less than one year's job class seniority when a bid is conducted cannot bid.

ARTICLE 10 – HOLIDAYS

Section 1. Employees shall be entitled to compensated time off for designated holidays.

Designated holidays shall be eight (8) hours each and are as follows:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	The day immediately following Thanksgiving Day
Christmas Eve Day	The workday preceding the Christmas holiday Or
OR Leave Day with Pay	OR Date of Employee's choice
Christmas Day	December 25

*This Holiday Leave Day with Pay will be awarded at the beginning of the pay period containing Christmas Eve.

Section 2. **Employees who are assigned to work a holiday with the exception of Holiday Leave Day with Pay/Christmas Eve Day** shall receive compensation of two and one-half (2 1/2) times their base pay rate for hours worked on the holiday.

Employees who are assigned to work the Christmas Eve holiday shall receive compensation of two (2) times their base pay rate for hours worked on that holiday.

Compensation for holiday hours assigned/worked shall be provided either in compensated time off or cash payment as approved by the EMPLOYER. Eligible employees who work on Christmas Eve receive their pay for working and may save their Holiday Leave Day with Pay (8 hours for full-time employees) to use at another time and/or they may cash out the holiday benefit hours. The Christmas Eve holiday benefit may, for those employees who elect to work on this day, be instead utilized as a Holiday Leave Day with Pay to observe a religious, cultural or personally meaningful day.

Section 3. Except for operations which are seven (7) days per week and twenty-four (24) hours per day, when a holiday, as designated in this Article, falls on Sunday, the following day (Monday) shall be considered the holiday for employees, or when such holiday falls on Saturday, the preceding day (Friday) shall be considered the holiday for employees. An employee, regardless of their work schedule, shall receive the same number of holidays as an employee whose normal work week is Monday through Friday.

Section 4. Holidays which occur within an employee's approved and compensated vacation/PTO or sick leave period will not be chargeable to the employee's vacation/PTO or sick leave time.

Section 5. Employees may observe a religious holiday or a personally meaningful day on days which do not fall on a legal holiday. Observance of such religious holiday shall be charged against accumulated vacation/PTO, compensatory leave or taken as leave without pay. The EMPLOYER may arrange to have the employee work an equivalent number of hours to the hours taken for such holiday if arrangements can be made for the employee to work another day. The employee must notify the EMPLOYER at least ten (10) days in advance of the religious holiday of their intent to observe such holiday. The EMPLOYER may waive this ten (10) day requirement if the EMPLOYER determines that absence of such employee will not substantially interfere with the department's function.

ARTICLE 11A - VACATION– Employees hired/rehired/transferring prior to 1/1/23 and choosing vacation instead of PTO

Section 1. a. All eligible employees hired prior to January 1, 2023 who choose not to participate in paid time off (PTO), shall be eligible for vacation/sick leave at their current base pay rate. Eligible part-time employees accrue vacation on a pro-rated basis.

Eligible employees hired/rehired/transferring into this bargaining unit on or after January 1, 2023 are not eligible for Vacation/Sick and will participate in the Paid Time Off (PTO) Schedule 2. See Article 11B – PTO.

b. **Converting to PTO.** Those employees who are hired/rehired/transferred into this bargaining unit prior to January 1, 2023 and who elect traditional Vacation/Sick may, at any time choose to move from the Vacation/Sick program to the PTO Schedule that is appropriate for them based on their recent hire date during payroll year 2022 (See Article 11B- PTO). Effective 1/1/2023, all employees in PTO will accrue according to Schedule 2. The opportunity to move to PTO remains an ongoing choice for employees hired prior to January 1, 2023 but – once chosen – is irrevocable.

c. **Once PTO, Always PTO.** In all cases, if an employee joins the bargaining unit having participated in paid time off (PTO), such employee shall retain paid time off (PTO) at their existing PTO schedule 1 or 2 during payroll year 2022 (see Article 11B). Effective 1/1/2023, all employees in PTO will accrue according to Schedule 2.

d. **Transfers into the unit on or after January 1, 2023 must also participate in paid time off (PTO)**, even if they have previously been part of the Vacation/ Sick program.

Section 2. Eligible employees hired/ re-hired/transferred into the bargaining unit prior to January 1, 2023 who choose to remain in the vacation/sick program shall accrue vacation in accordance with the following schedule: Eligible part-time employees accrue vacation on a pro-rated basis.

<u>Number of Eligible Years Based on Vacation Rate Date</u>	<u>Annual Vacation Accrual Rate</u>
Less than six (6) months	64 hours (8 days)
More than six (6) months but less than five (5) years	96 hours (12 days)
More than five (5) years but less than eight (8) years	120 hours (15 days)
More than eight (8) years but less than twelve (12) years	144 hours (18 days)
More than twelve (12) years but less than eighteen (18) years	160 hours (20 days)
Over eighteen (18) years	184 hours (23 days)

Section 3. Vacation shall not accumulate in excess of two hundred eighty (280) hours. The EMPLOYER shall not be responsible for managing an employee's vacation balance so as to ensure no loss of the benefit because the balance is at or near the 280-hour limit. Correspondingly, the EMPLOYER will not force employees to take vacation for such purpose.

Section 4. Requests for vacation must be submitted to the employee's designated supervisor at least forty-eight (48) hours in advance of the absence requested and are subject to the supervisor's written approval. The forty-eight (48) hour advance notice requirement may be waived if, in the judgment of the supervisor, the leave will not cause undue inconvenience to the EMPLOYER. The EMPLOYER shall respond in writing to written employee vacation requests within seven (7) calendar days of the date the request is received provided the request is received by the EMPLOYER at least seven (7) calendar days prior to the beginning of the requested vacation period. Such employer approval must be received by the employee in order for such vacation request to be considered approved. Vacations, once approved, shall not be cancelled by the EMPLOYER except for unforeseen circumstances.

Section 5. When it is necessary for the EMPLOYER to disapprove vacation leave requests because the number of employees requesting leave exceeds the number of employees the EMPLOYER determines it possible to grant such vacation leave, the EMPLOYER shall consider seniority, job assignment and order of submission in granting such requests.

Section 6. Upon the complete termination of employment, employees shall be eligible to receive their unused accumulated vacation as a severance payment. Any vacation severance shall be paid at the employee's base pay rate at the time of termination and shall be subject to the limitations on severance payment stated in the Article herein titled "Severance Pay."

Section 7. Employees may use accumulated vacation leave benefits as an extension of sick leave, provided all sick leave benefits have been exhausted. Vacation leave benefits utilized as an extension of sick leave shall be subject to the same conditions regulating the use of sick leave.

Section 8. At the discretion of the Department Director, employees hired after December 18, 2001, may receive vacation accrual rate credit for previous relevant experience with another employer. Further, at the discretion of the Department Director, additional vacation accrual may be granted for the purposes of retaining a valuable employee.

ARTICLE 11B – PAID TIME OFF (PTO)

Section 1. Employees Hired On or After December 21, 2009:

Eligible employees hired/rehired/ transferred into this bargaining unit on or after December 21, 2009 but prior to January 1, 2023 may choose either paid time off (PTO) or Vacation/Sick Leave as described in Articles 11A and 12A of this AGREEMENT. Failure to make a definitive choice between paid time off (PTO) and Vacation/Sick will result in the new employee receiving Vacation/Sick. For payroll year 2022, the paid time off

(PTO) program available to such employees shall be that described in Schedule 1, below: Eligible part-time employees accrue PTO on a pro-rated basis.

Employees hired on or after December 21, 2009 who initially elected the Vacation/Sick Leave Program may, at any time choose to move from the traditional Vacation/ Sick Leave programs to paid time off (PTO) as described in Schedule 1 below for payroll year 2022. This one-time choice is irrevocable.

Employees hired/rehired/transferred into the bargaining unit on or after January 1, 2023 will be automatically enrolled in paid time off (PTO) described in Schedule 2 below and are not eligible for traditional Vacation/ Sick Leave. Eligible part-time employees accrue PTO on a pro-rated basis.

Paid Time Off (PTO) Schedule 1 - Hired on or after December 21, 2009 – This scheduled becomes obsolete 12/31/22 and all employees will be moved to PTO Schedule 2 effective 1/1/2023.

<u>Number of Eligible Years Based on PTO Rate Date</u>	<u>Annual Paid Time Off (PTO) Accrual Rate</u>
More than zero (0) months but less than five (5) years	20 days
More than five (5) years but less than eight (8) years	23 days
More than eight (8) years but less than twelve (12) years	26 days
More than twelve (12) years but less than eighteen (18) years	28 days
Over eighteen (18) years	31 Days

Section 2. Employees Hired Prior to December 21, 2009:

Employees hired prior to December 21, 2009 may, choose to move from the Vacation/Sick Leave programs as described in Articles 11A and 12A of this AGREEMENT, to paid time off (PTO). This one-time choice shall be irrevocable. [The paid time off (PTO) program available to such employees shall be that described in Schedule 2, below:

Paid Time Off (PTO) Schedule 2 - In 2022, this schedule is applicable only to employees hired prior to 12/21/09. Effective 1/1/2023, this schedule 2 becomes applicable to all eligible employees regardless of hire date and Schedule 1 becomes obsolete.

<u>Total Number of Eligible Years Since Most Recent Date of Hire</u>	<u>Annual PTO Accrual Rate</u>
More than zero (0) months but less than five (5) years	22 days
More than five (5) years but less than eight (8) years	25 days
More than eight (8) years but less than twelve (12) years	28 days
More than twelve (12) years but less than eighteen (18) years	30 days
Over eighteen (18) years	33 days

Section 3. Unused paid time off (PTO) hours, which have accrued to the credit of the employee, may be accumulated to a maximum of sixty (60) days (480 hours).

Section 4. For eligible employees who chose paid time off (PTO), paid time off (PTO) after having been in the vacation/sick program, paid time off (PTO) and vacation hours shall be combined and referred to as paid time off (PTO). However, no employee may accrue more than 480 hours of paid time off (PTO). The EMPLOYER shall not be responsible for managing an employee's paid time off (PTO) balance so as to ensure no loss of benefit because the balance is at or near the 480-hour limit. Correspondingly, the EMPLOYER will not force an employee to take paid time off (PTO) for such purpose.

Section 5. Requests for paid time off (PTO) must be submitted to the employee's designated supervisor at least forty-eight (48) hours in advance of the absence requested and are subject to the supervisor's written approval. The forty-eight (48) hour notice requirement may be waived in the event of illness, or if in the judgment of the supervisor, the leave will not cause undue inconvenience to the EMPLOYER. The EMPLOYER shall respond in writing to written employee paid time off (PTO) requests within seven (7) calendar days of the date the request is received provided the request is received by the EMPLOYER at least seven (7) calendar days prior to the beginning of the requested paid time off (PTO) period. Such EMPLOYER approval must be received by

- the employee in order for such paid time off (PTO) request to be considered approved. Paid time off (PTO), once approved, shall not be cancelled by the EMPLOYER, except for unforeseen circumstances.
- Section 6.** When it is necessary for the EMPLOYER to disapprove paid time off (PTO) leave requests because the number of employees requesting leave exceeds the number of employees the EMPLOYER determines it possible to grant such paid time off (PTO), the EMPLOYER shall consider seniority, job assignment and order of submission in granting such requests.
- Section 7.** Upon termination of employment, regular employees shall be eligible to receive their unused accumulated paid time off (PTO). Any paid time off (PTO) shall be paid at the employee's base pay rate at the time of termination.
- Section 8.** At the discretion of the Department Director, employees hired after December 21, 2009, may receive paid time off (PTO) accrual rate credit for previous relevant experience with another employer. Further, at the discretion of the Department Director, additional paid time off (PTO) accrual may be granted for purposes of retaining a valuable employee.
- Section 9.** Trade Time for Fitness. Employees may use paid time off (PTO) to pay for approved health and fitness activities to a maximum of \$2,000.00 per year. Where applicable, this language shall be coordinated with Article 12B, Sick Leave, Section 6, to ensure that no employee uses paid time off (PTO) hours and frozen sick leave hours totaling more than \$2,000.00 per year.
- Section 10.** Medical Leave. An employee who, because of illness or injury, has exhausted all paid time off (PTO) benefits may be granted a medical leave of absence without pay. The seniority status of a disabled employee who is granted a medical leave of absence shall be determined in accordance with the provisions of the article herein titled "Seniority." An employee requesting a medical leave of absence without pay shall be required to furnish conclusive evidence of disability to the EMPLOYER. If the employee fails to furnish conclusive evidence that the absence from duty is necessary, or if the employee fails to undergo an evaluation or furnish a medical report as requested by the EMPLOYER in accordance with the article herein titled "Fitness for Duty", the EMPLOYER shall have the right to require the employee to return to work on a specified date. Should the employee not return to work on such specified date, the employee may be considered to have resigned in accordance with the article herein titled "Absence Without Leave."
- Section 11.** Employees who consistently fail to provide adequate notice prior to the use of paid time off (PTO), shall be subject to disciplinary action or shall be required to submit medical verification attesting to the necessity of the leave from a medical authority.
- Section 12.** If an employee joins the bargaining unit having participated in the EMPLOYER's paid time off (PTO) Program, such employee shall retain paid time off (PTO) at their existing PTO schedule 1 or 2.

ARTICLE 12A - SICK LEAVE

- Section 1.** Sick leave shall be earned by employees who choose not to participate in paid time off (PTO) at the rate of .046154 hours for each hour of service except that newly hired, re-employed or reinstated employees who have completed less than six (6) months of service, shall earn sick leave benefits at the rate of .030769 hours for each hour of service.
- Section 2.** Sick leave benefits shall only accrue when an employee is on compensated regular hours or, in accordance with state and federal laws, is on approved military leave.
- Section 3.** An employee may accumulate seven hundred twenty (720) hours of sick leave. For every eight (8) hours of sick leave accumulated in excess of seven hundred twenty (720) hours, the employee will be given credit for four (4) hours of additional vacation and four (4) hours of sick leave. Sick leave shall be charged off only for hours that would normally have been worked.
- Section 4.** Upon termination of employment in good standing of any *regular* employee, such employee shall be paid for their accumulated unused sick leave at the employee's base pay rate subject to the limitations on severance payment stated in the Article herein titled "Severance Pay."

Section 5. An employee may utilize their allowance of sick leave for absences necessitated by inability to perform the duties of their position by reason of illness, injury, or mental health status, by necessity for medical care or dental care, or by exposure to contagious disease under circumstances in which the health of employees with whom they is associated or members of the public with whom they deals would be endangered by their attendance on duty, or by illness in their immediate family for such periods as their absence is necessary subject to certification by medical authority.

The term "immediate family" is limited to child, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, stepparent, grandparent and an adult person regularly residing in the employee's immediate household.

Sick leave usage is subject to approval and verification by the EMPLOYER who may, after three (3) consecutive days' absences, require the employee to furnish a report from a recognized physical or mental authority attesting to the necessity of the leave, and other information the EMPLOYER deems necessary, as provided in the Article herein titled "Fitness for Duty." Employees whose use of sick leave is habitual, patterned or inappropriate may be required to submit such report for absences of less than three (3) days duration.

Section 6. Sick leave benefits when authorized shall be paid at the employee's current base pay rate.

Section 7. To be eligible for sick leave payment, an employee must notify their supervisor or their designee as soon as possible but not later than the starting time of their scheduled shift. This notice may be waived if the employee can conclusively establish that they could not reasonably have been expected to comply with this requirement because of circumstances beyond the control of the employee.

Except that, to be eligible for sick leave payment, an employee of the Sheriff's Office who works in a twenty-four (24) hour operation must notify their designated supervisor or their designee as soon as possible but not less than (2) hours prior to the starting time of their scheduled shift. This notice may be waived if it is determined that the employee could not reasonably be expected to comply with this requirement.

Section 8. A disabled employee who, because of illness or injury, has exhausted all sick leave benefits may be granted a medical leave of absence without pay. The seniority status of a disabled employee who is granted a medical leave of absence shall be determined in accordance with the provisions of the Article herein titled "Seniority." An employee requesting a medical leave of absence without pay shall be required to furnish conclusive evidence of disability to the EMPLOYER. If the employee fails to furnish conclusive evidence that the absence from duty is necessary, or if the employee fails to undergo an evaluation or furnish a medical report as requested by the EMPLOYER in accordance with the Article herein titled "Fitness for Duty," the EMPLOYER shall have the right to require the employee to return to work on a specified date. Should the employee not return to work on such specified date, the employee may be considered to have resigned in accordance with the Article herein titled "Absence Without Leave."

Section 9. All sick leave that has been accumulated by an employee shall be cancelled upon the date of separation from the County service.

Section 10. Trade Time for Fitness. Employees may utilize sick leave to pay for approved health and fitness activities, to a maximum of \$2,000.00 per year.

Section 11. When an employee leaves employment with the county and later returns to a **regular** position, sick leave hours will not be restored.

ARTICLE 12B – SICK LEAVE

Section 1. For employees who choose paid time off (PTO), sick leave balances, if any, will be frozen. No additional sick leave will accrue.

Section 2. An employee's frozen sick leave balance, if any, may be accessed for any approved absence from work. Use of frozen sick leave shall be limited to inability to perform the duties of their position by reason of illness, injury, or mental health status, by necessity for medical care or dental care, or by exposure to contagious disease under which the health of employees with whom they is associated or members of the public with whom they

deal would be endangered by their attendance on duty, or by illness in their immediate family for such periods as their absence shall be necessary subject to certification by a medical authority.

- Section 3.** Upon separation of employment in good standing of any regular employee, such employee shall be paid for their frozen sick leave balance at the employee's base pay rate subject to the limitations on severance payment stated in the article herein titled "Severance Pay".
- Section 4.** Frozen sick leave benefits, when authorized, shall be paid at the employee's current base pay rate.
- Section 5.** Employees who participate in the EMPLOYER's paid time off (PTO) Program, shall not accrue sick leave, but rather shall accrue paid time off (PTO) consistent with Article 11B, Paid Time Off (PTO).
- Section 6.** Trade Time for Fitness. Employees may utilize their frozen sick leave to pay for approved Health and fitness activities to a maximum of \$2,000.00 per year.

ARTICLE 13 - LEAVES OF ABSENCE

- Section 1.** Except as otherwise provided in this AGREEMENT, written request for leave shall be made by employees prior to the beginning of the period(s) of absence and no payment for any absence shall be made until the leave is properly approved. All leaves of absence without pay shall be granted at the discretion of the EMPLOYER and must be approved by the EMPLOYER in advance. Upon application by the employee, leaves of absence may be extended or renewed at the discretion of the EMPLOYER.
- Section 2.** Authorization for or denial of a requested leave of absence without pay of more than ten (10) working days duration, shall be furnished to the employee in writing by the EMPLOYER within seven (7) working days of its receipt. All leave of absence requests shall be given reasonable consideration by the EMPLOYER.
- Section 3.** Deductions from leave accumulations for an employee on leave with pay shall be made on a work shift basis, and no such deductions shall be made from leave accumulations for holidays or non-workdays falling within such leave with pay, subject to the provisions set forth in the Article herein titled "Holidays."
- Section 4.** Accrual of vacation leave, sick leave and paid time off (PTO) during the period of leave of absence with pay shall continue. If an employee is granted leave without pay, they will not be credited with vacation, sick leave and paid time off (PTO) accruals for the period of leave without pay with the exception of approved military leave when required by law.
- Section 5.** A leave of absence for birth or adoption of a child shall be in accordance with the policy set forth in Section 12, Hours of Work and Leaves of Absence, of the Hennepin County Human Resources Rules.
- Section 6.** All leaves of absence without pay shall be subject to the condition that the EMPLOYER may cancel the leave at any time upon prior notice to the employee specifying a date of termination of the leave. Military leave, leave for purposes of union business or educational leave approved by the EMPLOYER in writing as non-cancelable for a specific duration shall not be subject to such cancellation. Notwithstanding the above, the EMPLOYER, upon prior notice to the employee, may cancel any approved leave of absence at any time the EMPLOYER has evidence that the employee is using the leave for purposes other than those specified at the time of approval.
- Section 7.** No leave of absence without pay shall be granted for the purpose of accepting or continuing other employment.
- Section 8.** Any employee returning from an approved leave of absence as covered by this Article who has complied with all the conditions upon which the leave was approved shall:
- A. Be reinstated in the position held at the time the leave was granted if the leave was for a period of less than six months duration, or
 - B. In the event the position held at the time the leave was granted has been filled or abolished, the employee shall be reinstated to a vacant position for which qualified in the class, bargaining unit and department from which leave was granted, or

- C. In the event no vacancy exists in the class, bargaining unit and department from which leave was granted, the employee may either exercise County seniority to replace the least senior employee in the class, bargaining unit and department from which the leave was granted, provided the employee is qualified to perform the work of the less senior employee, or if mutually agreeable to the employee and the EMPLOYER, be placed on a layoff list for the class, bargaining unit and department from which leave was granted. The salary rate for an employee reinstated following a leave of absence shall be the rate the employee held at the time the leave was granted or such rate as adjusted by a general adjustment to the class.

Section 9. A leave of absence for purposes of union business shall be in accordance with M.S. 179A.07, subd. 6.

Section 10. An employee acting in their official capacity within the limits of the authority established by the EMPLOYER who receives a disabling injury during the performance of assigned official duties wherein the injury is sustained through a physical assault by a client or a member of the public, and wherein the employee has not contributed to the cause of the injury through negligence or provocation, may be granted leave with pay for any period of disability up to ninety (90) calendar days. Request for such leave shall be presented to the EMPLOYER together with supporting documentation including appropriate physician(s) reports. Such leave, if granted, shall not be charged to normal sick leave and shall be subject to the provisions of the contractual Article herein titled "Leave Benefits and Workers' Compensation Benefits."

ARTICLE 14 - ABSENCE WITHOUT LEAVE

Any absence of an employee from scheduled duty that has not been previously authorized by the EMPLOYER may be deemed an absence without leave. Any employee absent without leave will be subject to disciplinary action, and any employee absent without leave for three (3) consecutive days may be deemed to have resigned their employment, provided that the EMPLOYER may grant approval for leave subsequent to the unauthorized absence if the employee can conclusively establish to the EMPLOYER that the circumstances surrounding the absence and failure to request leave were beyond the employee's control.

ARTICLE 15 - LEAVE BENEFITS AND WORKERS' COMPENSATION BENEFITS

Any employee who by reason of sickness or injury receives workers' compensation benefits may do either of the following:

- A. Retain the workers' compensation benefits and request to be placed on a medical leave of absence without pay, or
- B. Retain the workers' compensation benefit and receive from the County any available earned accumulated sick leave, vacation leave, paid time off (PTO) or other accumulated leave benefit.

The total weekly compensation including leave and workers' compensation benefits shall not exceed the regular weekly base pay rate of an employee.

ARTICLE 16 - BEREAVEMENT LEAVE

When necessary, leave with pay will be granted in cases of death of the following: spouse, parent, parent-in-law, stepparent, children, stepchildren, grandchildren, brothers and sisters, son-in-law, daughter-in-law, brother and sister-in-law, aunts, uncles, nieces, nephews, grandparents, grandparents-in-law, or person regarded as a member of the employee's immediate family. Such leave shall be subject to approval by the EMPLOYER, taking cultural circumstances into account, and is not to exceed forty-eight (48) hours in any payroll year. (See also Attachment C).

ARTICLE 17 - MILITARY LEAVE OF ABSENCE WITHOUT PAY

In accordance with the requirements and provisions of state and federal laws, employees shall be entitled to military leaves of absence without pay for services in the armed forces of the United States and reinstatement at the expiration of such leave. Such leave shall be authorized only in cases where the employee has been officially called to active duty in the military service and shall be authorized only as long as the employee is in the service as required by the government.

ARTICLE 18 - MILITARY RESERVE TRAINING

In accordance with state and federal laws, any employee who is a member of any reserve component of the military forces of the United States required by official military orders or related authority to attend Military Reserve training shall receive full wages at

their current base pay rate for the period of the active duty required for such training not to exceed fifteen (15) days per calendar year. See also the letter in the back of this Agreement for additional details.

ARTICLE 19 - COURT DUTY

Section 1. After due notice to the EMPLOYER, employees subpoenaed to serve as a witness in cases arising from or during the performance of their official duties, or called and selected for jury duty, shall be allowed their regular compensation at their current base pay rate for the period the court duty requires their absence from work duty, plus any expenses paid by the court. Such employees, so compensated, shall not be eligible to retain jury duty pay or witness fees and shall turn any such pay or fees received over to the EMPLOYER. If an employee is excused from jury duty prior to the end of their work shift, they shall return to work as directed by the EMPLOYER or make arrangement for a leave of absence.

Section 2. Any absence, whether voluntary or by legal order to appear or testify in private litigation, not in the status of an employee but as a plaintiff or defendant, shall not qualify for leave under this Article and shall be charged against accumulated leave or be without pay.

ARTICLE 20 - ELECTION DAYS

An employee who is entitled to vote in any election, as defined in M.S. 204C.04, subd 2, may absent himself/herself from their work for the purpose of voting during such election day for a period not to exceed two (2) hours without deduction from salary on account of such absence, provided the employee has made prior arrangements for the absence with the EMPLOYER. Any employee making claim for time off for voting and not casting a ballot or utilizing the time off for unauthorized purposes shall be subject to disciplinary action.

ARTICLE 21 - TIME OFF FOR TESTING

Section 1. Employees who have applied for promotional or transfer opportunity and are scheduled to participate in an examination process scheduled during the employee's work time will be granted time off for such purpose if the EMPLOYER determines its service will not be unduly affected by the employee's absence. Employees granted such time off will normally be scheduled to make up the time either before or after the absence provided the makeup time shall not qualify the employee for any premium compensation for which the employee would not otherwise have been eligible. If the EMPLOYER determines it is not practicable to arrange for the time to be made up, the employee shall use earned leave for the absence or, if not available, take it without pay.

Section 2. Subject to the conditions set forth in Section 1 herein, and not more often than twice each calendar year, employees shall be compensated for an examination process administered during the employee's regularly scheduled working hours.

ARTICLE 22 – INSURANCE

Section 1.

A. Employee Contributions toward Health Premiums

Standard Plan

Employee contributions to the plan will be based on the percentage of the total premium per tier shown below for 2022, 2023 and 2024

Employee only	11%
Employee + spouse	25%
Employee + child/ren	25%
Family	24%

Advantage Plan – Fairview/North Memorial/HealthEast OR HealthPartners/Park Nicollet

Employee contributions to the plan will be based on the percentage of the total premium per tier shown below for 2022, 2023 and 2024

Employee only	7%
Employee + spouse	21%

Employee + child/ren	21%
Family	20%

B. Health Insurance Premium and Plan Design Changes, 2023, 2024, 2025

The parties agree to a consensus decision making model within the context of the existing Labor Management Health Care Committee (LMHCC) for the purpose of setting plan design and premium for the years 2023, 2024, and 2025 as described below, and subject to the consensus parameters agreed to by the parties and incorporated by reference as an extension to this AGREEMENT.

The LMHCC's consensus recommendations will be advisory to the EMPLOYER. If a consensus decision is reached by 8/31 of any given year of the contract, both the UNION and the EMPLOYER agree to be bound by the decision, pending County Administration approval. The consensus recommendation will be submitted to County Administration for final approval.

If a consensus decision is not reached by the LMHCC by 8/31 in any given year of the contract, the EMPLOYER will, in its sole discretion, set the health insurance premiums for each plan, the cost-shares, and implement plan design changes, if any, for that particular year, after consulting with the third-party administrator, benefits consultants, and based on the discussions with and input from LMHCC.

During the last year of the contract, if a consensus decision on plan design and premium or continuation of the consensus model is not reached by the LMHCC by 8/31 of that year, the parties shall revert to the negotiation process as it has in the past. The EMPLOYER shall present their proposal for changes to plan design and premium in the traditional contract negotiation format, after consulting with the third-party administrator, benefits consultants, and based on discussions with and input from the LMHCC. Employee contributions for the subsequent AGREEMENT will continue to be subject to negotiations between the parties.

The consensus model described herein will expire on 8/31 of the last year of this AGREEMENT, unless the LMHCC provides a consensus recommendation that it should be continued into the subsequent AGREEMENT.

C. Health Insurance Provider Tiers, 2023, 2024, 2025

As agreed to in prior contracts, the EMPLOYER will, in its sole authority, determine how many tiers and which providers are included in which tier for the Standard Plan. Any such changes will be shared with the LMHCC group with the driving reason for such change and the financial impact initiating the change.

NOTE: Consistent with previous rounds of bargaining, the health insurance plan design and the provider networks / tiers shall not appear in the labor agreement(s), but rather shall reside on the [PreferredOne website](#).

D. Health Care Plan Reserves Fund

The EMPLOYER, in its sole discretion, will determine if and how many dollars from the Reserves Fund will be utilized.

E. Dependent Audit

The parties understand that new employees will continue to be required to provide evidence to establish dependent status.

Section 2.

For the duration of the AGREEMENT, benefit-earning EMPLOYEES shall be entitled to participate in the benefits programs listed in this section 2, to the same extent and upon the same terms and conditions as are applicable to all similarly situated Hennepin County benefit-earning EMPLOYEES. The EMPLOYER may at any time during the term of this Agreement unilaterally amend, modify, improve, discontinue or terminate any of these benefit plans or implement new plans or provisions provided those same changes are made for other similarly situated benefit-earning EMPLOYEES throughout Hennepin County. The EMPLOYER shall have sole discretion and authority to exercise these rights without any obligation to bargain with the UNION regarding the impact upon EMPLOYEES covered by this AGREEMENT.

Flexible Spending Account - Health Care (optional)
Flexible Spending Account - Dependent Care (optional)
Flexible Spending Account - Adoption Assistance (optional)
Flexible Spending Account – Parking (optional)
Dental Insurance and 40% Subsidy
Vision Insurance (optional)
Basic Life Insurance of \$50,000 (EMPLOYER paid)
Additional Life Insurance (optional)
Spouse/Domestic Partner Life Insurance (optional)
Dependent Life Insurance (optional)
Short Term Disability Plan (optional) – requires standard hours of 30 or more/week
Long Term Disability Plan (auto enrolled, Employer -paid) - requires standard hours of 30 or more/week
Deferred Compensation (optional – does not require employee to be benefit earning)
529 MN College Savings Plan (optional – does not require employee to be benefit earning)
Bus cards with 70% subsidy – (optional does not require employee to be benefit earning)
Paid Parental Leave – 6 weeks
Indemnification – [Employee Defense and Indemnification.docx \(sharepoint.com\)](#)
Vacation donation program – [Employee Requests for Vacation/PTO Donation \(sharepoint.com\)](#)
100% mental health coverage
Vacation/PTO cash out program, as authorized by County Administrator – up to 50 hours annually
\$500 stipend for employees hired into remote or hybrid positions from 1/3/22-12/31/24, after six months of employment

Section 3. It is expressly understood that the EMPLOYER's obligation in this Article is limited to payment of the specified premium charges for the group insurance coverage as specified herein.

Section 4. The EMPLOYER reserves the right to change insurance carriers or self-insure. If such change of carriers or self-insurance is to result in a change in the level of employee benefits, the EMPLOYER agrees to meet and confer with the UNION on the change.

Section 5. Early Retiree Health Insurance Program (ERHIP) for employees hired before 1/1/08 (see eligibility below).
Subd. 1. Benefit. The EMPLOYER shall provide access to the County's group health insurance program for eligible employees until the end of the month in which the employee turns age 65. An eligible employee shall receive the same County contribution towards the health insurance continuation benefit provided for in the ERHIP as though the employee is actively working and has elected single coverage in the County's group health insurance program. An eligible employee may elect to continue coverage under the County's group health insurance program for dependents provided the employee pays 100% of the cost of dependent coverage in addition to any required share of the single premium. The EMPLOYER may establish appropriate policies and procedures to implement and administer the ERHIP that are not inconsistent with the requirements of this section. These include, but are not limited to, the application process and the time period required to apply for ERHIP benefits, the process for remitting premium payments, adding or deleting dependents from coverage or the termination of coverage for the non-payment of premiums.

Subd. 2. Eligibility. Only employees that have County group health insurance coverage in force on the date of employment termination and who were hired by the EMPLOYER before January 1, 2008, are eligible to participate in the ERHIP. Employees newly hired, re-hired or re-instated on or after January 1, 2008, are ineligible to participate in the ERHIP. To receive the health insurance continuation benefit provided for in the ERHIP, the employee must meet at least one of the following three eligibility requirements:

A. The eligible employee meets one of the following age and years of service requirements:

<u>Age</u>	<u>Non-Continuous Years of Service</u>
55 but less than 62	20
62 but less than 63	15
63 but less than 64	14
64 but less than 65	13

- B. The eligible employee at the time of retirement qualifies for and applies for a full, unreduced retirement annuity (other than a deferred annuity), based on a minimum of ten (10) years of Hennepin County service, from an approved Minnesota public service retirement program.
- C. The eligible employee at the time of retirement qualifies for and applies for a retirement annuity (other than a deferred annuity), from an approved Minnesota public service retirement program with at least twenty-five (25) years of covered service, at least ten (10) of which must have been with Hennepin County.

Subd. 2a. Eligibility for Minneapolis Public Library (MPL) Employees. All persons employed in a regular position by the Minneapolis Library Board who are transferred to Hennepin County employment as a regular employee as a result of a merger between the Hennepin County and Minneapolis library systems are eligible to participate in the ERHIP. Former MPL employees may also exercise their right to opt-out of the ERHIP as provided in subdivision 3, provided they do so by July 1, 2008, or 30 days after the effective date of the merger, whichever date is later. Former MPL employees transferred to Hennepin County as a result of a merger shall not receive credit for their years of service at MPL for purposes of determining eligibility for the ERHIP. Only time spent in service while employed by Hennepin County as a regular employee will count towards determining eligibility for the ERHIP.

Subd. 3. Opt-out. Employees eligible to participate in the ERHIP may opt out of the program. Employees desiring to opt-out elected in writing prior to July 1, 2008, whether they would maintain their current retiree insurance benefit, or opt out of the ERHIP and participate in the Health Care Savings Plan (HCSP) option. This was a one-time, irrevocable election. Employees who did not make an election in writing prior to July 1, 2008, are deemed to have elected to retain their current retiree insurance benefit under the ERHIP. If an employee who is eligible for ERHIP based on hire date becomes part of the bargaining unit and has not previously had the opportunity to opt-out, such employee shall be given the opportunity at a time which is mutually agreed upon by the EMPLOYER and the UNION.

Subd. 4. No Guarantee of Future Benefit. Nothing in this section shall be construed to be a guarantee of future retiree health insurance benefits beyond the expiration date of this AGREEMENT. The EMPLOYER and the Union (or in the case of a unit of essential employees, an interest arbitrator) reserve the right during subsequent negotiations to modify, amend, or terminate, in whole or in part, this ERHIP. In the event the union is decertified as the exclusive representative, the EMPLOYER may, at any time after the expiration of this AGREEMENT, modify, amend, or terminate, in whole or in part, this ERHIP.

Section 6.

Health Care Savings Plan (HCSP)

Subd. 1. Establishment of HCSP. A Health Care Savings Plan (HCSP) is established to enable Hennepin County employees to save money on a pre-tax basis to pay post-County employment medical, dental and vision expenses and/or insurance premiums. EMPLOYER and employee contributions designated below shall be deposited with a HCSP provider selected by the EMPLOYER. The County and the HCSP provider may establish appropriate policies and procedures to implement and administer the HCSP that are not inconsistent with the requirements of this section.

Subd. 2. Eligibility. Only regular and temporary Unclassified benefits-eligible employees are eligible to participate in the HCSP. Employees hired, re-hired or re-instated on or after January 1, 2008, unrepresented employees newly hired or REHIRED between January 1, 2007, and December 31, 2007, who become part of the bargaining unit after December 31, 2007, and employees that exercised their right to opt-out of the ERHIP, are required to participate in the HCSP.

Former Minneapolis Public Library (MPL) employees who exercised their right to opt-out of the ERHIP and participate in the Health Care Savings Plan (HCSP) option shall only have their time spent in service while employed by Hennepin County as a regular temporary Unclassified employee count towards determining eligibility for the County contribution in subdivision 4.

Subd. 3. Employee Contribution. Eligible employees shall contribute one percent (1%) of their salary on a per pay period basis to the HCSP.

Subd. 4. County Contribution. The County shall make the following annual contributions to an eligible employee's HCSP account beginning in 2009. The EMPLOYER'S annual lump sum contribution shall be made the second paycheck in February of each year in the amount determined by the service threshold as of December 31 of the same calendar year.

<u>Years of Service</u>	<u>County Annual Contribution</u>
More than 5 years and less than 10 years of service.	\$500.00 per year
More than 10 years and less than 15 years of service.	\$600.00 per year
More than 15 years of service.	\$700.00 per year

Section 7. Pursuant to Article 22, Section 10, Subd. 1, the EMPLOYER shall apply the terms of Hennepin County Board Resolution 09-0339 (attached) to eligible employees covered by this AGREEMENT

ARTICLE 23 - SEVERANCE PAY

Section 1. "Severance pay" refers to the cashing out a combination of accrued but unused sick leave, vacation and paid time off (PTO) under certain conditions and subject to the limitations stated in this article herein titled "Severance Pay".

For purposes of an employee's contributions to a Health Care Savings Plan (HCSP), "severance" also includes unused sick leave, vacation, and PTO balances subject to the limitations of this article, as well as Articles 11A Vacation and 11B Paid Time Off. See Article 22.

Eligibility. For the purposes of this Article 23, severance pay is only paid to EMPLOYEES who have completely terminated their employment with the County in good standing and have completed eight (8) years of continuous service with the County. Any employee who shall have received severance pay upon termination of their employment shall not again be eligible to accrue any severance pay benefits upon re-employment with the County except for any hours accumulated in excess of the number for which they have been previously compensated. Such severance shall be based upon and measured by unused accumulated sick leave and unused accumulated vacation leave accruing to such employee during Hennepin County employment. Note that the "good standing" clause in this Article relates to the cash out of sick leave. In all cases, regardless of years of service, unused vacation/PTO (up to contractual limits) is paid out.

For employees who terminate employment after eight (8) years of continuous service with the county and who were hired prior to December 21, 2009.

- Employees described above (hired prior to 12/21/09 and with 8 years of continuous service) who never convert to PTO will receive severance pay not to exceed eight hundred (800) hours of unused accumulated sick leave and unused vacation leave.
- Employees described above (hired prior to 12/21/09 and with 8 years of continuous service) who convert to PTO will receive the balance of their PTO hours up to a max of 480 PTO hours and up to a lifetime maximum of 800 hours of frozen sick leave for a maximum total of 1280 hours.
- An employee who has already received the lifetime severance maximum of 800 sick leave hours will receive unused vacation or PTO but is not eligible for additional sick leave hours as severance [this is already the case].

For employees who terminate employment after eight (8) years of continuous service with the county and who were hired after December 21, 2009 but before 1/1/2023.

- Employees described above (hired after 12/21/09 but before 1/1/2023 with 8 years of continuous service) who never convert to PTO will receive severance pay not to exceed eight hundred (800) hours of unused accumulated sick leave and unused vacation leave.
- Employees described above (hired after 12/21/09 but before 1/1/2023 with 8 years of continuous service) who convert to PTO will receive the balance of their PTO hours up to a max of 480 PTO hours and up to a lifetime maximum of 800 hours of frozen sick leave for a maximum total of 1280 hours.

- An employee who has already received the lifetime severance maximum of 800 sick leave hours will receive unused vacation or PTO but is not eligible for additional sick leave hours as severance [this is already the case].

Employees who do not have sick leave balances and/or who do not meet the requirement of eight (8) years of continuous service consistent with Articles 11A, Section 6, and 11B, Section 7. This process may be informally referred to as “severance pay” but is really the legally required liquidation of accrued but unused vacation or PTO up to the contractual 280-hour vacation or 480-hour PTO cap, respectively.

	8 years of continuous service	If employee with 8 years of service comes back after terminating	Less than 8 years of continuous service
Employee with only vacation and sick leave balances	Vacation paid first up to 280 Remainder, up to 800 hour total limit, paid in sick leave	No severance unless employee left some excess sick leave on the books up to a lifetime cap of 800	Vacation paid up to 280 hours. No sick leave paid out.
Employees with both sick leave and PTO balances (employees allowed to convert from vacation to PTO)	PTO paid up to 480 hours. Frozen Sick leave paid up to a lifetime cap of 800 hours	No severance unless employee left some excess sick leave on the books up to a lifetime cap of 800	PTO paid up to 480 hours No sick leave paid out.
Employees with only PTO	PTO paid up to 480 hours	PTO paid up to 480 hours	PTO paid up to 480 hours

Severance pay shall be computed on the basis of the employee's BASE PAY RATE in effect on the date of termination. Severance pay of a deceased employee shall be paid to their estate or legal representative.

Employees shall provide the EMPLOYER with two (2) weeks written notice in advance of the date the employee leaves. If an employee fails to provide the required two (2) week notice, the EMPLOYER shall exclude eighty (80) hours of sick leave severance pay to which the employee may be otherwise entitled in accordance with this AGREEMENT.

Section 2. All accumulated leave benefits shall expire upon the date of severance from County service.

Section 3. The eligibility provisions of this Article regarding years of service shall not apply to regular employees who die prior to achieving eight (8) years of service with the County.

ARTICLE 24 - RETENTION PAY

Section 1. When an employee has completed five (5) years of continuous service in the County as of December 1 of the current year, they shall be eligible to receive two and one-half (2 1/2) percent of their annual salary for the current calendar year based on their current base rate of pay. For each additional year of continuous service after five, the employee shall qualify for an additional one-half (1/2) of one (1) percent up to and including their tenth year. For all continuous service after ten (10) years, the stability payment shall continue at the rate established for the tenth year of five (5) percent. At the discretion of the EMPLOYER, time on authorized leave of absence for education may be included in computing stability compensation.

The maximum annual salary on which retention pay will be computed shall be in accordance with the following schedule:

<u>Years of Service</u>	<u>Maximum Base Salary On Which Retention Pay Will Be Computed</u>
Less than eleven (11) years of continuous service	\$16,000
Eleven (11) years but less than twelve (12) years of continuous service	\$17,000
Twelve (12) years but less than thirteen (13) years of continuous service	\$18,000
Thirteen (13) years but less than fourteen (14) years of continuous service	\$19,000
Fourteen (14) years but less than fifteen (15) years of continuous service	\$20,000
Fifteen (15) years but less than sixteen (16) years of continuous service	\$21,000
Sixteen (16) years but less than seventeen (17) years of continuous service	\$22,000
Seventeen (17) years but less than eighteen (18) years of continuous service	\$23,000
Eighteen (18) or more years of continuous service.	\$24,000
Such retention payment shall be paid in a lump sum on a December payroll.	

- Section 2.** Any employee who by reason of a work-related injury receives workers' compensation benefits, shall receive credit for time spent on such medical leave for purposes of retention pay eligibility.
- Section 3.** Any employee upon retiring from County service may be paid the retention payment as of the date of their retirement. However, such payment shall be prorated on the number of payroll periods worked during the calendar year in which such employee retired.
- Section 4.** Retention pay may also be paid to survivors in the case of death while the individual is an employee of the County. Such payment shall be prorated on the number of payroll periods worked during the calendar year in which death occurred.

ARTICLE 25 - PART-TIME / LIMITED DURATION EMPLOYEES

- Section 1.** A regular part-time employee working less than the full-time schedule shall not participate in any benefits provided by this AGREEMENT except those working a schedule of twenty (20) hours or more per week shall participate in benefits in the same ratio that their actual hours worked bears to the full-time work schedule. The EMPLOYER shall pay, however, the same health insurance premium amounts to employees who are scheduled to work at least twenty (20) hours per work week as it contributes to full time regular employees.

The holiday benefit for regular part-time employees shall be in the same ratio that the regular part-time employee's actual hours worked bears to the full-time work schedule in the previous calendar quarter where the holiday falls.

- Section 2.**
- A. A limited duration employee appointed to a position of six (6) months or less shall not participate in any benefits provided by this AGREEMENT except holiday benefits which shall be in the same ratio that the employee's actual hours worked bears to the full-time work schedule, in the previous calendar quarter where the holiday falls.
 - B. A limited duration employee whose work schedule is intermittent, non-continuous or irregular in nature shall not participate in any benefits provided by this AGREEMENT.
 - C. A limited duration employee appointed to a position that is expected to last more than six (6) months and less than two (2) years working less than the full-time schedule shall not participate in any benefits provided by this AGREEMENT except those working a schedule of twenty (20) hours or more per week shall participate in benefits in the same ratio that their actual hours worked bears to the full-time work schedule. The EMPLOYER shall pay, however, the same health insurance premium amounts to employees who are scheduled to work at least twenty (20) hours per work week as it contributes to full-time regular employees. The holiday benefit for a limited duration employee appointed to a position that is expected to last more than six (6) months and less than two (2) years shall be in the same ratio that the

employee's actual hours worked bears to the full-time work schedule in the previous calendar quarter where the holiday falls.

ARTICLE 26 - WORK UNIT VACANCIES

Section 1. Except as otherwise provided in Attachment B, a vacant position which is to be filled by the EMPLOYER will normally be posted for not less than seven (7) calendar days within the department where located. Regular employees within the same class and department may indicate to the EMPLOYER in writing, their interest in being considered for reassignment to fill the vacant position.

Prior to filling the vacancy, the EMPLOYER will give reasonable consideration to the senior qualified regular employee who has requested reassignment to the vacant position.

- A. The vacancy posting shall set forth the class title, salary range, nature and location of the work to be performed, the minimum qualifications, the place and manner of making application and the closing date that applications will be received.
- B. In departments where there is more than one work shift, the position vacancy posting will indicate which shift applies.
- C. The provisions of this Article shall apply to the initial vacancy and up to two sequential vacancies that may be created by reassignment within the department.
- D. Employees who are selected for reassignment under the provisions of this Article will again become eligible for consideration six (6) months following such reassignment.
- E. Departments for the purpose of this Article shall be those established by the EMPLOYER in its organizational structure. A copy of the EMPLOYER's current organizational structure identifying departments shall be furnished to the UNION by the EMPLOYER and updated as changes occur. A current copy of the EMPLOYER's organizational structure identifying departments is located in Attachment B of this AGREEMENT
- F. Seniority for purposes of this Article shall be as defined in the Article herein titled "Seniority."
- G. The provisions of this Article shall not apply to the following types of vacancies.
 - i. Vacancies to be filled by recall from layoff.
 - ii. Vacancies to be filled by assignment of an employee whose position has been abolished due to lack of work, lack of funds or other reasons without reference to incompetence, misconduct, or other behavioral considerations.
 - iii. Vacancies to be filled by assignment of an employee for reason of temporary disability or other health-related condition.

ARTICLE 27 - WORK RULES

The EMPLOYER may establish and enforce work rules that are not in conflict with this AGREEMENT. A copy of the EMPLOYER's formally established departmental work rules shall be available on or about the work site and during the work shift of employees subject to such rules. Upon request, such rules shall also be made available to the UNION. Revisions to such work rules will be labeled as new or amended and shall be posted or disseminated in advance of their effective date.

ARTICLE 28 - PERFORMANCE EVALUATIONS

Section 1. The EMPLOYER shall determine whether an employee is to be granted an in-range salary rate adjustment on a normal performance review interval established by the EMPLOYER for the employee's class. An employee shall not experience loss of such salary increase because completion of the performance evaluation is delayed through no fault of the employee.

Section 2. After an evaluation is completed, the employee will be given a copy (electronic) and provided an opportunity to respond to the evaluation in writing and have that response permanently attached to the evaluation. No changes may be made in the evaluation after the employee has received and signed their copy.

Section 3. When an employee who is eligible for an in-range merit adjustment receives a performance evaluation which results in the employee's not receiving such increase, they may request review of this decision by the appointing authority or their designee. Such request must be made to the appointing authority within twenty-four (24) calendar days from the date the employee receives the evaluation. If the decision of the appointing

authority does not resolve the matter within thirty (30) calendar days following the employee's request for review, the matter may be referred to the Director of Human Resources, for review by the Director or their designee. Such time limits may be waived by agreement of the parties.

Section 4. The EMPLOYER shall take into consideration time spent on union business when evaluating the quantity of work performed by the President and Co-Chief Stewards of Local 2822.

Section 5. Performance – Measures of employee performance obtained through electronic or “line count” monitoring will not be the sole criterion applied in evaluating performance.

ARTICLE 29 - EDUCATIONAL ASSISTANCE

Section 1. Tuition reimbursement shall be provided to employees covered by this collective bargaining AGREEMENT under the same terms and conditions, policies and procedures as the rest of Hennepin County and reflecting a county-wide pool for funding.
[See Hennepin County Tuition Reimbursement Policy Frequently Asked Questions.](#)

Section 2. Where courses are required and certified by the appointing authority as essential to current job performance, such appointing authority shall grant 100% reimbursement for tuition, required fees and required study materials.

Section 3. At the request of an employee, an Individual Development Plan shall be established. Any employee making the request shall be provided with paid time to work with their Supervisor or Human Resources to develop a training plan for career development within Hennepin County. Human Resources will be a source of career information, and postings, in which the employee may have an interest. Time allotted for this activity and the training plan adopted shall be subject to mutual agreement of the Employee and Supervisor.

ARTICLE 30 - FITNESS FOR DUTY

When question exists related to appropriate leave administration or work safety to individuals, co-workers or others, the EMPLOYER may require employees to undergo a medical evaluation that will enable the EMPLOYER to determine the employee's fitness for performance of their duties. When the EMPLOYER requires an evaluation or report from a medical authority, either the employee's personal or treating authority or the medical authority of the EMPLOYER's selection, the EMPLOYER shall:

- A. Pay the fee charged for such evaluation or report if such is not covered through the health insurance program made available to employees by the EMPLOYER, and
- B. Compensate the employee at their base pay rate for regularly scheduled work time the employee was unable to work due to obtaining the evaluation if the evaluation result is that the employee is found fully fit to perform their work duties and responsibilities.

ARTICLE 31 - MEET AND CONFER

Section 1. Upon the request of either party, the EMPLOYER and the UNION agree that not more than six (6) UNION representatives and not more than six (6) EMPLOYER representatives will participate in a Meet and Confer session each month to discuss issues of concern to either or both of the parties.

- A. The parties will meet and confer in regards to health of the workforce issues including but not limited to physical, psychological, ergonomics or public health concerns and safety items which are neither negotiable nor subject to the grievance procedure. (See also Attachment D)
- B. The parties will Meet and Confer in regard to workloads/caseloads issues to identify ideal workload or caseload sizes and methods of achieving or working towards ideal workloads/caseloads. It is specifically understood that actual assigned workloads may differ from ideal workloads. The EMPLOYER agrees that ideal or appropriate workloads/caseloads will be a significant consideration when assessing employee work performance.
- C. The parties will use the Meet and Confer process to establish a forum to address dignity and respect in the workplace on an ongoing basis.

Section 2. The parties may agree to conduct additional Meet and Confer sessions within individual departments or divisions. The number, frequency, length, scope and size of such meetings will be determined by AGREEMENT.

Section 3. Upon AGREEMENT of the parties, a Meet and Confer session may include additional representatives from other employee organizations or other outside parties with information to offer that is relevant to a proposed meet and confer topic.

Section 4. The parties agree that a specific Meet and Confer session will be scheduled for the purpose of discussing county-wide planning/change initiatives with County Administration. The Labor/Management meetings between County Administration and AFSCME Business Agents and Local Presidents could be used for this purpose.

Section 5. Attachment D, entitled Meet and Confer Topics, will be placed at the end of the contract and will serve as a reference list of specific topics the EMPLOYER and the UNION agree to discuss during the term of this AGREEMENT. Each agreed- upon item placed on the list will be dated. The list will include active/ongoing meet and confer topics as well as inactive topics, including dates of inception where possible.

The Attachment D list will be reviewed and updated as needed during future contract negotiations to assist the parties with accountability for the issues that have been listed for meet and confer discussion during the term of a particular AGREEMENT. If the parties agree that a topic placed on the list at an earlier date no longer requires discussion, that topic will be placed on the "inactive list" in Attachment D. However, the inactive list will remain on Attachment D from contract to contract as a historical record.

Section 6. Nothing in Section 5 regarding Attachment D is intended as a limit upon the parties' ability to introduce any mutually agreed upon topic for discussion at any future Meet and Confer session.

ARTICLE 32 - DISCIPLINE

Section 1. The EMPLOYER will discipline employees in the classified service only for just cause.

Section 2. Discipline, when administered, will be in one or more of the following forms and normally in the following order:

- A. Oral Reprimand
- B. Written Reprimand
- C. Suspension
- D. Discharge or disciplinary demotion.

Section 3. If the EMPLOYER has reason to reprimand any employee, it shall normally not be done in the presence of other employees or the public.

Section 4. Written reprimands, disciplinary suspensions, disciplinary demotions or discharge of regular employees are appealable up to and through the arbitration step of the grievance procedure contained in this AGREEMENT.

Section 5. Upon the request of either party, the EMPLOYER and UNION shall make available to each other all information and evidence that will be used to support a written reprimand, suspension or discharge or defense against such action at least seven (7) days prior the Step 2 meeting of the grievance procedure.

Section 6. Human Resources Employee File

- A. Investigations which do not result in disciplinary actions shall not be entered into the employee's Human Resources employee file. A written record of all disciplinary actions other than oral reprimands shall be entered into the Human Resources employee file. All disciplinary entries in the Human Resources employee file shall normally state the corrective action expected of the employee.
- B. An employee who is reprimanded in writing, suspended, disciplinarily demoted, or discharged shall be furnished with a copy of notice of such disciplinary action.
- C. Upon written request of the employee, a written reprimand shall be removed from the Human Resources employee's file if no further disciplinary action has been taken against the employee within two (2) years following the date of the reprimand, or if no disciplinary action has been taken against the employee for the same or related offenses within three (3) years following the date of the reprimand.
- D. Employees shall have access to information contained in their Human Resources employee file in accordance with the provisions of the Data Practices Act, as amended.

- Section 7.** Union Representation.
Employees will not be questioned concerning an administrative investigation of disciplinary action unless the employee has been given an opportunity to have a union representative present at such questioning. When mutually agreeable, the UNION shall have the right to take up a suspension, demotion, and/or discharge as a grievance at the second step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary.
- Section 8.** Disciplinary action shall be taken in a timely manner.
- Section 9.** Unclassified employees of the Law Library shall have the same rights under this Article as classified employees.

ARTICLE 33 - EMPLOYEE ASSISTANCE

The EMPLOYER shall make available to employees covered by this AGREEMENT the Employee Assistance Program it establishes for County employees and shall provide employees covered by this AGREEMENT with the information distributed to County employees familiarizing them with the program.

ARTICLE 34 - NON-DISCRIMINATION

In accordance with applicable city, state and federal law, all provisions of this AGREEMENT shall be applied equally by the EMPLOYER and the UNION to all employees without discrimination based on race, color, creed, religion, age, sex, disability, marital status, affectional preference, public assistance status, criminal record or national origin. In the event that any of the pertinent antidiscrimination laws are changed during the term of the AGREEMENT to include or exclude a protected class or classes, this AGREEMENT will be applied so as to include or exclude that class or classes within the provisions of this section. In addition, all provisions of this AGREEMENT shall be applied equally by the EMPLOYER and the UNION to all employees without discrimination as to political or organizational affiliation or membership in the UNION.

ARTICLE 35 - SCOPE OF AGREEMENT

This AGREEMENT shall represent the complete agreement between the UNION and 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 or with respect to any subject or matter not specifically referred to or covered in this AGREEMENT, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this AGREEMENT.

ARTICLE 36 - SAVINGS CLAUSE

This AGREEMENT is subject to the laws of the United States, the State of Minnesota, and Hennepin County. In the event any provision of this AGREEMENT shall be held 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. Upon written request of either party, the parties shall meet and negotiate on a substitute provision for the voided provision.

ARTICLE 37 - SPECIAL LEAVE WITHOUT PAY

- Section 1.** Employees may participate in a Special Leave Without Pay Program as established by the Hennepin County Board of Commissioners. The Special Leave Without Pay Program period is from date of County Board Approval through December 31, 2024.
- Section 2.** Upon the request of either party, the EMPLOYER and the UNION shall meet and confer on the extension of this Special Leave Without Pay Program each year through 2024.

- Section 3.** The EMPLOYER's policy on use of Special Leave Without Pay (SLWOP) provides that employees may use SLWOP in cases where they would otherwise not take the leave. The EMPLOYER will therefore interpret its policy on SLWOP to allow SLWOP for Union Leave and Parenting Leave in cases where the employee would not otherwise take the leave.

ARTICLE 38 - SALARY RATES

- Section 1.** Employees covered by this AGREEMENT as follows shall be compensated for each hour of service in accordance with the salary chart in the back of this AGREEMENT.
- Section 2.** The EMPLOYER shall determine the rate of compensation for each employee within the established salary range for their class based upon tenure and quality of performance provided that the EMPLOYER shall have the discretion to grant compensation in excess of the maximum rates shown when the EMPLOYER determines that the performance of any employee warrants any such additional compensation.
- Section 3.** Any salary adjustment provided for in this AGREEMENT shall commence on the beginning of the first payroll period after which the employee(s) becomes qualified and authorized to receive the adjustment.
- Section 4.** The EMPLOYER shall pay to the UNION or its designee \$.39/hour for each regular hour spent on compensated payroll status by members of the bargaining unit including hours paid as severance in accordance with the provisions of Article 23. Such employer payment shall be remitted quarterly to the UNION or its designee. Such payment shall be used to provide a dental insurance plan arranged and administered by the UNION.
- Section 5.** At the discretion of the EMPLOYER and in the event the EMPLOYER encounters difficulty with respect to attraction and/or retention of qualified staff in a particular job classification, the parties by mutual agreement, may negotiate a modified salary schedule or other compensation matters for such classification.

ARTICLE 39 - AUTOMOBILE TRAVEL EXPENSES

- Section 1.** When employees are required by the EMPLOYER to use their private automobiles while engaged in County business, the employee is entitled to reimbursement at the rate established by the IRS for actual mileage incurred. In the unlikely event the IRS does not provide advance notice of a rate change, the EMPLOYER shall execute such change within two payroll periods.
- Section 2.** Reimbursement shall be made for reasonable parking expenses actually incurred by the employee but not to exceed the levels outlined in the County's Administrative Manual. Parking reimbursement shall be in accordance with the policy stated in the County Administrator's memorandum of January 3, 1995. Parking reimbursement rates may be increased by action of the County Administrator.
- Section 3.** If an employee is requested by the EMPLOYER to have their personal automobile available for business use on an ongoing basis, the employee shall be eligible for "car available" reimbursement as provided for in the County's Administrative Manual.
- Section 4.** To obtain reimbursement the employee shall submit a claim at the end of each calendar month on a form prescribed by the EMPLOYER.

ARTICLE 40 - RIGHT OF CONTRACTING SERVICES

- Section 1.** Nothing in this AGREEMENT shall prohibit or restrict the right of the EMPLOYER from contracting with vendors or others for materials or services.
- Section 2.** In the event the EMPLOYER finds it necessary to subcontract out work now being performed by existing employees that will result in the layoff of employees; the UNION will be notified no less than ninety (90) calendar days in advance of the date the employees will be laid off as a result of the decision to subcontract. During the ninety (90) day period, the EMPLOYER will meet with the UNION and discuss ways and means of minimizing any impact subcontracting may have on employees.

In the event that existing employees are laid off as a result of the EMPLOYER engaging in a contract for service, the EMPLOYER agrees to make reasonable effort to relocate such employees in other positions for which they are qualified.

ARTICLE 41 - HEALTH AND SAFETY

- Section 1.** An employee concerned about the design or structure of their workstation (chair, keyboard height, lighting, etc.) may, with or without the UNION, petition their supervisor for an investigation of the workstation to determine compliance with the Hennepin County Ergonomics Policy. If a question arises concerning the effect of the workstation on the employee's health or safety, the supervisor may require an examination and report by a physician and/or other qualified Health and Safety professionals. If the supervisor's investigation is not completed within a reasonable time, or if the results of the investigation are not satisfactory to the employee, the employee and the UNION may petition the Department Head in writing to review the matter. If the Department Head does not complete a review within a reasonable period of time, or if the results of the review are not satisfactory to the employee and the UNION, the employee and the UNION may forward the matter in writing to the Hennepin County Environmental Health and Safety Ombudsperson for final review and appropriate action.
- Section 2.** One representative appointed by each AFSCME local shall have an opportunity to participate on the EMPLOYER's Environmental Health and Safety Committee. In addition, AFSCME Council 5 shall appoint one representative to each department's Health and Safety team. Such representative shall be an employee of the respective department. Upon request to the Labor Relations Department, the Employer shall provide a list of all existing health and safety related and emergency planning committees to the Union on an annual basis.
- Section 3.** The Deputy County Administrator shall be designated ombudsperson for matters relating to Environmental Health and Safety.

ARTICLE 42 - TRAINEES

- Section 1.** An "Internal" Trainee shall be an employee who holds a regular position with Hennepin County. An "Internal" Trainee will maintain all seniority, benefit levels and the right to return to a position in their prior class subject to seniority rights and layoff provision. "Internal" Trainees will be paid at the entry-level trainee salary of the class for which they are training, or at their existing salary, whichever is greater.
- Section 2.** Each Trainee program shall specify the maximum length of time a trainee may participate in the program.
- Section 3.** "External" Trainees are persons hired into a trainee program who do not currently hold a regular position within Hennepin County. "External" Trainees shall generally earn up to 90% of the salary of the position for which they are training, unless a different wage has been negotiated with the UNION.
- Section 4.** "External" Trainees* to be employed in a program six (6) months or longer in duration and who work half-time or more shall be eligible for Health and Life Insurance benefits unless a separate plan has been negotiated with the UNION.
- Section 5.** "External" Trainees shall receive the same holiday pay benefit as regular employees.
- Section 6.** Failure to meet the standards of the trainee program shall be considered just cause for termination of employment for "External" Trainees and just cause for termination from the trainee program for "Internal" Trainees.
- Section 7.** This Article shall apply to Trainees hired on or after January 2, 2000.

* "Welfare to Work" program trainees may waive coverage in favor of health care benefits provided under Public Assistance Programs.

ARTICLE 43 –UNIFORMS

Sheriff's Civilian Uniforms

Section 1. The EMPLOYER will provide newly hired civilian employees with civilian uniform clothing items during their first year of employment. The initial items provided to each employee are:

Five (5) authorized polo shirts with the HCSO logo (long and/or short sleeve). One (1) authorized black knit cardigan with the HCSO logo.

Section 2. The EMPLOYER will provide a clothing allowance of \$150.00 per year. Civilian employees may use the clothing allowance to purchase any authorized civilian uniform items.

Section 3. Each civilian employee, after having completed one (1) full year of service, is eligible for a uniform clothing allowance in an amount not to exceed \$150.00. The civilian uniform is worn only when performing official duties as directed by the EMPLOYER or upon such special occasions as the EMPLOYER may authorize. Employees shall wear and maintain the uniform as specified by the EMPLOYER. Upon termination of employment, all uniform clothing must be returned to the EMPLOYER.

The uniform allowance described above shall be paid in a lump sum in January of each contract year. Because new employees are not eligible for the uniform allowance in their first year of employment, they shall receive their first uniform allowance as a pro-rated portion of the yearly allowance following the completion of their first full year of service. The pro- rated portion shall be 1/12 of the yearly allowance multiplied by the number of full months of service from the date of the one-year anniversary through December of that year.

Section 4. Any uniform items found by supervisory inspection to be worn out or damaged must be turned in to the EMPLOYER.

Section 5. Further information regarding civilian uniforms is posted on the Sheriff's Office internal web site.

Juvenile Detention Center – Public Safety Records Clerks

Section 6. The Employer will provide newly hired employees with clothing items during their first year of employment. The initial items provided to each employee are:

Five (5) authorized polo shirts
Two (2) authorized long-sleeve shirts One (1) authorized knit cardigan

Section 7. The EMPLOYER will provide a minimum of three (3) articles of clothing annually and will replace other clothing articles upon request of the employee or supervisor due to reasonable wear-and-tear.

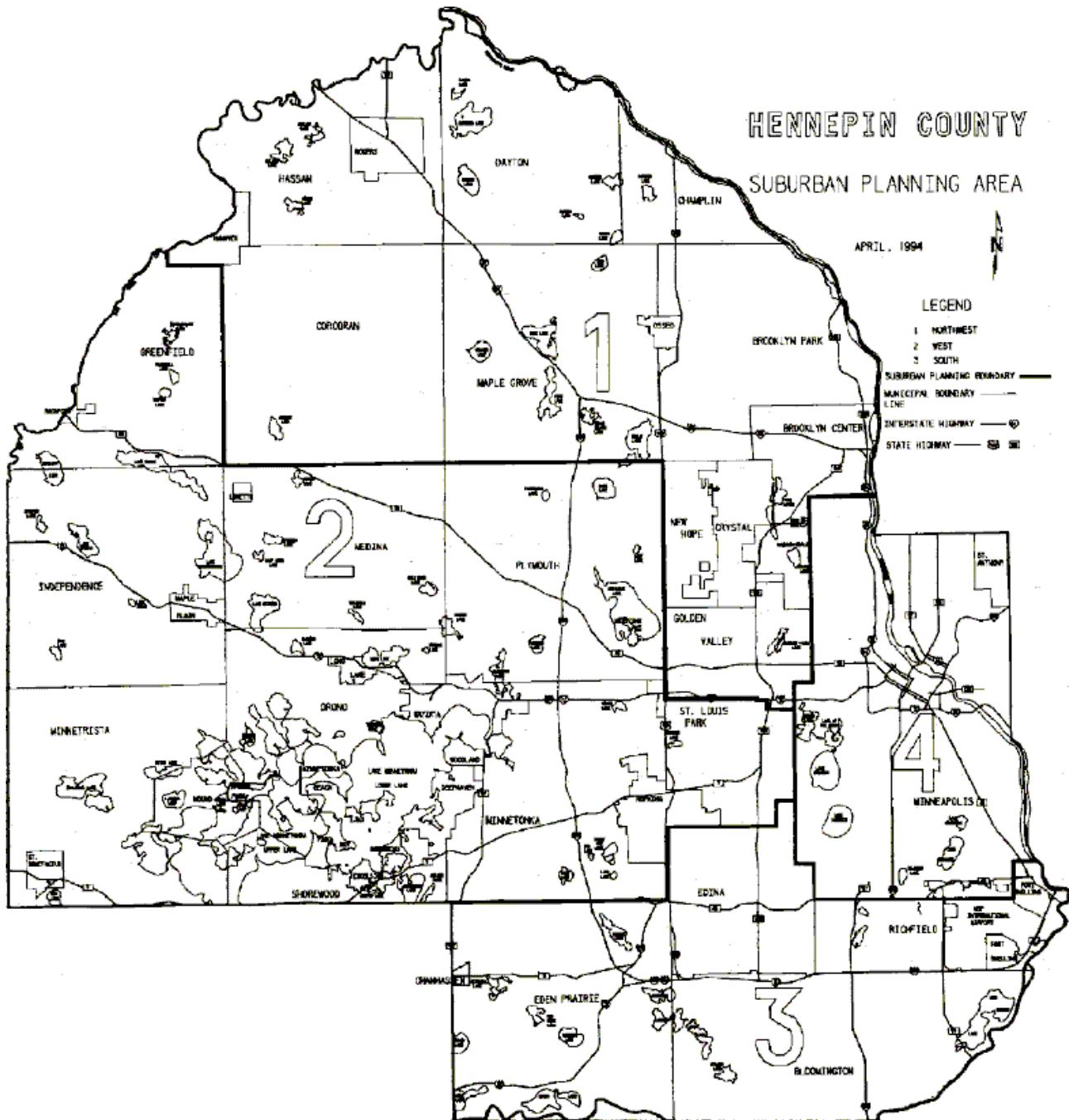
ARTICLE 44 - EFFECTIVE DATES

Except as otherwise provided, all provisions of this AGREEMENT, shall be effective the beginning of the first payroll period following its execution.

ARTICLE 45 - TERM OF AGREEMENT

This AGREEMENT shall be in full force and effect from January 1, **2022**, through December 31, **2024**, and shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, by June 1 prior to the anniversary date that it desires to modify or terminate this AGREEMENT. In witness thereof the parties have caused this AGREEMENT to be executed this __th day of _____ **2022**.

ATTACHMENT A - Hennepin County Map - Geographical areas related to layoff language



ATTACHMENT B – DEPARTMENTS

<https://hennepin.sharepoint.com/SitePages/Departments.aspx>

As of DECEMBER 2021
The current list of Hennepin Departments is as follows:

Adult Representation Services	Housing and Economic Development
APEX Intranet	Human Services Department
Assessor's Office	Human Resources
Audit, Compliance and Investigation Services Budget and Finance	Information Technology Intergovernmental Relations
Center of Innovation and Excellence	Labor Relations
Communication and Engagement Services	Law Library
Community Corrections & Rehabilitation	Law, Safety and Justice line of business
Community Works	Library
County Administration	Medical Examiner
County Attorney's Office	NorthPoint Health & Wellness
Disparity Reduction Business Line	Operations Business Line
Diversity, Equity and Inclusion	Public Defender's Office
Education Support Services	Public Health
Emergency Management	Public Works Business Line
Environment and Energy	Purchasing and Contract Services
Examiner of Titles	Resident & Real Estate Services
Facility Services	Sheriff's Office
Hennepin Health	Transportation Operations
Health and Human Services Business Line	Transportation Project Delivery

Departments are subject to change by the EMPLOYER as changes in its organization structure occur.

For purposes of layoff and recall from layoff (Article 6) and work unit vacancies (Article 26), for Local 34 and Local 2822 only, the Human Services and Public Health Department, Community Corrections & Rehabilitation and North Point shall be considered one "Super Department".

ATTACHMENT C

BEREAVEMENT LEAVE ADMINISTRATION UNDER THE AFSCME CONTRACT

The "Bereavement Leave" article (Article 16) of the labor agreement between Hennepin County and AFSCME Council #5 provides that employees can receive paid leave in the event of a death in the employee's "immediate family." Article 16 defines "immediate family" for this purpose as comprising the following family members:

"...spouse, parent, step-parent, parent-in-law, children, stepchildren, brothers, brothers-in-law, sisters, sisters-in-law, aunts, uncles, nieces, nephews, grandparents, grandparents-in-law grandchildren, **or person regarded as a member of the employee's immediate family.**" (Emphasis added.)

The bolded part of the provision cited above first appeared in the 1994-95 labor agreement. The intent of this new provision was to recognize "non-traditional" family relationships that employees might have with persons who do not meet the literal definitions enumerated above, but who fulfill the same roles for the employee. For example, the funeral of an employee's domestic partner would qualify for paid leave under this language, if the domestic partner's relationship to an unmarried employee is comparable to that of a married employee's spouse. Similarly, such a domestic partner's parents would be analogous to parents-in-law, and the domestic partner's children would be analogous to the employee's children or stepchildren. Another type of qualifying relationship could be the parent of the employee's children (if the parents are not married).

Because the criteria relate to the definition of "immediate family" found in the labor agreement, application of the term must be consistent with the definition found in the agreement. An employee's qualifying "non-traditional" family relationship should virtually be the equivalent of a qualifying "traditional" relationship. There should be a history to the relationship that establishes such equivalency.

It would be inappropriate, for example, for an employee to decide that any funeral qualifies for paid leave under this article, because all humanity is a "family." It would also be inconsistent with the intent of the language for the employee to decide that a friend is the equivalent of a brother or sister (although a friend might qualify as a "brother" if he and the employee grew up together in the same household).

Friendship alone is not a defining characteristic of either traditional or nontraditional relationships.

ATTACHMENT D

MEET AND CONFER TOPICS

Active:

1. Cost and implications regarding a change of employee work location with short notice
2. Library restructure and potential job class changes and implications
3. Library meet and confer to discuss issues as they arise regarding working out of class, workflow, ergonomics, off- desk time and the new business model.
4. Clerical career ladders
5. Ergonomic issues related to HEALTH AND HUMAN SERVICES Regionalization
6. HEALTH AND HUMAN SERVICES work culture
7. Performance results
8. Regional transfers
9. Worksite assignment and notification process
10. Use of limited duration employees discussion with HR Director
11. Best practices for in-charge pay.
12. ROWE
13. Health Insurance (current employees and during potential lay-off's)
14. Pay equity
15. Sick leave
16. Health care cost containment
17. Budget impacts
18. Technology changes and resulting impact
19. Parenting leave policies and/or child care and elder care concerns
20. Work week schedules
21. Impact of possible legislation on workplace policies, conditions of employment or as needed by a change in law relative to the work of the County.
22. Impact of possible legislation involving the death penalty and/or Roe v. Wade.
23. Family Medical Leave Act
24. Environmental Health and Safety
25. ADA/Workers Compensation
26. Job class flexibility/service integration and productivity (this could include the merging of certain job classes during the life of this agreement)
27. Budget impacts
28. Employee automobile travel expense reimbursement procedures
29. Adequate resources, supplies and tools to support workers in a mobile and regionalized work environment for all staff at all work sites including but not limited to sanitizing wipes; paper towels; wrist rests; monitors; forms; MFD's; phones; etc.
30. Respectful Workplace Internal Audit Team, process and utilization
31. Workloads and performance standards for employees who provide services to clients who use sign language or languages other than English. These discussions shall include the topic of adjusting workload or performance standards to accommodate any difficulties unique to this type of work.
32. Workforce Development
33. Workforce Development - County commits to a Meet and Confer process to begin early in 2016 to discuss HSR onboarding. The Asst. County Administrator will attend the first meeting. As part of this process, the parties will discuss the viability of a buddy-system to augment the onboarding system. The Union will provide input on potential buddies and the County understands that a buddy system, if agreed to, would need to result in some reduction of total workload for the assigned buddies. Additionally, there will be quarterly meet and confers with the larger Workforce Development team for the purpose of sharing information and progress.

Inactive:

1. Clerical work-related injuries
2. Vacation Donation Pilot Program

Letter of Understanding Regarding Legislative Transfer of Position

LETTER OF UNDERSTANDING BETWEEN AFSCME COUNCIL 14 AND HENNEPIN COUNTY

Hennepin County and AFSCME Council 14 agree to the following related to the letter of November 2, 1995, to Rita During and Steve Marincel from Rolland Toenges regarding the legislative transfer of positions:

1. The terms of this letter will not apply to the employees of Hennepin County District Court in the following job classifications when the District Court employees are transferred to the State of Minnesota on or about July 1, 2003:

Court Clerk	Senior Court Clerk
Court Specialist	Judicial Clerk
Forensic Psychologist	Sr. Microfilmer

Therefore, the employees in the above listed job classifications will not have layoff rights as stated in Article 6 Seniority of the labor agreement.

2. The terms of this letter will apply to all other bargaining unit employees of Hennepin County District Court in job classifications as of July 1, 2002 where these job classifications are used in other County departments.
3. On or after July 1, 2002, employees newly hired to Hennepin County District Court in the job classifications listed in paragraph 2 above will not have layoff rights as stated in Article 6 Seniority of the labor agreement.
4. Employees in job classifications listed in paragraph 2 above with layoff rights will identify their interest in remaining a County employee by December 31, 2002. Failure of an employee to notify the County of their interest in remaining a County employee by that date will result in the employee terminating any layoff rights as stated in Article 6 Seniority of the labor agreements.
5. For those employees in paragraph 2 who have identified an interest in remaining a County employee, once an offer of employment is made to these employees, regardless of whether or not the offer is accepted, layoff rights as stated in Article 6 Seniority of the labor agreement are terminated for said employee.
6. The parties agree to Meet and Confer regarding this process.

Steve Marincel
for AFSCME Council 14

William Peters
for Hennepin County

Signed: December 14, 2001

Letter of Understanding Classification Study

**LETTER OF UNDERSTANDING BETWEEN
HENNEPIN COUNTY
AND
AFSCME COUNCIL #14
LOCALS 34, 552, 977, 1719, 2822, 2938**

Hennepin County understands AFSCME's concern that classification studies requested by employees it represents be processed in a timely manner. Further, that AFSCME has an interest in periodically knowing the status of such studies.

In order to provide AFSCME with information regarding the status of particular classification studies, Hennepin County agrees to meet and confer once each calendar quarter for this purpose. Upon making a request for such meet and confer sessions AFSCME agrees to identify the particular classification studies of interest at least two weeks in advance of the meet and confer sessions. Such advance notice will enable Hennepin County to arrange for the presence of staff who possess the knowledge sought by AFSCME.

Roland C. Toenges

for Hennepin County

Cynthia M. Nelson

for AFSCME Council 14

Date Signed:

December 12, 1997

Clarification of Health Insurance Article

December 1, 1995

TO WHOM IT MAY CONCERN:

This letter is to clarify the interpretation of Section 7 of Article 22, Insurance, contained in the collectively bargained agreement between Hennepin County and AFSCME Council 14 for the period January 1996 through December 1997.

The parties to this Agreement acknowledge that there is a mutual duty to bargain regarding a change in the level of health insurance benefits unless such change occurs as a result of a change in insurance carriers or self insurance.

The parties further acknowledge that, pursuant to existing Minnesota Statutes, the aggregate level of benefits provided by a group insurance contract may not be reduced unless the parties to the collective bargaining agreement agree to the reduction in benefits. Under existing statutes, therefore, if a change in insurance carriers or self insurance will result in a reduction in the aggregate level of benefits for employees, such change may not occur without agreement of the parties to the collective bargaining agreement.

Signed by:

John Shabatura

for HENNEPIN COUNTY

Date Signed

December 14, 1995

Stephen Marincel

for AFSCME Council 14

Date Signed

December 14, 1995

Transfer to Another Jurisdiction Letter

November 15, 2005

Steve Marincel
AFSCME Council 5
300 Hardman Ave. S., Suite 2 South
St. Paul, MN 55075-2469

Dear Mr. Marincel:

This letter modifies the letter dated November 2, 1995 from Rolland Toenges and is intended to clarify the procedures which would be followed in the event that the Minnesota Legislature transfers positions occupied by bargaining unit employees to the State of Minnesota or to another political subdivision.

If the legislature were to mandate such a transfer of positions (or of bargaining unit work), Hennepin County would find itself confronted with a lack of work for employees, and/or a lack of funds. This would be a potential layoff situation as defined by Article 3 of the labor agreement. The procedures set forth in Article 6, Section 4, would therefore apply.

This means that such layoffs (or transfers to another jurisdiction) would take place in order of inverse seniority as provided in the contract. Senior employees would be able to exercise seniority rights over less senior employees, subject to the conditions and limitations found in the labor agreement, except that layoff rights granted under this letter will terminate two years after the employee is transferred to the new jurisdiction or for a period equal to an employee's length of employment with Hennepin County, whichever is lesser.

The only additional qualifications is that if the legislation mandating the transfer of positions specifically identifies the employees to be transferred, the County would be required to follow the provisions of the law. This requirement is found in both the labor agreement (Article 36) and the Public Employment Labor Relations Act (M.S. 179A.20, Subd. 2).

Sincerely,

William P. Peters

Labor Relations Director

Clarification of Seniority Letter

March 8, 1994

Mr. Steve Marincel
Business Representative
AFSCME Council #14
267 Lafayette Frontage Road South
St Paul, MN 55107-1683

Dear Mr. Marincel:

The purpose of this letter is to clarify how the parties shall interpret and administer Article 6, Seniority, Section 9 of our Clerical and Related Labor Agreement. Section 9 reads as follows:

"Employees on layoff will be recalled to fill vacancies in other classes and departments for which qualified, provided they may not exercise seniority rights to create such vacancies. Such employees may waive the recall if the salary rate offered by the EMPLOYER for the position to which recalled is more than twenty (20%) percent below the salary rate of the employee when laid off. The name of an employee so recalled will remain on the layoff list for the class from which laid off, subject to the conditions and limitations set forth in this AGREEMENT."

An employee laid off pursuant to Article 6, Section 4 will be recalled via Section 9 to fill vacancies in other classes and departments for which qualified. The employee must accept such recall unless the pay for the job class to which he/she is recalled is more than 20% below that of the job class from which laid off.

The Employer will first recall such laid off employees to vacancies covered by the Clerical and Related Bargaining Unit. If no vacancy is available within the bargaining unit, the Employer will recall such employees to a vacancy outside the bargaining unit, if available.

If the vacancy to which an employee is recalled via Section 9 is in a different class than that from which he/she was laid off (either within bargaining unit or outside bargaining unit), the employee will remain on a layoff list for the job class and bargaining unit from which laid off. When a vacancy occurs anywhere in the bargaining unit in the job class from which the employee was laid off, the employee shall be recalled to fill such vacancy subject to seniority provisions. Upon such recall, the employee will be removed from the layoff list.

If after recalling an employee to a vacancy in a different job class from which laid off (via Section 9), a vacancy becomes available in the job class from which the employee was laid off, but such vacancy is outside the bargaining unit, it shall be the Employer's option to assign the employee to such vacancy. If the employee is so assigned, he/she shall remain on a layoff list for the job class from which laid off in the bargaining unit.

If this interpretation is consistent with your understanding of Article 6, Section 9, please so signify by signing below.

Sincerely, William P. Peters
Labor Relations Representative

Signed by:
Steve Marincel
AFSCME Council #14

Memorandum Of Understanding - Military Reservists Benefits

Improved Benefits for Military Reservists Called to Active Duty

The undersigned have agreed to modify the terms of our labor agreement so as to apply the attached Improved Benefits for Military Reservists Program to all members of the bargaining unit who qualify under the specific terms of such program.

Signed on October 8, 2003

William P. Peters
Labor Relations Director
For Hennepin County

Signed on October 14, 2003

Stephen Marincel
Union Business Representative
For AFSCME Council 5, Local 2822

As allowed by Minnesota State law (M.S. 471.975), the County Board, through Resolution No. 03-232R1, has authorized two improved benefits for employees who have been called to active duty on or after May 29, 2003.

SALARY DIFFERENTIAL

Employees called to active military duty on or after May 29, 2003 are eligible to receive the difference between their County salary and basic military pay. The differential is payable if the employee's basic military pay is less than what he/she would have received in regular County salary. The following conditions apply.

1. Salary differential is available for military service on or after May 29, 2003.
2. County salary is based on daily scheduled work hours for the day(s) of military leave taken. It does not include any miscellaneous salary differentials, such as shift differential.
3. Any salary differential payment will be paid in a lump sum, subject to the County's standard lump-sum tax withholding rate, and it will include PERA contributions. The payment will be separate from any regular paycheck the employee receives during his/her absence.
4. Basic military pay does not include the following: basic combat training, advanced individual training, annual training, periodic inactive duty training, voluntary active service not legally required, or service performed under M.S.190.08 (Subd. 3).
5. The employee, or his/her representative, must request to be paid this salary differential, and supply the necessary military pay records.

EXTENDED EMPLOYER-PAID HEALTH COVERAGE

Employees called to active duty on or after May 29, 2003 are eligible to continue their County-sponsored health coverage—with a County contribution toward either single or family coverage as though they are actively working—for up to four years.

General questions regarding the pay differential may be directed to bf.payroll@hennepin.us (telephone 612-348-7855). Other questions may be directed to the Benefits Division at HR.Benefits@hennepin.us.

LETTER OF AGREEMENT

HENNEPIN COUNTY
AND
AFSCME COUNCIL 5

May 16, 2007

Upon passage of legislation to enable the merger of the Minneapolis Public Library (MPL) and the Hennepin County Library (HCL) systems, certain implementation issues must be addressed. Accordingly, the undersigned have agreed that Hennepin County representatives and representatives from AFSCME Council 5 will:

- a. Facilitate the implementation of any agreement entered into between MPL and the exclusive representatives which represent MPL employees related to the merger, including issues of pay. It is understood that Hennepin County will not contribute toward the funding of such MPL agreement(s), but rather will assist in implementing such agreement(s).
- b. Recognize that AFSCME, for this merger process only, may represent MPL employees in the job classification study process, as provided in the Hennepin County Human Resources Rules.
The above provision is not precedent setting.
- c. Address other implementation issues related to the MPL/HCL merger.
- d. Affix this Letter of Agreement to the Local 2822 and Local 2864 labor agreements.

William P. Peters
Labor Relations Director
Hennepin County

Stephen Marincel
Business Agent
AFSCME Council 5

Signed
May 16, 2007

Jeffrey Dains
Business Agent
AFSCME Council 5

Signed
June 7, 2007

Depletion of Leave Hour Balances

Memorandum of Understanding
Between
Hennepin County
And
AFSCME Council 5

Clerical Unit Social Services Unit Professional Unit
Legal Unit Essential Legal Unit Probation/Parole Unit Adult Corrections Unit

September 16, 2009

The undersigned hereby agree that the terms of our 2008 - 2009 labor agreements and the terms of any successor agreements entered into for calendar years 2010 and 2011 shall be interpreted to be consistent with the terms of the attached

Board Action Request (09 – 0380), which provides the Hennepin County Administrator the authority, during declared emergency, to allow employees who have depleted leave hour balances to accrue a negative vacation/sick leave/PTO balance.

For the County
William P. Peters

For the Union
Steve Marincel
Jeff Dains
Matt Nelson

Date Signed
September 29, 2009

Date Signed
October 15, 2009

Board Action Request (09-0380)

(08/17/2009 - Forwarded from County Administration by Booth

Melissa with a status of Addendum)

Originating Department: Human Resources

Immediate Approval? No

Item:

Authorization to County Administrator during a declared emergency to allow employees with depleted leave hour balances to accrue a negative vacation/sick leave/PTO balance

Board Action Request

BE IT RESOLVED, that the County Administrator be granted the authority to allow employees with insufficient paid leave hour balances to accrue a negative vacation/sick leave/PTO balance not to exceed 160 hours, under circumstances requiring employees to be off work due to a declared emergency; and

BE IT FURTHER RESOLVED, that the County Administrator be granted the authority to negotiate these provisions as they apply to union employees.

Background:

Policy provides that Hennepin County may close or reduce services if the health, safety, and/or security of county employees and clients are threatened. The County Administrator or his/her designee, in consultation with the County Board Chair if available and/or majority of the Board members, is responsible for initiating closing procedures and release of employees. Released employees may utilize vacation, sick leave, paid time off, compensatory time, or make up the time in accordance with provisions of Human Resources Rules or labor agreements.

A focus in recent planning discussions on pandemic influenza has been on administrative issues in dealing with high employee absentee rates due to employee or family members' illness, school or day care closings, limited public transportation, etc. Because these absences may be for extended periods of time, flexibility is important to help employees manage as they could potentially use all accumulated sick leave, vacation, paid time off, compensatory time, etc.

Whether due to a pandemic influenza or other declared emergency, it is requested that the County Administrator be authorized to allow employees who have depleted their paid leave balances to accrue a negative vacation/sick leave/PTO balance up to 160 hours.

Prior to accruing a negative balance, employees must execute a consent form accepting the two conditions of this allowance: 1) that upon employee return to work, vacation/sick leave/PTO hours accumulated will first be used to restore any negative leave hour balance

- once the negative leave hours have been restored, the employee may again use paid leave hours accumulated; and 2) that if the employee leaves Hennepin County service before restoring a negative leave hour balance, compensation equal to unrestored leave hours owed the county will be deducted from their final paycheck(s) .

Hennepin County, Minnesota

RESOLUTION NO. 09-0380

[2009]

The following Resolution was offered by Budget & Capital Investment Committee:

BE IT RESOLVED, that the County Administrator be granted the authority to allow employees with insufficient paid leave hour balances to accrue a negative vacation/sick leave/PTO balance not to exceed 160 hours, under circumstances requiring employees to be off work due to a declared emergency; and

BE IT FURTHER RESOLVED, that the County Administrator be granted the authority to negotiate these provisions as they apply to union employees.

The question was on the adoption of the resolution and there were 7 YEAS and 0 NAYS as follows:

County of Hennepin

Board of County Commissioners	YEAS	NAYS	ABSTAIN	ABSENT
Mike Opat	X			
Mark Stenglein	X			
Gail Dorfman	X			
Peter McLaughlin	X			
Randy Johnson	X			
Jan Callison	X			
Jeff Johnson	X			

RESOLUTION ADOPTED ON 8/25/2009

Board Action Request (09-0339) referenced in Article 22 regarding Phased Retirement.

(07/14/2009 - Forwarded from County Administration by Booth, Melissa with a status of Communication)

Originating Department: Human Resources

Immediate Approval? No

Item:

Provide PERA-covered retirees, participating in the Coordinated and Basic Plans, returning to public employment through PERA's Phased Retirement Option, continued eligibility in the County's early retiree health insurance program (ERHIP).

Board Action Request

BE IT RESOLVED, that in support of Board Action Request 09-0097, the county continue to provide eligibility for non-organized PERA covered retirees employed in a Phased Retirement Option in the County's early retiree health insurance program (ERHIP).

Background:

Originally established in 1967 by the Hennepin County Board of Commissioners, and most recently amended in 2007, County policy is to contribute toward the health plan premium of "early" retirees meeting specified age and/or length of service requirements. A retiree is eligible for the early retiree health insurance program (ERHIP) if one of the following requirements is met:

REQUIREMENT #1

Age at time of Retirement	Year of Full Time Equivalent County Service	= Non-continuous work hours
at least 55 but less than 62	20	41,600
at least 62 but less than 63	15	31,200
at least 63 but less than 64	14	29,120
at least 64 but less than 65	13	27,040

REQUIREMENT #2

The retiree at the time of his/her retirement qualifies for and applies for a full, unreduced retirement annuity (other than a deferred annuity), based on a minimum of 10 years of Hennepin County service, from an approved public service retirement program.

REQUIREMENT #3

The retiree at the time of his/her retirement qualifies for and applies for a retirement annuity (other than a deferred annuity) from an approved public service retirement program with at least 25 years of covered service, at least 10 of which must have been with Hennepin County.

If the retiree meets one of these requirements, the County contributes towards the cost of the coverage, until the end of the month in which the retiree reaches age 65, as though the retiree is actively working with employee-only health plan coverage.

Recent changes to the County's ERHIP have limited eligibility: Resolution 06-12-546R1 limited participation in ERHIP for nonorganized employees to those hired prior to January 1, 2007.

In March 2009, the County Board supported state legislation by approving Board Action Request 09-0097. This action allows PERA- covered public employees, participating in the Coordinated and Basic plans who are at least age 62 and have 5 years of service, to retire and receive their retirement annuity and simultaneously continue or return to covered employment to work at least twenty-five percent (25%) less than their previously scheduled work hours without contributing to PERA and without the current rehire and earnings limitations.

The legislation was enacted by Hennepin County because it is anticipated to provide an avenue for the county to promote – and for retirement eligible employees to consider – phased retirement which, in turn, will allow employees to receive their retirement pension while at the same time continuing to provide service and the benefit of their experience to the County.

As a result of Resolution 06-12-546R1, PERA-covered retirees returning to public employment in a non-organized position under the Phased Retirement Option would no longer be eligible for the County's ERHIP. In addition, employees participating in the Phased Retirement Option would lose ERHIP eligibility if scheduled hours were reduced below 40 per pay period.

It is recommended that the Hennepin County Board of Commissioners – to promote the enactment of the state legislation - provide continued ERHIP eligibility to non-organized PERA-covered retirees working under PERA's Phased Retirement program.

Hennepin County, Minnesota

RESOLUTION NO. 09-0339

[2009]

The following Resolution was offered by Commissioner Randy Johnson and seconded by Commissioner Stenglein:

BE IT RESOLVED, that in support of Board Action Request 09-0097, the county continue to provide eligibility for non-organized PERA-covered retirees employed in a Phased Retirement Option in the County's early retiree health insurance program (ERHIP).

The question was on the adoption of the resolution and there were 7 YEAS and 0 NAYS, as follows:

The question was on the adoption of the resolution and there were 7 YEAS and 0 NAYS as follows:

	County of Hennepin			
Board of County Commissioners	YEAS	NAYS	ABSTAIN	ABSENT
Mike Opat	X			
Mark Stenglein	X			
Gail Dorfman	X			
Peter McLaughlin	X			
Randy Johnson	X			
Jan Callison	X			
Jeff Johnson	X			

RESOLUTION ADOPTED ON 8/11/2009

LINKS

Diversity and Inclusion Complaint Procedures: [ACIS - Non-Discrimination Respectful Workplace \(NDRW\) \(sharepoint.com\)](#)

Link to Health Plan Design Information: <https://www.hennepin.us/employees/insurance>

Percentage calculator: <http://payraisecalculator.com/>

Employees Time Off to Vote

<http://www.revisor.leg.state.mn.us/stats/204C/04.html>

Consensus Model and LMHCC Structure

Consensus Parameters:

1. For the term of this contract, the scope of the current LMHCC will expand to include consensus decision-making on the topics of plan design and premium, consistent with the consensus parameters established by the parties below.
2. It is understood that the LMHCC will continue to operate as an educational and conversation vehicle year-round, with the consensus process only utilized for decisions related to plan design and premium. While these decisions may come up at any time during the year, it is expected that most of the decisions requiring a consensus will occur late in the summer each year.
3. The parties will engage in a good faith effort to reach a consensus decision on premiums and plan design and realize that this may take several additional meetings in late summer of each year.
4. Attendance at the LMHCC remains available to all current attendees, but each bargaining unit will identify one "consensus representative" (and an alternate) who will be responsible to speak for their bargaining unit on the two consensus issues of premium and plan design. The consensus representative will be polled and must indicate whether or not his/his bargaining unit can support consensus on a plan design or premium issue (or, in the last year of the contract, the continuation of the consensus model into the future contract). In all cases, if a consensus decision is reached, both the union and the county agree to be bound by the decision, pending County Administration approval.
5. There will be a total of 17 eligible "consensus representatives," one representing each bargaining unit, and 8 management members from County Benefits and Labor Relations staff who will also be considered eligible "consensus representatives".
6. One Business Agent or Field Representative/ attorney representative from each unit, as well as a Council 5 staff member may attend LMHCC meetings and may be the consensus representative/ alternate for a particular local if that is the desire of the particular union/local.
7. Representatives (or alternates) to LMHCC must be present at multiple meetings, particularly during July/August of each year, to provide their bargaining unit's opinion on any consensus decision. If a representative/ alternate is not present, the LMHCC will proceed without their input.
8. Early in each year if determined necessary by the parties, a mediator will be asked to train the LMHCC on the concepts of facilitation and to explain how the consensus process differs from a negotiations or a voting process. The parties may also choose to continue to call upon the mediator as a facilitator if needed.
9. All Union representatives and County representatives must be in consensus to reach a decision. The parties understand that a representative's consent to a decision indicates a willingness to accept the decision, not necessarily full endorsement.
10. A consensus decision must be reached by August 31st, 2022, 2023, 2024 to allow for appropriate timing of open enrollment.
 - i. If full consensus on premium amount and plan design is reached by August 31st of any year, the consensus plan will be submitted to County Administration for final approval.
 - ii. If full consensus on premium amount and plan design is not reached by 8/31 of any year, the decision on premium and plan design for that year will revert back exclusively to County Administration. The Labor Relations Director will present to the County any potential items/topics on which consensus was reached as well as the items/topics in dispute.
11. In addition, during the last year of the contract, the LMHCC will attempt to reach a consensus recommendation regarding the premium amount and plan design for the first year of the new contract (), as well as a consensus decision regarding whether or not to recommend continuation of the LMHCC consensus model.
 - i. If consensus on plan design and premium amount is not reached by 8/31 of the negotiations year, the parties shall revert to the negotiation process as they have in the past. The employer shall present their proposal for changes to plan design and premium in the traditional contract negotiation format.
 - ii. If a consensus on whether or not to continue the consensus model is not reached by 8/31 of the negotiations year, the parties will revert to the negotiation process as they have in the past.

- iii. In all cases the amount of employee contribution under the new contract remains subject to negotiations.
12. It is understood that the County's recommended rate need for the health plan, as well as the County's assessment of the plan's status vis-a-vis the Cadillac tax is determined in consultation with actuaries and is not subject to the consensus process outlined below)
 13. Use of the County's reserves or other financial assets is not an appropriate topic for the consensus discussions. The LMHCC is charged with finding a consensus recommendation regarding premium and plan design that does not include the use of reserves. The LMHCC may choose to submit a separate recommendation (or not) regarding the reserves, which County Administration may consider with no obligation to agree. In all cases, the County Administration retains sole discretion on any decision regarding the reserves. Any decision by the County to use reserves in the future will be timely shared with the LMHCC in order to incorporate such information into discussions leading to consensus. For plan years 2022 and 2023, the parties have agreed there will be no consideration of a premium holiday.
 14. Neither the consensus process nor a negotiations process will be used for changes mandated by law or a vendor. However, the parties will negotiate the effects of any such changes.
 15. The county reserves any and all rights with regard to benefit plan administration and policy unless specifically identified in this document or in the collective bargaining agreement. Nothing herein waives, expressly or implied, the Union's right to negotiate any mandatory subject of bargaining.
 16. There is no implied commitment by either party to the consensus process beyond the term of this contract. Prior to August 31 of the last year of the contract, the LMHCC will determine any continuation terms as described above.

Letter of Understanding Training Coworkers

8/29/18

Kate Black
Joe Broge
Jolene Catudio
AFSCME Council 5

Dear Kate, Joe, Jolene,

During the course of contract negotiations in the summer of 2018, the parties had conversations about employees who provide training to their coworkers. The union expressed a concern that providing such training could potentially impact an employee's productivity statistics.

As part of those conversations, the parties confirmed that managers and supervisors will keep in mind the amount of training an employee provides their coworkers when evaluating their productivity statistics.

Sincerely,

Katherine L. Megarry
Chief Labor Relations Officer

Letter of Understanding Traumatic Incidents

8/29/18

Kate Black
Joe Broge
Jolene Catudio
AFSCME Council 5

Dear Kate, Joe, Jolene,

During the course of contract negotiations in the summer of 2018, the parties had extensive conversations about traumatic incidents that occur at the workplace and the impact those incidents have on our employees.

As part of those conversations, the parties confirmed that, upon employee request, managers/supervisors have the ability to allow employees to use sick leave, vacation/PTO and/or SLWOP to take time away from work to recover from a traumatic incident that is above and beyond what is expected as part of their normal work day.

Sincerely,

Katherine L. Megarry
Chief Labor Relations Officer

Letter on Reduced Forcing Efforts

9/24/18

Joe Broge, AFSCME Council 5 Field Representative
Alessandra Fuhrman, AFSCME Local 2822 President

Dear Mr. Broge and Ms. Fuhrman,

During the course of contract negotiations in the summer of 2018, the parties had conversations regarding the forcing of Public Safety Records Clerks (PSRCs) at the Juvenile Detention Center. The union expressed concerns that excessive forcing is detrimental to productivity and employee morale.

As part of those conversations, the County agreed to review JDC management's efforts to reduce the incidence of forced overtime. Specifically, management is working to fill any existing vacancies and retain productive employees and train Juvenile Correctional Officers to perform admissions-related work in relief. Guidelines will be developed to ensure the duty officer has explored all possible alternatives prior to mandating overtime to a PSRC.

Sincerely,

Todd P Olness
Labor Relations Representative

Letter of Agreement – Logo Wear in RRES – Service Center

August 17, 2018

Joe Broge, AFSCME Council 5 Field Representative
Alessandra Fuhrman, AFSCME Local 2822 President

Dear. Mr. Broge and Ms. Fuhrman:

During the 2018-2021 round of negotiations we discussed the possibility of the Service Center moving towards a logo wear policy during the course of this contract. The purpose of this letter is to clarify how management will administer the logo wear policy if / when the RRES-Service Center department chooses to move forward with implementing logo wear. To date, a decision has been made not to go forward with logo wear at this time, but if logo wear is implemented below is how it will be administered. If we do not implement then employees will not receive any of the following:

Employees = Service Center Representatives and Sr. Service Center Representatives

If / when the Service Centers Division implements a logo wear policy management will provide a specific quantity of Hennepin County logoed apparel to new employees and annually to current employees at no charge.

- Initially all employees will receive:
 - 5 shirts
 - 2 of either a sweater, fleece jacket or vest
- New employees will receive:
 - 5 shirts
 - 2 of either a sweater, fleece jacket or vest
- Annually all employees will receive:
 - 3 shirts
- Every two years all employees will receive:
 - 2 of either a sweater, fleece jacket or vest

Beyond what is detailed above, employees may purchase additional Hennepin County logoed apparel at their own expense from the approved apparel styles and color palette.

Sincerely,
Rita Vorpahl
Labor Relations Representative

Letter of Agreement – Time Off for Selection

11/17/21

Kate Black
Joe Broge
AFSCME Council 5

Dear Kate, Joe,

During the course of contract negotiations in the summer of 2021, the parties had conversations about the interpretation of Article 21, Time Off for Selection.

As part of those conversations, the parties confirmed that current language covers two full hiring processes i.e., there could be multiple interviews for one position and all of those interviews taken together count as one of the two processes per calendar year during which an employee may utilize regular time.

The parties also clarified that, once an employee has used their two instances/calendar year, managers/supervisors are encouraged to help the employees attend additional processes by utilizing vacation/PTO or flexing of hours where possible. Finally, the county encourages hiring departments to schedule interviews around an employee's current work schedule where possible.

Sincerely,

Katherine L. Megarry
Chief Labor Relations Officer

Letter of Agreement – Jury Duty

9/15/21

Kate Black
AFSCME Council 5
300 Hardman Ave S.
South Saint Paul, MN 55075

Dear Kate,

During the course of contract negotiations in the summer of 2021, the parties had conversations surrounding work schedules when employees are called for jury duty or serving as a witness in cases arising from or during the performance of their duties as a County employee. The Union expressed a desire that employees scheduled to work shifts other than the daytime shift be rescheduled to work the daytime shift when they are required to appear in court as a juror or a witness.

As part of those conversations, the parties confirmed that departments will make reasonable efforts to schedule employees appearing in court as a juror or witness on the day shift when possible, depending upon the ability of the individual department to flex schedules and maintain staffing needs.

In addition, the parties had discussion surrounding Minn. Stat. § 593.50 regarding protection of juror's employment. The County is in agreement that it will not deprive an employee of employment or threaten or otherwise coerce the employee with respect thereto, because the employee receives a summons, responds thereto, serves as a juror, or attends court for prospective jury service.

Sincerely,

Kathy Megarry
Chief Labor Relations Officer

Letter of Agreement – Performance Evaluation

11/17/21

Kate Black
Joe Broge
AFSCME Council 5

Dear Kate, Joe,

During the course of contract negotiations in the summer of 2021, the parties had conversations about employee performance reviews (EPRs) and discipline.

As part of those conversations, the parties confirmed that discipline should generally not be referenced in employee performance evaluations as each evaluation should be a review of just the most recent year's performance, not a catalog of all prior discipline. Even for current discipline, supervisors are encouraged to reference behaviors that may have led to discipline rather than the fact that discipline was administered or the specific level of discipline.

Sincerely,

Katherine L. Megarry
Chief Labor Relations Officer

Salary Chart - 2022 Rates

JOB CLASS	EFFECTIVE DATE	2022 HOURLY RATE MIN	2022 HOURLY RATE MAX	2022 ANNUAL RATE MIN	2022 ANNUAL RATE MAX
Accounting Specialist	02/13/2022	\$ 21.065832	\$ 31.836557	\$ 43,817	\$ 66,220
Clerk	02/13/2022	\$ 20.500000	\$ 26.294343	\$ 42,640	\$ 54,692
Credit Collections Represent	02/13/2022	\$ 20.500000	\$ 26.169428	\$ 42,640	\$ 54,432
HH Svcs Representative	02/13/2022	\$ 20.500000	\$ 27.938528	\$ 42,640	\$ 58,112
Legal Secretary	02/13/2022	\$ 20.500000	\$ 28.979837	\$ 42,640	\$ 60,278
Librarian, Associate	02/13/2022	\$ 20.500000	\$ 28.862133	\$ 42,640	\$ 60,033
Office Specialist I	02/13/2022	\$ 20.500000	\$ 22.597884	\$ 42,640	\$ 47,004
Office Specialist II	02/13/2022	\$ 20.500000	\$ 23.703229	\$ 42,640	\$ 49,303
Office Specialist III	02/13/2022	\$ 20.500000	\$ 26.116476	\$ 42,640	\$ 54,322
Office Specialist, Principal	02/13/2022	\$ 20.500000	\$ 28.856644	\$ 42,640	\$ 60,022
Prod Publishg Operator	02/13/2022	\$ 20.500000	\$ 20.500000	\$ 42,640	\$ 42,640
Prod Publishg Operator, Pr	02/13/2022	\$ 20.500000	\$ 28.824788	\$ 42,640	\$ 59,956
Prod Publishg Operator, Senior	02/13/2022	\$ 20.500000	\$ 22.555046	\$ 42,640	\$ 46,914
Public Safety Records Clerk	02/13/2022	\$ 20.500000	\$ 28.850565	\$ 42,640	\$ 60,009
Public Service Assistant	02/13/2022	\$ 20.500000	\$ 20.500000	\$ 42,640	\$ 42,640
Real Estate And Tax Spec I	02/13/2022	\$ 20.500000	\$ 27.467611	\$ 42,640	\$ 57,133
Real Estate And Tax Spec II	02/13/2022	\$ 20.500000	\$ 30.282505	\$ 42,640	\$ 62,988
Real Estate And Tax Spec III	02/13/2022	\$ 20.500000	\$ 33.232481	\$ 42,640	\$ 69,124
SCOPE Pr Office Specialist	02/13/2022	\$ 20.500000	\$ 26.131854	\$ 42,640	\$ 54,354
SCOPE Service Center Rep	02/13/2022	\$ 20.500000	\$ 24.870836	\$ 42,640	\$ 51,731
Service Center Rep	02/13/2022	\$ 20.500000	\$ 27.465873	\$ 42,640	\$ 57,129
Service Center Rep, Senior	02/13/2022	\$ 20.500000	\$ 30.281125	\$ 42,640	\$ 62,985
Sheriffs Records Coordinator	02/13/2022	\$ 21.034215	\$ 31.804940	\$ 43,751	\$ 66,154
Trainee IT Oper Analyst, Asst	02/13/2022	\$ 20.500000	\$ 24.300533	\$ 42,640	\$ 50,545
Trainee Legal Secretary	02/13/2022	\$ 20.500000	\$ 20.500000	\$ 42,640	\$ 42,640
Trainee Librarian, Associate	02/13/2022	\$ 20.500000	\$ 26.137344	\$ 42,640	\$ 54,366
Trainee Office Specialist I	02/13/2022	\$ 20.500000	\$ 20.500000	\$ 42,640	\$ 42,640
Trainee Office Specialist II	02/13/2022	\$ 20.500000	\$ 21.461537	\$ 42,640	\$ 44,640
Trainee Office Specialist III	02/13/2022	\$ 20.500000	\$ 23.645013	\$ 42,640	\$ 49,182
Trainee Office Specialist, Prin	02/13/2022	\$ 20.500000	\$ 26.131854	\$ 42,640	\$ 54,354
Trainee Public Safety Recs Clk	02/13/2022	\$ 20.500000	\$ 26.125776	\$ 42,640	\$ 54,342
Trainee Public Service Assist	02/13/2022	\$ 20.500000	\$ 20.500000	\$ 42,640	\$ 42,640

SALARY RATES - 2023 Rates

JOB CLASS	EFFECTIVE DATE	2023 HOURLY RATE MIN	2023 HOURLY RATE MAX	2023 ANNUAL RATE MIN	2023 ANNUAL RATE MAX
Accounting Specialist	01/01/2023	\$ 21.592478	\$ 32.632471	\$ 44,912	\$ 67,876
Clerk	01/01/2023	\$ 21.012500	\$ 26.951702	\$ 43,706	\$ 56,060
Credit Collections Represent	01/01/2023	\$ 21.012500	\$ 26.823664	\$ 43,706	\$ 55,793
HH Svcs Representative	01/01/2023	\$ 21.012500	\$ 28.636991	\$ 43,706	\$ 59,565
Legal Secretary	01/01/2023	\$ 21.012500	\$ 29.704333	\$ 43,706	\$ 61,785
Librarian, Associate	01/01/2023	\$ 21.012500	\$ 29.583686	\$ 43,706	\$ 61,534
Office Specialist I	01/01/2023	\$ 21.012500	\$ 23.162831	\$ 43,706	\$ 48,179
Office Specialist II	01/01/2023	\$ 21.012500	\$ 24.295810	\$ 43,706	\$ 50,535
Office Specialist III	01/01/2023	\$ 21.012500	\$ 26.769388	\$ 43,706	\$ 55,680
Office Specialist, Principal	01/01/2023	\$ 21.012500	\$ 29.578060	\$ 43,706	\$ 61,522
Prod Publishg Operator	01/01/2023	\$ 21.012500	\$ 21.012500	\$ 43,706	\$ 43,706
Prod Publishg Operator, Pr	01/01/2023	\$ 21.012500	\$ 29.545408	\$ 43,706	\$ 61,454
Prod Publishg Operator, Senior	01/01/2023	\$ 21.012500	\$ 23.118922	\$ 43,706	\$ 48,087
Public Safety Records Clerk	01/01/2023	\$ 21.012500	\$ 29.571829	\$ 43,706	\$ 61,509
Public Service Assistant	01/01/2023	\$ 21.012500	\$ 21.012500	\$ 43,706	\$ 43,706
Real Estate And Tax Spec I	01/01/2023	\$ 21.012500	\$ 28.154301	\$ 43,706	\$ 58,561
Real Estate And Tax Spec II	01/01/2023	\$ 21.012500	\$ 31.039568	\$ 43,706	\$ 64,562
Real Estate And Tax Spec III	01/01/2023	\$ 21.012500	\$ 34.063293	\$ 43,706	\$ 70,852
SCOPE Pr Office Specialist	01/01/2023	\$ 21.012500	\$ 26.785150	\$ 43,706	\$ 55,713
SCOPE Service Center Rep	01/01/2023	\$ 21.012500	\$ 25.492607	\$ 43,706	\$ 53,025
Service Center Rep	01/01/2023	\$ 21.012500	\$ 28.152520	\$ 43,706	\$ 58,557
Service Center Rep, Senior	01/01/2023	\$ 21.012500	\$ 31.038153	\$ 43,706	\$ 64,559
Sheriffs Records Coordinator	01/01/2023	\$ 21.560070	\$ 32.600064	\$ 44,845	\$ 67,808
Trainee IT Oper Analyst, Asst	01/01/2023	\$ 21.012500	\$ 24.908046	\$ 43,706	\$ 51,809
Trainee Legal Secretary	01/01/2023	\$ 21.012500	\$ 21.012500	\$ 43,706	\$ 43,706
Trainee Librarian, Associate	01/01/2023	\$ 21.012500	\$ 26.790778	\$ 43,706	\$ 55,725
Trainee Office Specialist I	01/01/2023	\$ 21.012500	\$ 21.012500	\$ 43,706	\$ 43,706
Trainee Office Specialist II	01/01/2023	\$ 21.012500	\$ 21.998075	\$ 43,706	\$ 45,756
Trainee Office Specialist III	01/01/2023	\$ 21.012500	\$ 24.236138	\$ 43,706	\$ 50,411
Trainee Office Specialist, Prin	01/01/2023	\$ 21.012500	\$ 26.785150	\$ 43,706	\$ 55,713
Trainee Public Safety Recs Clk	01/01/2023	\$ 21.012500	\$ 26.778920	\$ 43,706	\$ 55,700
Trainee Public Service Assist	01/01/2023	\$ 21.012500	\$ 21.012500	\$ 43,706	\$ 43,706

SALARY CHART - 2024 Rates

JOB CLASS	EFFECTIVE DATE	2024 HOURLY RATE MIN	2024 HOURLY RATE MAX	2024 ANNUAL RATE MIN	2024 ANNUAL RATE MAX
Accounting Specialist	12/31/2023	\$ 22.132290	\$ 33.448283	\$ 46,035	\$ 69,572
Clerk	12/31/2023	\$ 21.537813	\$ 27.625495	\$ 44,799	\$ 57,461
Credit Collections Represent	12/31/2023	\$ 21.537813	\$ 27.494256	\$ 44,799	\$ 57,188
HH Svcs Representative	12/31/2023	\$ 21.537813	\$ 29.352916	\$ 44,799	\$ 61,054
Legal Secretary	12/31/2023	\$ 21.537813	\$ 30.446941	\$ 44,799	\$ 63,330
Librarian, Associate	12/31/2023	\$ 21.537813	\$ 30.323278	\$ 44,799	\$ 63,072
Office Specialist I	12/31/2023	\$ 21.537813	\$ 23.741902	\$ 44,799	\$ 49,383
Office Specialist II	12/31/2023	\$ 21.537813	\$ 24.903205	\$ 44,799	\$ 51,799
Office Specialist III	12/31/2023	\$ 21.537813	\$ 27.438623	\$ 44,799	\$ 57,072
Office Specialist, Principal	12/31/2023	\$ 21.537813	\$ 30.317512	\$ 44,799	\$ 63,060
Prod Publshg Operator	12/31/2023	\$ 21.537813	\$ 21.537813	\$ 44,799	\$ 44,799
Prod Publshg Operator, Pr	12/31/2023	\$ 21.537813	\$ 30.284043	\$ 44,799	\$ 62,991
Prod Publshg Operator, Senior	12/31/2023	\$ 21.537813	\$ 23.696895	\$ 44,799	\$ 49,290
Public Safety Records Clerk	12/31/2023	\$ 21.537813	\$ 30.311125	\$ 44,799	\$ 63,047
Public Service Assistant	12/31/2023	\$ 21.537813	\$ 21.537813	\$ 44,799	\$ 44,799
Real Estate And Tax Spec I	12/31/2023	\$ 21.537813	\$ 28.858159	\$ 44,799	\$ 60,025
Real Estate And Tax Spec II	12/31/2023	\$ 21.537813	\$ 31.815557	\$ 44,799	\$ 66,176
Real Estate And Tax Spec III	12/31/2023	\$ 21.537813	\$ 34.914875	\$ 44,799	\$ 72,623
SCOPE Pr Office Specialist	12/31/2023	\$ 21.537813	\$ 27.454779	\$ 44,799	\$ 57,106
SCOPE Service Center Rep	12/31/2023	\$ 21.537813	\$ 26.129922	\$ 44,799	\$ 54,350
Service Center Rep	12/31/2023	\$ 21.537813	\$ 28.856333	\$ 44,799	\$ 60,021
Service Center Rep, Senior	12/31/2023	\$ 21.537813	\$ 31.814107	\$ 44,799	\$ 66,173
Sheriffs Records Coordinator	12/31/2023	\$ 22.099072	\$ 33.415066	\$ 45,966	\$ 69,503
Trainee IT Oper Analyst, Asst	12/31/2023	\$ 21.537813	\$ 25.530747	\$ 44,799	\$ 53,104
Trainee Legal Secretary	12/31/2023	\$ 21.537813	\$ 21.537813	\$ 44,799	\$ 44,799
Trainee Librarian, Associate	12/31/2023	\$ 21.537813	\$ 27.460547	\$ 44,799	\$ 57,118
Trainee Office Specialist I	12/31/2023	\$ 21.537813	\$ 21.537813	\$ 44,799	\$ 44,799
Trainee Office Specialist II	12/31/2023	\$ 21.537813	\$ 22.548027	\$ 44,799	\$ 46,900
Trainee Office Specialist III	12/31/2023	\$ 21.537813	\$ 24.842041	\$ 44,799	\$ 51,671
Trainee Office Specialist, Prin	12/31/2023	\$ 21.537813	\$ 27.454779	\$ 44,799	\$ 57,106
Trainee Public Safety Recs Clk	12/31/2023	\$ 21.537813	\$ 27.448393	\$ 44,799	\$ 57,093
Trainee Public Service Assist	12/31/2023	\$ 21.537813	\$ 21.537813	\$ 44,799	\$ 44,799

Index

ABSENCE WITHOUT LEAVE	Article 14 – Page 21
ADOPTION ASSISTANCE	Article 13.5 – Page 20
ARBITRATION	Article 7.4 – page 10
ATTACHMENTS	
A – Hennepin County Map	Page 36
B – Current Hennepin County Departments Organized under PELRA	Page 37
C – Bereavement Leave Administration Under the AFSCME Contract	Page 38
D – Meet & Confer Topics	Page 39
Letter of Understanding Regarding Legislative Transfer of Position	Page 40
Letter of Understanding Classification Study	Page 41
Clarification of Health Insurance Article	Page 42
Transfer to Another Jurisdiction Letter	Page 43
Clarification of Seniority Letter	Page 44
Memorandum of Understanding – Military Reservists Benefits	Page 45
Minneapolis Public Library (MPL) & Hennepin County Library (HCL)	Page 46
MOU – Depletion of Leave Hour Balances	Page 47
Board Action Request – Depletion of Leave Hour Balances	Page 48
Resolution – Depletion of Leave Hour Balances	Page 49
Resolution – Phased Retirement Option	Page 52
Links	Page 53
Employees Time off to Vote	Page 54
Consensus Model & LMHCC Structure	Page 55
Letter of Understanding Training Coworkers	Page 57
Letter of Understanding Traumatic Incidents	Page 58
Letter on Reduced Forcing Efforts	Page 59
Salary Chart	Page 61
AUTOMOBILE TRAVEL EXPENSES	Article 39 – Page 33
BEREAVEMENT LEAVE	Article 16 – Page 21
BIRTH OF A CHILD	Article 13.5 – Page 20
BREAKS AND LUNCH	Article 9.3.C – Page 12
BULLETIN BOARDS	Article 4.7 – Page 7
BUMPING RIGHTS	Article 6.4.C – Page 9
CALL BACK PAY	Article 9.8 – Page 13
CONTRACTING OUT	Article 40 – Page 33
COURT DUTY	Article 19 – Page 22
DEFINITIONS	Article 3 – Page 5
DISCIPLINE	
Administrative Investigations	Article 32.7 – Page 31
Just Cause	Article 32.1 - Page 30
Personnel Records	Article 32.6 – Page 31
EDUCATIONAL ASSISTANCE	Article 29 – Page 29
EFFECTIVE DATES	Article 44 – Page 35

AFSCME Council 5, Clerical Unit, Local 2822 – 2022-2024

ELECTION DAYS	Article 20 – Page 22
EMPLOYEE ASSISTANCE	Article 33 – Page 31
EMPLOYER AUTHORITY	Article 5 – Page 8
FITNESS FOR DUTY	Article 30 – Page 29
MULTILINGUAL STIPEND	Article 9.15 – Page 13
GRIEVANCE PROCEDURE	Article 7 – Page 9
HEALTH AND SAFETY	Article 41 – Page 33
HOLIDAYS	
Designated Holiday	Article 10.1 – Page 14
Pay for work on the holiday	Article 10.2 – Page 14
24 Hour Operations	Article 10.3 – Page 14
Religious	Article 10.5 – Page 14
INSURANCE	Article 22 – Page 22
JOB CLASSES IN BARGAINING UNIT	Article 2 – Page 4
JOB SHARING	Article 9.9 – Page 13
LAYOFFS	Article 6.4, 6.5 – Page 8-9
LEAVE BENEFITS AND WORKERS' COMPENSATION BENEFITS	Article 15 – Page 21
LEAVE OF ABSENCE	Article 13 – Page 21
Military Leave	Article 17 – Page 21
Union Leave	Article 13.9 – Page 21
Workers' Compensation	Article 15 – Page 21
MEALS AND BREAKS	Article 9.3.C – Page 12
MANAGEMENT RIGHTS	Article 5 – Page 8
MEDICAL LEAVE OF ABSENCE	Article 12A.8 – Page 19
MEET AND CONFER	Article 31 – Page 31
MILITARY LEAVE	Article 17 – Page 21
MILITARY RESERVE TRAINING	Article 18 – Page 21
NO STRIKE – NO LOCKOUT	Article 8 – Page 11
NON-DISCRIMINATION	Article 34 – Page 31
OUT OF CLASS PAY	Article 9.10 – Page 13
OVERTIME	Article 9.4, 5, 6 – Page 12
PAID TIME OFF	Article 11B – Page 16
PERFORMANCE EVALUATIONS	Article 28 – Page 29
PREAMBLE	Article 1 – Page 4
PROBATIONARY EMPLOYEES	
Grievances	Article 7.6, 7.8 – Page 11
RECALL	Article 6.4B, 6.5 – Page 9
RECOGNITION	Article 2 – Page 4
RETENTION PAY ADJUSTMENTS	Article 24 – Page 27
SALARY RATES	Article 38 – Page 32
SAVINGS CLAUSE	Article 36 – Page 32
SCOPE OF AGREEMENT	Article 35 – Page 32
SENIORITY	Article 6 – Page 8
SENIORITY LISTS	Articles 6 – Page 8
SEVERANCE PAY	Article 23 – Page 26
Sick Leave	Article 12A.4, 12B.3 – Page 18
Vacation Balances	Article 11A.6, 11B.7 – Page 15
SHERIFF'S CIVILIAN UNIFORM	Article 43 – Page 34

AFSCME Council 5, Clerical Unit, Local 2822 – 2022-2024

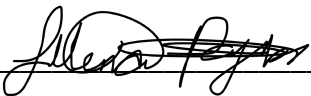
SHIFT DIFFERENTIAL	Article 9.7 – Page 12
SICK LEAVE	Article 12A, 12B – Page 18-19
STAFFING SCHEDULES	
Posting	Article 9.3.A – Page 11
Length of Shift	Article 9.3.B – Page 11
STEWARDS	
Number of	Article 4.3.A – Page 6
TERM OF AGREEMENT	Article 45 – Page 35
TIME OFF FOR TESTING	Article 21 – Page 22
TRAINEES	Article 42 – Page 34
TUITION REIMBURSEMENT	Article 29 – Page 29
UNION SECURITY	Article 4 – Page 6
VACANCIES	Article 26 – Page 28
VACATION	Article 11A – Page 15
VOLUNTARY LEAVE WITHOUT PAY (SLWOP)	Article 37 – Page 32
SALARY CHART	Page 61
WEEKEND DIFFERENTIAL	Article 9.12 – Page 13
WORK RULES	Article 27 – Page 29
WORK SCHEDULES/PREMIUM PAY	Article 9 – Page 11
WORK UNIT VACANCIES	Article 26 – Page 28
WORKERS' COMPENSATION	Article 15 – Page 21

Signature Page

Contract No. A2111095

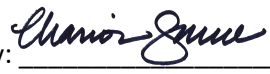
HENNEPIN COUNTY:

WITNESSES:




Beth Belle Isle (May 27, 2022 09:34 CDT)

DATE:

By: 

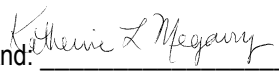
Chair of its County Board

And: 

County Administrator

ATTEST: 

Deputy/Clerk of the County Board

And: 

Chief Labor Relations Officer

**Reviewed by the County
Attorney Office**

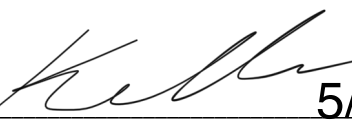


DATE 5/31/2022

AFSCME Council 5, Local 2822

By:  5/17/22

AFSCME Field Director

By:  5/17/22

AFSCME Field Representative

By:  5/23/22

AFSCME Local 2822 President