

# **Collective Bargaining Agreement**

**between**

**St. Stephen's Human Services**

**and**

**AFSCME Council 5**

Effective  
September 18, 2020  
through  
June 30, 2023

**Table of Contents**  
**(2020 to 2023)**

	<u>Page</u>
PREAMBLE .....	1
ARTICLE 1: RECOGNITION .....	1
ARTICLE 2: MANAGEMENT RIGHTS .....	2
ARTICLE 3: UNION SECURITY .....	2
ARTICLE 4: UNION RIGHTS .....	3
ARTICLE 5: NO STRIKES, NO LOCKOUTS .....	3
ARTICLE 6: DISCIPLINE AND DISCHARGE .....	3
ARTICLE 7: GRIEVANCE PROCEDURE.....	4
ARTICLE 8: WORKER SAFETY .....	5
ARTICLE 9: LABOR MANAGEMENT COMMITTEE .....	5
ARTICLE 10: CLOTHING STIPEND.....	6
ARTICLE 11: AUTO STIPEND .....	6
ARTICLE 12: LEAVES .....	6
ARTICLE 13: NON-DISCRIMINATION .....	7
ARTICLE 14: GROUP INTERVIEW PARTICIPATION .....	7
ARTICLE 15: WAGES .....	7
ARTICLE 16: PROBATIONARY PERIOD.....	9
ARTICLE 17: SENIORITY .....	9
ARTICLE 18: LAYOFFS.....	9
ARTICLE 19: PTO .....	9
ARTICLE 20: SUBCONTRACTING .....	10
ARTICLE 21: VACANCIES.....	10
ARTICLE 22: 401K.....	10

ARTICLE 23: INSURANCE BENEFITS ..... 11  
ARTICLE 24: VOLUNTARY RESIGNATION..... 11  
ARTICLE 25: EMPLOYEE ASSISTANCE PROGRAM ..... 11  
ARTICLE 26: HOLIDAYS ..... 11  
ARTICLE 27: SAVINGS CLAUSE..... 12  
ARTICLE 28: DURATION..... 12

**AGREEMENT BETWEEN ST. STEPHEN'S HUMAN SERVICES  
AND  
AFSCME COUNCIL 5**

**PREAMBLE**

This Agreement has as its purpose the promotion of harmonious relations between the parties; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

The Agreement is made and entered into on September 18, 2020, by and between St Stephen's Human Services ("Employer") and the American Federation of State, County, and Municipal Employees, AFL-CIO, Minnesota Council 5 ("Union" or "AFSCME").

**ARTICLE 1: RECOGNITION**

A. The Employer recognizes the Union as bargaining representative for all full-time and regularly-scheduled part time employees employed in positions in the following departments:

- (1) The Family Programs Department (including Case Managers, Lead Case Managers, Assessors, Employment Specialists, Housing Locators, and Rapid Rehousing Coordinators),
- (2) The Single Adult Housing Programs Department (including Case Managers, Lead Case Managers, Assessors, Employment Specialists, Housing Locators, and Rapid Rehousing Coordinators);
- (3) The Outreach and Shelter Department (including Outreach Workers, Lead Outreach Workers, Shelter Advocates, Shelter Lead Advocates, Shelter Workers, Welcome Center Advocates); and
- (4) The Service and Maintenance Department (including Custodians and Maintenance Workers)

employed by the employer; excluding all office employees (including Resource Advocates, Volunteer & Giving Coordinators, Group Volunteer Coordinators, Community Education Advocates, Community Educators, Development & Communications Coordinators, Development Associates, Accountants, Representative Payees, Accounting Clerks, Rental Assistance Coordinators, Agency Data Coordinators, HMIS Data Specialists, and Operations Coordinators), all managerial employees, all confidential employees, all guards, and all supervisors as defined in the Act, and all other employees, as certified by the National Labor Relations Board in Case No. 18-RC-244081.

B. This Agreement shall be limited in scope and application to only those employees of the Employer in those classifications and statuses described in Section 1.A above, as constituting the appropriate unit for purposes of collective bargaining.

C. This Agreement incorporates the entire understanding of the parties and supersedes any existing agreements.

## **ARTICLE 2: MANAGEMENT RIGHTS**

Except as specifically limited by the express written provisions of this Agreement, the Management of the Employer and the direction of the working forces shall be vested solely and exclusively in the Employer. This provision shall include, but is not limited to, the right: to maintain and improve efficiency; to appropriately determine the quality and quantity of work performed; to hire, promote, classify, or transfer employees; to discipline, suspend, or discharge employees for just cause (see Article: Discipline and Discharge); to require employee vaccinations; to determine the number of employees to be employed; to assign and delegate work; to enter into contracts for the furnishing and purchasing of supplies and services; to make, enforce and alter, from time to time, reasonable rules, policies, and regulations and to require employees to observe these Employer rules, regulations and policies; to schedule work and to determine the number of hours to be worked; to determine the methods and equipment to be utilized and the type of services to be provided; to determine the nature and kind of business conducted by the Employer; to determine the kinds and locations of facilities, equipment and materials to be used; to determine the control of materials and parts; to determine the methods and techniques of work; to determine the content of jobs; to determine the extension, limitations, curtailment or cessation of operations or any part thereof; to contract or subcontract work (see Article 20: Subcontracting); to change, modify, or discontinue existing methods of service and equipment to be used or provided; to lay off employees because of valid management and business reasons (see Article 18: Layoffs); to decide employee qualifications; to determine the content of any job and the duties assigned thereto; to evaluate the performance of all employees; and to manage and administer the Employer's operation.

## **ARTICLE 3: UNION SECURITY**

All employees subject to this Agreement who are not members of the Union on the effective date of the provisions of this section and all employees subject to this Agreement who are hired at a time subsequent to the effective date of this section shall, as a condition of employment, become members in good standing of the Union within thirty (30) days of the effective date of this Agreement or within thirty (30) days of the hire date, whichever is applicable, or pay a service fee not to exceed the amount of dues uniformly required of members.

Employees covered by this Agreement who elect not to become Union members shall be required, as a condition of employment, beginning on the 30th day following the beginning of such employment, to pay the Union a monthly service charge toward the administration of this Agreement and the representation of such employee. The monthly service charge shall not exceed the regular monthly union dues paid by employees who work the same number of hours and who have become Union members. The monthly service charge shall be payable at the same time as the regular dues.

Deduction for dues or the appropriate service fee shall be made for such employee who

executes a written authorization card authorizing such deduction.

If a dispute occurs between the Union and an employee over the deduction of dues or service charges, or from any claims of an employee who is terminated for not remaining "in good standing" as defined above, the Union will hold the Employer harmless.

#### **ARTICLE 4: UNION RIGHTS**

A. After notifying the Employer's chief human resources officer, an authorized union representative will be granted reasonable access to non-working areas to discharge their duties as a representative of the Union. The union representative must be accompanied by a bargaining unit member and there shall be no adverse impact on the day-to-day operations of St. Stephen's Human Services due to the presence of a Union Representative.

B. The Employer will furnish a bulletin board, or will make space available on an existing bulletin board at each work location in areas mutually agreed to on a local basis, for the exclusive use of the Union. The Union shall be responsible for all items posted on the bulletin board.

C. Employees selected by the Union to act as Union representatives shall be known as "Stewards." The names of employees selected as Stewards and the names of other Union representatives who may represent employees shall be certified in writing to the Employer by the Union.

D. The Employer will allow a union steward to meet with new employees covered by this Agreement during new employee orientation.

E. An employee may request a leave of absence for union business. Leave will be approved in accordance with the Employer's normal attendance and leave policies.

#### **ARTICLE 5: NO STRIKES, NO LOCKOUTS**

During the course of this Agreement, there shall be no strikes, sympathy strikes, sitdowns, or boycotts, whether coercive or otherwise, participated in by the Union, its agents or employees covered by this Agreement. During the term of this contract, the Employer agrees that there shall be no lockout.

#### **ARTICLE 6: DISCIPLINE AND DISCHARGE**

A. **Just Cause.** The right to discharge or discipline an employee is at the sole discretion of the Employer, except that no written warning, final warning, or discharge shall be implemented without just cause. It is expressly understood and agreed that just cause shall include, but is not limited to, failure to perform the requirements of the job; possession, use or being under the influence of illegal drugs or alcohol during work time; theft; dishonesty; unauthorized use of Employer property; insubordination; or excessive absenteeism/tardiness.

B. **Progressive Discipline.** While the Employer will generally follow progressive discipline, where appropriate, steps in any progressive discipline process may be skipped and more severe discipline, up to and including discharge, may be imposed depending upon the seriousness of the offense. Discipline will usually be in the following order:

- Oral Warning,
- Written Warning,
- Final Warning, and
- Discharge.

A written warning will not be considered as part of progressive discipline after 12 months. A notice of any written discipline or discharge will be given to the employee and a copy thereof sent to the Union.

C. **Suspension Pending Investigation.** The Employer may place an employee who is the subject of an investigation on a paid investigatory suspension. It is understood that such investigatory suspension does not constitute disciplinary action unless later converted to such by the Employer. A notice of any suspension will be given to the employee and a copy thereof sent to the Union.

## **ARTICLE 7: GRIEVANCE PROCEDURE**

Any dispute relating to the interpretation of or adherence to the terms and provisions of this Agreement shall be handled as follows:

Step 1: The employee shall discuss the grievance with their immediate supervisor. This discussion may also include a Union Steward or Union Representative.

Step 2: If the grievance is not resolved in Step 1, it shall be submitted in writing to the Employer, shall specify in detail the alleged violation of the contract, and shall be received by the chief human resources officer no later than fifteen (15) calendar days following the date of the occurrence. The grievance must include the name of the aggrieved employee(s). Grievances relating to compensation shall be timely if received by the Employer no later than fifteen (15) calendar days following the date of receipt of the check by the employee. Following receipt of the written grievance by the Employer, representatives of the Employer and the Union shall meet in an attempt to resolve the grievance. Subsequent to the meeting between the representative of the Employer and the Union, the Employer shall present a written answer to the grievance within fifteen (15) calendar days from the date of the Step 2 grievance meeting.

Step 3: In case no settlement can be arrived at between the parties in Step 1 or 2 above, the matter in dispute may be submitted to the Federal Mediation and Conciliation Services for resolution if both parties mutually agree.

Step 4: If the grievance is not resolved in Step 2, either party may refer the matter to arbitration. Any demand for arbitration shall be in writing and must be received by the other party within seven (7) calendar days following the receipt of the written answer to the grievance. The

Employer and the Union shall attempt to agree on a neutral arbitrator who shall hear and determine the dispute. If no agreement is reached, the arbitrator shall be selected from the list of nine (9) neutral arbitrators to be submitted to the parties by the Federal Mediation Services.

The authority of the arbitrator shall be limited to making an award relating to the interpretation or adherence to the written provisions of this Agreement and the arbitrator shall have no authority to add to, subtract from or modify in any manner the terms and provisions of this Agreement. The award of the arbitrator shall be confined to the issues raised in the written grievance and the arbitrator shall have no power to decide any other issues. The award of the arbitrator shall be final and binding upon the Union, the Employer and the employees.

The fees and expenses of the neutral arbitrator shall be divided equally between the Employer and the Union.

The time limitations set forth herein relating to the time for filing a grievance and the demand for arbitration shall be mandatory. Failure to follow such time limitations shall result in the grievance being permanently barred, waived and forfeited and shall not be submitted to arbitration. Any deadline herein may be extended by mutual written agreement.

Nothing contained in this collective bargaining agreement shall be construed to impair any of the rights of the Employer, the Union, or the employees under any of the applicable state or federal laws.

#### **ARTICLE 8: WORKER SAFETY**

A. **General.** It shall be the policy of the Employer to provide for the health and safety of its employees by providing safe working conditions, safe work areas, and safe work methods.

B. **Respectful Workplace.** All staff are expected to treat every employee, client, and member of the public with courtesy and respect.

C. **Safety Committee.** A Safety Committee shall be established for the purposes of addressing workplace safety concerns and making recommendations to the Employer. The Safety Committee will typically meet every other month. Any employee may serve on the Safety Committee and employees serving on the Safety Committee will be paid for attending meetings. The Committee will review safety complaints, including any and all OSHA complaints. In the first year of this Agreement, the Safety Committee will review all trainings given to employees regarding workplace safety and make recommendations to the Employer.

D. **Union Representation.** The Union shall have the right to select one (1) bargaining unit member to participate in the Safety Committee.

#### **ARTICLE 9: LABOR MANAGEMENT COMMITTEE**

The parties hereby agree that a Labor Management Committee consisting of four (4) representatives appointed by the Employer and four (4) representatives appointed by the Union



will meet once every two months. The Committee shall make recommendations to the Employer with respect to operational issues affecting the employees. Time spent at such meetings shall be paid time. The Committee has no authority or power to amend or delete from the Agreement. Any agreements entered into by the parties as the result of the Labor Management Committee shall be reduced to writing as a Memorandum of Understanding and attached to the contract.

Representatives who agree to serve on the Labor Management Committee agree to attend the Labor/Management Committee training provided by Federal Mediation and Conciliatory Services within six (6) months of serving on the Committee.

#### **ARTICLE 10: CLOTHING STIPEND**

The Employer will provide employees who are required to work outdoors as part of their job with up to a \$150 reimbursement for outdoor boots or cold-weather gear in a 12-month period.

#### **ARTICLE 11: AUTO STIPEND**

Employees who are required to drive a personal vehicle as part of their job may be reimbursed for up to \$150 in a 12-month period for damages to their personal vehicle caused by St. Stephen's clients.

#### **ARTICLE 12: LEAVES**

A. The Employer will provide eligible employees with any leave required by federal, state, and local law, including, but not limited to, voting leave, parental school leave, military leave, and unpaid medical leave. Any leaves will run concurrently to the greatest extent possible.

B. **Bereavement Leave.** Upon request, the Employer will provide up to three days of bereavement leave to employees upon the death of a family member, including family members outside the employee's family of origin. To the greatest extent possible, upon request, the Employer will provide up to one day of bereavement leave upon the death of a client or coworker.

C. The Employer will offer leaves of absence to eligible bargaining unit employees on the same terms and under the same conditions as non-contract employees.

**ARTICLE 13: NON-DISCRIMINATION**

A. Both parties to this Agreement recognize that the Employer is an EEO/AA Employer and agree not to discriminate against or harass any employee because of race, color, creed, religion, national origin or ancestry, gender, gender identity or expression, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, genetic information, veteran status, membership or activity in a local human rights commission or any other characteristic protected by law.

B. There shall be no discrimination by the Employer or by the Union against any Employee because of membership or non-membership in the Union or because of the assertion of rights afforded by this Agreement.

**ARTICLE 14: GROUP INTERVIEW PARTICIPATION**

When the Employer conducts a second round, in-person interview of an external candidate for a bargaining unit position, the employer will notify employees holding the same position who have informed the employer of their interest in participating. The employees will be notified of the date and time of the interview and encouraged to participate.

**ARTICLE 15: WAGES**

A. **Across-the-Board Wage Increase in July 2020.** Effective July 1, 2020, all bargaining unit employees received a 4.0% across-the-board wage increase. This provision will be automatically removed from any successor contract.

B. **Across-the-Board Wage Increase for Shelter Workers, Shelter Advocates, and Welcome Center Advocates.** Beginning on the first full pay period following ratification of the contract, Employer agrees to pay Shelter Workers, Shelter Advocates, and Welcome Center Advocates a 3% across-the-board wage increase. This provision will be automatically removed from any successor contract.

C. **Minimum Wage Rates.** Beginning on the first full pay period following ratification of the contract, Employer agrees to implement a "minimum hourly rate" for all bargaining unit employees according to the following job titles:

<b>Job Title</b>	<b>Minimum Starting Hourly Wage</b>
Custodial & Maintenance Workers	\$15.00
Shelter Workers	\$16.00
Welcome Center Advocates	\$18.00
Shelter Advocates, Case Managers, Street Outreach Workers, Employment Specialists	\$18.65

Job Title	Minimum Starting Hourly Wage
Coordinators, Housing Locators, Lead Outreach Workers, Lead Shelter Advocates, Lead Case Managers, Next Step Assessors	\$20.00

These rates represent a floor and nothing prevents the Employer from paying a higher wage.

D. **Increases to Minimum Wage Rate for New Hires.** Beginning on the first full pay period following ratification of the contract, Employer agrees to implement an additional \$.25 initial hourly rate increase to the minimum starting hourly wage for newly-hired bargaining unit employees with any of the following experiences or credentials (up to \$1.00):

Experiences/Credentials	Addition to Hourly Rate
Lived Experience with Homelessness	\$.25
Fluent in a language that reflects our client's needs	\$.25
2 years of relevant work experience	\$.25
Active Social Work Licensure	\$.25

These rates represent a floor and nothing prevents the Employer from paying a higher wage.

E. **Pay Differentials.** The following differentials will be paid to employees working in the shelter on the evenings and weekends (up to \$2.00 per hour total):

Employees will receive a \$1.00 per hour shift differential for scheduled shelter hours worked between 12:00am and 9:00am.

Employees will receive a \$1.00 per hour weekend differential for scheduled shelter hours worked between 12:00am Saturday and 11:59pm Sunday.

F. **Wage Reopeners in 2021 and 2022.** Subject to the reopener provision in Article 27, bargaining unit employees will receive a minimum 1.0% across-the-board increase in each of the next two years (1.0% beginning on first full pay period in July 2021 and 1.0% beginning on first full pay period in July 2022).

G. **Longevity Wage Increase.** Full-time employees will receive a 2.5% increase to their current hourly rate upon completion of their fifth year of service. This increase will be effective on the first full pay period following the employee's anniversary date or the first full pay period following ratification of the contract, whichever is later.

**ARTICLE 16: PROBATIONARY PERIOD**

Upon commencement of employment, all employees covered by this Agreement shall serve a probationary period of 90 calendar days. The Employer may extend this probationary period for an additional 30 calendar days upon notice to the Union with a statement regarding the reason for the probationary extension. During the probationary period, employees have no seniority rights and employees may not apply for another position at the Employer. Upon completion of the probationary period, the employee will be credited with seniority from their starting date. Probationary employees may be discharged at the sole discretion of the Employer, with or without cause, and without recourse under this Agreement.

**ARTICLE 17: SENIORITY**

“Seniority” is defined as the total number of hours worked since the Employee’s latest date of hire. The Employer will provide the Union with an updated seniority list by September 30 each year.

In the event of two or more employees having the same amount of seniority, preference will be given first to employees who have previously worked with St. Stephen’s. In the event of a further tie, seniority will be determined by lot.

**ARTICLE 18: LAYOFFS**

In the event it becomes necessary to layoff bargaining unit employees, layoffs will occur by inverse seniority among those employees within the same classification number (see Appendix 1). Recall to work will follow seniority. The Employer will encourage laid-off staff to apply for open positions with the Employer. Before implementing involuntary layoffs, the Employer will first solicit voluntary layoffs.

Should there arise a need for layoffs, the Employer will meet with the Union to bargain over the effects of the layoffs.

**ARTICLE 19: PTO**

The Employer shall provide to eligible employees covered by this contract the paid time off (PTO) plan that is made available to non-contract employees of the Employer. The parties agree to bargain before any changes to this Article.

The current PTO accrual schedule for eligible employees is as follows:

Length of Service	Accrual Per Year	Accrual Per Pay Period	Maximum PTO Balance
0 – 12 months (first year)	20 days/year	6.15 hours	160 hours
13 – 48 months (years 1-4)	25 days/year	7.69 hours	200 hours

49 – 108 months (years 5-9)	30 days/year	9.23 hours	240 hours
109 + months (9 + years)	35 days/year	10.77 hours	280 hours

Employees will be allowed to use any available PTO upon hire. Employees with at least one year of service and a PTO balance of at least 80 hours may “cash out” up to 40 hours of PTO once in any 12-month period.

Accrued and unused PTO will be paid out upon termination of employment. To be eligible for this payout, employees must have at least 90 days of service and meet the following criteria:

- resign in writing;
- give a minimum of two weeks (14 calendar days) notice; and
- work at least two weeks of the employee’s FTE.

Employees (a) with less than 90 days of service, (b) who fail to resign in writing and work at least two weeks of the employee’s FTE and/or (c) who are terminated due to policy violation or cause will not receive any payment for accrued but unused PTO when they leave the Employer. Under these circumstances, all PTO is forfeited.

**ARTICLE 20: SUBCONTRACTING**

In the event that the Employer’s decision to subcontract affects bargaining unit employees, the Employer agrees to notify and offer to bargain with the Union over the effects of the decision.

The Employer agrees that a decision to subcontract will not result in the layoff or involuntary reduction of the FTE of any current bargaining unit employee.

**ARTICLE 21: VACANCIES**

The Employer in its sole discretion will determine when there is a vacancy. In the event there is a vacancy or the creation of a new position, the Employer shall post vacant or new positions for a minimum of seven (7) days.

**ARTICLE 22: 401K**

The Employer shall provide to eligible employees covered by this contract the same 401(k) plan or a similar plan with the same benefits that is made available, and as may be amended from time to time at the sole discretion of the Employer, to non-contract employees of the Employer. If the Employer makes changes to the 401(k) plan, the Employer will notify the Union of the changes.

## **ARTICLE 23: INSURANCE BENEFITS**

An employee covered by this contract will be offered to participate in the Employer's insurance plans on the same basis as the employer's non-contract employees.

A. Health Insurance. Eligible employees may elect to be covered by the Employer's non-contract health insurance program as it may be amended from time to time at the sole discretion of the Employer. Employees who are eligible and elect coverage shall pay the same amount towards the monthly premiums as non-contract employees. Coverage for eligible employees who elect health insurance will commence on the applicable date as provided by the terms of the Plan.

B. Other Insurance Offerings. The Employer will offer all insurance benefits that it offers to non-union employees on the same basis and on the same terms as non-contract employees.

C. Insurance Plan Design and Premiums. The Employer shall have the exclusive right to establish and subsequently modify, from time to time in its sole discretion, the design of any insurance plan or plans that are offered to employees. The Employer shall also have the exclusive right to establish and subsequently modify the premium structure in its sole discretion. If the Employer makes changes to the health insurance plan, the Employer will notify the Union of the changes.

## **ARTICLE 24: VOLUNTARY RESIGNATION**

Employees must give the Employer at least fourteen (14) days' written notice of resignation. Failure to provide the required notice or work at least ten (10) days will result in the forfeiture of any accrued and unused paid time off in accordance with the paid time off policy.

## **ARTICLE 25: EMPLOYEE ASSISTANCE PROGRAM**

The Employer will make available to bargaining unit employees the same Employee Assistance Program offered to non-contract employees.

## **ARTICLE 26: HOLIDAYS**

Starting January 1, 2021, employees will receive Holiday Pay for up to eleven (11) Floating Holidays annually, which may be used for any religious, cultural, or personal holiday. Employees must designate their full holiday schedule for the following calendar year by December 1<sup>st</sup>. Employees hired after January 1 will receive a prorated number of floating holidays (i.e., one day for every full month remaining in the calendar year). New employees must provide their holiday schedule at the time of hire. Employees who want to change a floating holiday designation must submit a written request to their supervisor no later than 60 days before both the currently-designated holiday and newly-requested holiday occur. Changes are subject to manager approval.

Employees who request a Floating Holiday that cannot be accommodated as time off (and therefore are required to work on that day) will be paid time and one-half for all hours worked on that day plus up to eight (8) hours of Holiday Pay for that day.

Part-time employees must work at least 15 hours each week in order to be eligible for Holiday Pay. Holiday Pay is pro-rated for part-time employees based on FTE status.

If a Holiday falls on an employee's paid absence, Holiday Pay will be provided instead of PTO that would have otherwise applied.

Holidays are not paid when the employee is "inactive," such as during the unpaid portion of an employee's leave of absence.

Holiday Pay does not count as hours worked for purposes of determining overtime.

Floating Holidays are not an accrued benefit and are not subject to payout.

#### **ARTICLE 27: SAVINGS CLAUSE**

In the event that any portion of this Agreement is invalidated by the passage of legislation or a decision of a court of competent jurisdiction, such invalidation shall apply only to those portions so invalidated, and all remaining portions of this Agreement not invalidated shall remain in full force and effect. In the event any provision or provisions are declared to be in conflict with a law, both parties shall meet promptly for the purpose of renegotiating the provision so invalidated.

#### **ARTICLE 28: DURATION**

This Agreement shall be in full force and effect from September 18, 2020, through and including June 30, 2023, and then from year to year thereafter, unless at least sixty (60) days prior to the termination of the initial period or any yearly period, either party shall serve on the other party, written notice that it desires to modify or terminate this Agreement.

This Agreement shall be reopened for purposes of negotiations over wages (Article 15) only, effective July 1 each year, with negotiations commencing at least 60 days prior to July 1. Upon the reopener, all other provisions and all other articles of this Agreement shall remain in full force and effect.

Dated: \_\_\_\_\_

ST. STEPHEN'S HUMAN SERVICES

By Lance Oswald Andes  
Its Talent Acquisition Director

Dated: 10/21/20

AFSCME COUNCIL 5

By [Signature]  
President, AFSCME Local 999

By [Signature]  
Field Representative, AFSCME Council 5

By [Signature]  
Field Director, AFSCME Council 5



## APPENDIX 1

*(Note: The parties have agreed that Appendix 1 will be reviewed by Labor-Management Committee, and the Labor-Management Committee may, if it deems appropriate, propose a revised version of Appendix 1 to the Employer for consideration).*

<b>Department</b>	<b>Classification #</b>	<b>Job Title(s)</b>
Housing Programs	1	Family Supportive Housing Case Manager
Housing Programs	2	Family Supportive Housing Case Manager Lead
Housing Programs	3	Family Rapid ReHousing Case Manager CTI Rapid ReHousing Case Manager Employment Enriched Rapid ReHousing Case Manager Rainbow Rapid ReHousing Coordinator
Housing Programs	4	Family Rapid ReHousing Case Manager Lead
Housing Programs	5	Three Month Family Rapid ReHousing Case Manager
Housing Programs	6	Families Fast Track Case Manager
Housing Programs	7	Single Adult Supportive Housing 1 Case Manager Single Adult Supportive Housing 2 Case Manager
Housing Programs	8	Single Adult Supportive Housing 1 Case Manager Lead Single Adult Supportive Housing 2 Case Manager Lead
Housing Programs	9	Singles Rapid ReHousing Case Manager
Housing Programs	10	Single Adult FastTrack Case Manager
Housing Programs	11	Targeted Prevention Case Manager Pohlad Prevention Case Manager
Housing Programs	12	Traditional Prevention Case Manager
Housing Programs	13	Diversion Worker
Housing Programs	14	Housing Locator
Housing Programs	15	Next Step Assessor
Housing Programs	16	Employment Specialist
Outreach	17	Street Outreach Worker 1
Outreach	18	Street Outreach Worker 2
Outreach	19	Street Outreach Worker Lead
Outreach	20	Street Outreach Worker Military Focus
Outreach	21	Street Outreach Worker Military Focus Lead
Shelter	22	Shelter Worker
Shelter	23	Shelter Advocate
Shelter	24	Shelter Advocate Lead
Welcome Center	25	Welcome Center Advocate
Facilities	26	Custodian
Facilities	27	Maintenance Worker