

2022-2024  
AGREEMENT  
BETWEEN THE  
CITY OF DULUTH  
AND  
LOCAL 66 OF A.F.S.C.M.E., COUNCIL 5  
FOR  
BASIC UNIT EMPLOYEE

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THIS AGREEMENT deemed effective January 1, 2022, is entered into by and between the City of Duluth, hereinafter called the "Employer," and LOCAL 66 of A.F.S.C.M.E., represented by A.F.S.C.M.E. Minnesota Council 5, hereinafter called the "Union."

## ARTICLE 1 - PURPOSE OF AGREEMENT

The intent and purpose of this Agreement is to:

1.1. Establish certain hours, wages and other terms and conditions of employment, as defined in Minnesota Statute.

1.2. Establish procedures for the resolution of disputes concerning the interpretation and/or application of this Agreement.

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

## ARTICLE 2 - DEFINITIONS

2.1. Chief Administrative Officer means the Chief Administrative Officer to the Mayor of the City of Duluth.

2.2. Appointing Authority means the Chief Administrative Officer, department head or acting department head.

2.3. Assignment - an order from the Employer to an Employee directing the Employee to perform work in the same department and in the same job classification.

2.4. Basic Annual Pay means the Employee's monthly salary as provided for in Appendix 2, 3, and 4 of this Agreement added to the Employee's longevity award as provided for in Article 9 of this Agreement multiplied by twelve (12).

2.5. Basic Hourly Rate, for all purposes, means the Employee's Basic Annual Pay divided by 2080 in the case of Employees whose normal workweek is forty (40) hours and divided by 1950 in the case of Employees whose normal workweek is thirty-seven and one-half (37 ½) hours. The Basic Hourly Rate shall be calculated to the nearest \$.0001.

2.6. Basic Monthly Pay means the Employee's monthly salary provided for in Article 8 of this Agreement.

2.7. Board means the Civil Service Board of the City of Duluth.

2.8. Board of Trustees means the governing body of the Joint Powers Enterprise and the Joint Self Insurance Pool.

2.9. Continuously Employed means a period of employment which has not been interrupted by more than thirty (30) calendar days at any one time, except by authorized leave of absence, sick leave, vacation, military leave, layoffs, or absence due to injury or illness that was compensable under Minnesota Workers' Compensation Act or, for a period not to exceed two years,

while on long term disability.

2.10. Demotion. Instruction from employer to Employee that the Employee shall work in a different job classification, which classification is in a lower salary range than the one the Employee had been in before receiving said instruction from the employer.

2.11 Duluth Joint Powers Enterprise Trust or Trust means the Trust created for the purpose of accepting and holding certain Employer contributions or other contributions under the Plan(s).

2.12. Employee A person employed by the Employer who is a member of the formally recognized bargaining unit represented by the Union.

2.13. Temporary Employee. An Employee hired by the Employer for a fixed duration of one year or less.

2.14. Grievance means a dispute or disagreement as to the interpretation or application of the terms of this Agreement.

2.15. Immediate Family. Any parent, stepparent, child, stepchild, brother, stepbrother, sister, stepsister, spouse, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparent-in-law, principal of power-of-attorney or health care agent, ward or legal dependent of the Employee.

2.16. Involuntary Transfer. A Transfer of an Employee which is ordered by the Employer even though the Employee is opposed to the Transfer.

2.17 Joint Powers Agreement or JPA means the joint powers agreement entered into and among the Members.

2.18 Joint Powers Enterprise means the enterprise jointly created by the Members and reflected in the Joint Powers Agreement.

2.19 Joint Self Insurance Pool or Pool means the joint self-insurance pool created by the Members under Minnesota law, known as the Duluth Joint Insurance Pool, through which certain Plans are funded and operated.

2.20 Members means, unless one or more cease to be a Member pursuant to Article XVI or Article XVII of the Joint Powers Agreement, Employer, the Duluth Airport Authority, the Duluth Entertainment and Convention Center, and the Duluth Housing and Redevelopment Authority, and any other governmental entity, permitted by law, who subsequently becomes a Member under Article XX of the Joint Powers Agreement.

2.21. Non-duty Disability. A physical condition which renders an Employee incapable of performing the work within their classification assigned to them by the Employer, and which is not compensable under the worker's compensation law.

2.22 Non-bargaining Unit Part-time Employee. An employee under Minn. Stat.

§179A.03, subd. 14(A)(5), as amended, whose service does not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the Employee's appropriate unit.

2.23. Non-bargaining Unit Temporary Employee. An employee under Minn. Stat. §179A.03, subd. 14(A)(6), as amended, whose Position is basically temporary or seasonal in character and (1) is not for more than 67 working days in any calendar year; or (2) is not for more than 100 working days in any calendar year and the employee is under the age 22, is a full-time student enrolled in a nonprofit or public educational institution prior to being hired by the Employer, and has indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as a student during or after their temporary employment.

2.24. Part-Time Employee. An Employee who works year-round, and who works more than 14 hours weekly, but not more than 30 hours weekly averaged per pay period.

2.25 Plan(s) means one or more benefit plans (1) jointly sponsored and maintained by the Members, pursuant to the provisions of the Joint Powers Agreement, (2) authorized by Minnesota law and able to be provided jointly by Minnesota governmental entities, and (3) that provides benefits for a Member's employees, former employees, including retirees, and persons covered by them (e.g. dependents) in accordance with the terms and conditions of such benefit plan(s), including eligibility.

2.26. Position. A job that the Employer has determined shall be performed by one person in a single job classification.

2.27. Seasonal Employee. An Employee who works more than 100 days in a calendar year, but not more than 1,040 hours in that calendar year, and who is only eligible to work from April 1 – November 1 of each year.

2.28. Secretary means the Secretary of the Civil Service Board of the City as defined in Chapter 13 of the City Code.

2.29. Shift means a stipulated eight (8) hour work period for Employees whose normal workweek is forty (40) hours and a seven and one-half (7 ½) hour period for Employees whose normal workweek is thirty-seven and one-half (37 ½) hours.

2.30. Supervisor means an Employee of the City who has been determined by the Director of Mediation to be a Supervisor.

2.31 Transfer. Directing an Employee to perform work in the same job classification and at the same salary range but in a different department of the City than the one the Employee had been working in before the Transfer.

2.32 Unlawful Discrimination. Discrimination based race, color, religion national origin, sex, gender, gender identity, marital status, familial status, disability, receipt of public assistance, age, sexual orientation, and/or local human rights commission activity.

2.33. Voluntary Transfer. A Transfer requested and agreed to by the Employee

transferred.

### **ARTICLE 3 - RECOGNITION**

3.1. The Employer recognizes the Union as the exclusive bargaining representative of all Employees working in the classified service excluding police, fire, confidential and supervisory Employees as certified by the Bureau of Mediation Services and also defined as public Employees in Minnesota Statutes, Section 179A.03, Subd. 14.

3.2. In the event that any new job classification is created within the City after the effective date but during the term of this Agreement, and such Position is filled by the City, the parties agree to meet and discuss whether or not such person should be represented by the Union prior to making a request to the Minnesota Bureau of Mediation Services for a unit designation for such person.

### **ARTICLE 4 - DUES CHECKOFF**

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

### **ARTICLE 5 - MANAGEMENT RIGHTS**

5.1. The Employer and Union recognize and agree that except as expressly modified in this Agreement, the Employer has and retains all rights and authority necessary for it to direct and administer the affairs of the Employer and to meet its obligations under federal, state and local law, such rights to include, but not be limited to, the rights specified in Minnesota Statutes, Section 179A.07, Subd. 1; the right to direct the working forces; to plan, direct and control all the operations of the Employer; to determine methods, means, organization and number of personnel by which such operation and services are to be conducted; to contract for services; to assign and Transfer Employees; to schedule working hours and to assign overtime; to make and enforce reasonable rules and regulations; to change or eliminate existing methods of operation, equipment or facilities.

### **ARTICLE 6 - SAVINGS CLAUSE**

6.1. This Agreement is subject to the Laws of the United States and the State of Minnesota, and the Charter of the City of Duluth. In the event any provision of this Agreement shall be held unlawful and unenforceable by any court or administrative agency of the State of Minnesota or United States of competent jurisdiction, such provision shall be voided. All other provisions shall continue in full force and effect. The voided provision shall be renegotiated at the request of either party.

### **ARTICLE 7 - HOURS OF WORK**

7.1. For Employees in pay ranges 14 through 39 the normal work week shall be forty

(40) hours and the normal workday shall be eight (8) hours.

7.2. For Employees in pay ranges 116 through 142 and pay ranges 4 through 10 the normal workweek shall be thirty-seven and one-half (37 ½) hours and the normal workday shall be seven and one-half (7 ½) hours.

7.3. For computation of overtime, the workweek will end at 11:59 PM Saturday except for Employees working at the Lakewood Water Treatment Facility; their workweek will end at 9:59 PM Saturday.

7.4. Notwithstanding any provision in this Agreement to the contrary, Employees working the Police Record Bureau may be scheduled to work Shifts consisting of seven and one-half (7 ½) consecutive hours of work with no lunch periods.

7.5. The Employer and the Union agree that overtime pay and other benefits shall be negotiated for Employees who may work schedules that provide for other than thirty-seven and one-half (37 ½) hours per week with seven and one-half (7 ½) hour days and forty (40) hours per week with eight (8) hour days.

7.6. An Employee's work schedule shall not be changed without seven (7) calendar days' notice, unless mutually agreed upon by the Employee and Employer in writing.

7.7. Flexible Scheduling

- A. This Part 7.7 applies to any Employee who chooses to work approved flexible schedules.
- B. The assignment of work, and of work schedules, shall continue to be a right of management, except as expressly modified by this Agreement. The Employer may implement a work schedule that results in hours of work that are different from those otherwise generally agreed upon in this Agreement, including Articles 7.1 and 7.2. Participation in the new approved work schedule must be voluntary on the part of the Employee. Implementation of flexible scheduling shall not result in any loss of the Employer's rights to set schedules or assign work.
- C. The Employees may be scheduled to regularly work the hours each work day, and the work days in each work week which are decided upon, after conferring, by the Employee and their Supervisor, and posted by the Employer.
- D. Each Employee will be eligible for overtime rate of pay after they worked at least 40 hours in a week for those Employees covered by Article 7.1 and 37.5 hours in a week for Employees covered by Article 7.2 in that work week.
- E. If the Employee and the Supervisor of a work group decide that the work group shall use individual work schedules rather than a group schedule, the following shall apply:
  1. The Employee shall request an individual schedule.
  2. The Employee and immediate Supervisor shall agree upon a schedule in writing.
  3. The Employer must approve the schedule to be implemented in writing.
  4. Any schedule implemented must not violate the established schedule limits.
- F. The Employer retains the right to establish such work schedules as it deems



necessary to carry out its operations, and the Employer retains the right to rescind any flexible schedules subject only to the Employee notification requirements of Article 7.6.

- G. An Employee's request to work a flexible schedule will not be unreasonably denied. If the request is denied, the supervisor will promptly provide the reason(s) for the denial in writing to the Employee. The Employee may appeal their supervisor's denial to their Department Director. Denials of flexible scheduling requests are not subject to Article 45 (Grievance Procedure).

## **ARTICLE 8 - WAGE PROGRESSION - CAFETERIA PLAN CONTRIBUTION**

8.1. Effective January 1, 2022, each Employee's Basic Hourly Rate shall be increased \$0.80 per hour as indicated in Appendix 2. Effective January 1, 2023, each Employee's Basic Hourly Rate shall be increased 2% as indicated in Appendix 3. Effective January 1, 2024, each Employee's Basic Hourly Rate shall be increased 3.5% as indicated in Appendix 4.

8.2. An Employee appointed to a permanent Position of the classified service from a Civil Service employment list (open examination) shall be placed in step A of the appropriate pay range as shown in Appendixes 1-3, or except when otherwise recommended and justified by the Appointing Authority with the approval of the Chief Administrative Officer.

8.3. When an Employee is promoted or reclassified to a higher Position or an Employee's Position is assigned to a higher pay range, their salary shall be increased to that salary in the new pay range which is next over the salary they were receiving prior to promotion except when otherwise recommended and justified by the Appointing Authority with the approval of the Chief Administrative Officer.

8.4. Employees shall remain at the assigned step as specified above until completion of six (6) months service in a permanent Position, at which time they shall advance one (1) step in the pay range in the applicable Appendix and the Employee shall thereafter advance one (1) step in the pay range for each additional twelve (12) months of service; however, salary progression for an Employee in a non-J.A.T.C. apprenticeship program shall be governed as specified in Appendix 5. If the Employer does not offer course(s) as required in Appendix 4, the Employee shall advance to the next pay step when otherwise eligible. When the Employer offers such course(s), the Employee shall be required to take such course(s) or the Employee will have their salary reduced to the next lower step and the Employee shall remain at such step until they complete the course(s).

8.5. No Employee shall be required to work out of class in a higher job classification without the Employee's consent. Any Employee assigned in writing by the Appointing Authority or their authorized representative to work out of class in a higher classification within a work site shall have their salary increased to that step in the pay range for the classification in which the Employee is assigned to work which step is next over the salary they were receiving prior to such out-of-class Assignment.

- A. The Appointing Authority or their designee shall select the Employee by seniority in the next lowest class and then lower classes in the work unit, provided said Employee possesses any license required by job specifications.

- B. No out-of-class pay shall be paid where such Assignment is for a period of less than two hours. All assigned overtime hours worked out-of-class shall be paid using the out-of-class rate as the Basic Hourly Rate for purposes of overtime pay calculation under Article 17 (Overtime.)
- C. Out-of-class pay shall not be paid for Employees being trained within a City-approved training program.
- D. No such Assignment shall exceed ninety (90) working days, at which time a determination shall be made to permanently fill or vacate the Position.
- E. The Chief Administrative Officer, or their designee and the Union shall receive a copy of all written Assignments for review for appropriateness of Assignment.

8.6. The Employer and the Union agree there shall be Apprenticeship Programs as established in Appendix 5.

8.7. Notwithstanding any other provision of this article to the contrary, any Employee who subsequent to August 1, 1980, commences employment in a Position as a participant in an apprenticeship or training program which is approved by the Joint Apprenticeship Training Committee (J.A.T.C.) shall be compensated in accordance with the following formula:

**TRAINING WAGE FORMULA**

<u>Program Years</u>	<u>5 years</u>	<u>4½ years</u>	<u>4 years</u>	<u>3 years</u>	<u>2 years</u>	<u>1 year</u>
0-6 months	Entrance	Entrance	Entrance	Entrance	Entrance	Entrance
6-12 months	79%	84%	86%	78%	80%	88%
12 months	80%	86%	88%	81%	88%	100%
18 months	82%	88%	90%	84%	94%	
24 months	84%	90%	92%	92%	100%	
30 months	86%	92%	94%	96%		
36 months	88%	94%	96%	100%		
42 months	92%	96%	98%			
48 months	94%	98%	100%			
54 months	97%	100%				
60 months	100%					

When a Utility Service Person promotes to an Utility Services Specialist Apprentice, that Employee shall be placed at the 92% level. The Employee will move to the 94% level after six months.

When a Meter Reader promotes to a Utility Service Person, that Employee shall be placed at the 92% level. The Employee shall move to the next step after such Employee completes the necessary requirements, in accordance with the J.A.T.C. rule, for advancement to that step.

However, any Employee who commences employment in a Position contained in the J.A.T.C. Information/Finance Program, shall be compensated in accordance with the following formula:

Level 1 - Clerical Support Technician

0-6 months            79% of Range 121-Step E

6-12 months	82%
12 months	85%
18 months	88%
24 months	91%
30 months	94%
36 months	97%
42 months	100% of Range 121-Step E
Level 2 - Information or Finance Technician	
0-6 months	82% of Range 126-Step E
6-12 months	85%
12 months	87%
18 months	90%
24 months	92%
30 months	95%
36 months	97%
42 months	100% of Range 126-Step E
Level 3 - Administrative Information or Finance Specialist	
0-6 months	90% of Range 129-Step E
6-12 months	92%
12 months	95%
18 months	97%
24 months	100% of Range 129-Step E

Further, promotions of Employees from one level to the next level within the J.A.T.C. Information/Finance Program shall be according to the following procedure:

- A. When an Employee reaches the 100% level in their current program level, their name will be placed on an eligible list for the next higher level;
- B. When an opening occurs at the appropriate higher level, all eligibles will be notified of that opening;
- C. If an eligible Employee wishes to be considered for that opening, their name will be placed on an interview list; and
- D. If there are more than 10 eligible names on the interview list, 10 names will be randomly drawn from the list. Those 10 people would be interviewed for the vacancy. If the interview list contains fewer than 10 eligibles, all such eligibles would be interviewed.

Employees interested in considering a lateral Transfer within a program level, also may have their name added to the interview list.

Notwithstanding any other provisions of this article to the contrary, any Employee who commences employment in a Position contained in the J.A.T.C. Financial Analyst Program, shall be compensated in accordance with the percentage pay plan that is listed below. Except where otherwise limited to the J.A.T.C. Approved program description, a participant's advancement through this plan shall be as follows:

A. One step shall be earned for completion of each 16.67 hours of J.A.T.C. approved training; and

B. Two steps shall be earned for completion of each 600 hour unit of O.J.T. Hours (the approximate amount of O.J.T. accumulated in 6 months of employment).

1 (entrance)	70.00%	21	85.75%
2	70.75%	22	86.50%
3	71.50%	23	87.25%
4	72.25%	24	88.00%
5	73.75%	25	88.75%
6	74.50%	26	89.50%
7	75.25%	27	90.25%
8	76.00%	28	91.00%
9	76.75%	29	91.75%
10	77.50%	30	92.50%
11	78.25%	31	93.25%
12	79.00%	32	94.00%
13	79.75%	33	94.75%
14	80.50%	34	95.50%
15	81.25%	35	96.25%
16	82.00%	36	97.00%
17	82.75%	37	97.75%
18	83.50%	38	98.50%
19	84.25%	39	99.25%
20	85.00%	40 (completion)	100.00%

Administration of the J.A.T.C. Financial Analyst Program pay provisions shall be as follows:

- A. Upon entry into this program, an Employee's compensation shall be established at the higher of the following amounts:
  - 1. the percentage rate in the pay plan which corresponds to the amount of advanced standing approved for that Employee by the J.A.T.C.; or, for current Employees only,
  - 2. the percentage rate in the pay plan which is next over the Employee's current rate of pay.
- B. An Employee's participation in and progress through this program shall be in accordance with the procedures of the J.A.T.C.

8.8. The entrance and completion rates of pay for each such program shall be determined by the Labor-Management Committee, but shall be within the minimum and maximum monthly rates of pay specified for the Position by Appendixes 1-4. The percentages indicated in the above formula shall mean percentages of the completion rate of pay so determined. The J.A.T.C. shall monitor changes to Appendixes 1-4 so as to insure that appropriate entrance and completion rate adjustments are made in connection with related changes made to Appendixes 1-4. When an Employee enters a J.A.T.C. program, the Employee shall not receive pay less than what the Employee was being paid in the Employee's previous classification. An Employee who voluntarily demotes or is demoted to a J.A.T.C. Program shall receive not less than two steps below 100% of the top rate of the apprentice classification. The J.A.T.C. Committee shall have the authority to

determine which step the demoted Employee will receive.

8.9. Compensation increases authorized by the above formula shall be implemented only if the Employee has served the time indicated and has satisfactorily completed the appropriate program training, which shall be verified by the J.A.T.C.

8.10. For each eligible Employee who has been Continuously Employed by the Employer for sufficient time as to be eligible for the Employer's hospital-medical benefit plan, the Employer shall make the amounts listed below available to the Employee for contribution to the Employer's Internal Revenue Code Section 125 cafeteria plan program.

- A. \$304 per month for each eligible regular Employee either declining both single-hospital and family medical benefit plan coverage (must provide proof of other coverage which meets the Affordable Care Act's minimum essential coverage requirements) or electing single hospital medical benefit plan coverage; or
- B. \$229 per month for each eligible regular Employee electing family hospital-medical benefit plan coverage.
- C. Amounts contributed for regular Part-time Employees shall be prorated pursuant to Article 54.

#### **ARTICLE 9 - LONGEVITY AWARD**

9.1. In addition to the monthly pay prescribed herein, any Employee who has been Continuously Employed by the City for a number of qualified pay periods, the total of which is not less than eight (8) years, shall receive from and after the beginning of the next pay period following completion of their eighth year of service, a monthly longevity award equal to four percent (4%) of their Basic Monthly Pay and any Employee who has been Continuously Employed by the City for a number of qualified pay periods, the total of which is not less than sixteen (16) years, shall receive from and after the beginning of the next pay period an additional monthly longevity award equal to four percent (4%) of their Basic Monthly Pay. Such longevity award shall be computed to the nearest cent per pay period. The term "qualified pay period" shall mean any regular minimum period of time at the end of which full-time Employees of the City are regularly paid and during which the Employee was employed and/or paid by the City for not less than three-fourths ( $\frac{3}{4}$ ) of the normal working hours of the Position they then occupied.

9.2. In cases where Employees have completed a sufficient number of years of service in the Police or Fire Departments of the City to qualify for police or fire pension benefits, the period of service of such an Employee in the Police or Fire Department shall not be considered in computing the longevity award to which such Employee may be entitled under this article.

#### **ARTICLE 10 - SHIFT DIFFERENTIAL**

10.1. Employees working a regular Shift commencing between the hours of 12:00 p.m. and 10:00 p.m., shall, in addition to their monthly pay, receive a Shift differential equal to \$1.25 per hour for each hour worked during such a Shift. Employees working a regular Shift commencing between the hours of 10:00 p.m. and 4:00 a.m., including Library Employees, shall, in addition to their monthly pay, receive a Shift differential equal to \$2.25 per hour for each hour worked during such a Shift. No Employee shall receive such Shift differential for any time for which they will receive overtime compensation provided for in Article 17 of this Agreement. Part-time Employees are

eligible for shift differential pursuant to this Article.

## ARTICLE 11 - UNIFORMS

It shall be the responsibility of Employees to maintain uniforms in a neat and presentable manner. All Employees who are issued uniforms shall be required to wear them while on duty. All uniform items shall have Employer furnished identification patches sewn on them. All uniform items shall be purchased from a vendor designated by the Employer. The parties agree to meet and confer regarding Employer provided uniforms and/or uniform allowances for Employees in a new job classification not otherwise covered under this Article 11. Uniforms shall be provided by the Employer for Employees working in the following departments or divisions as follows:

### 11.1. Public Works and Utilities Department

- A. In the Customer Service (Comfort Systems), Utility Operations, Street Maintenance Division and Traffic Operations Divisions, all Employees, excluding clerical Employees, shall receive an initial uniform issue of: five (5) pants, five (5) shirts, one (1) lined denim jacket, and one (1) winter jacket/coat with hood.
  - 1. All Employees covered under this Article 11.1(A) shall receive a clothing allotment of \$325 per calendar year.
  - 2. In addition to those uniforms furnished in this article, coveralls and/or insulated coveralls (Employee's choice) shall be furnished to eligible Employees when requested. Fire resistant coveralls will be furnished to Employees in situations where Supervisors determine that their employees will be working in hazardous conditions.
  - 3. All jackets, shirts and coveralls shall have identification patches furnished by the Department sewn on them.
  - 4. Upon approval of Employee's Supervisor, up to two (2) replacement uniforms or other articles of clothing may be furnished by the Department each year.
- B. Employees assigned permanently to do Sewer Maintenance and Operation work shall be furnished one set of coveralls and/or insulated coveralls (Employee's choice) per week, and they shall receive a clothing allotment of \$325 per calendar year. In addition, they will be supplied:
  - 1. At least one change per day of pants and shirt (minimum).
  - 2. At least one extra change per week (a total of six (6) per week).
- C. Bridge Employees shall be furnished with three (3) sets of coveralls for use while engaged in bridge maintenance; coveralls and/or insulated coveralls (Employee's choice) shall be maintained by the department.
- D. Pipeline welders shall receive a maximum reimbursement of \$450 per calendar year for Employer-approved uniform items under this Article.
- E. Engineering Division. Engineering Division employees who are required to work outside for substantial periods of time as determined by their supervisor, shall be furnished with one set of coveralls and/or insulated coveralls (Employee's choice) and additionally shall receive \$325 per calendar year for replacement of damaged clothing.

### 11.2. Property, Parks, and Libraries Department

- A. Park Maintenance Division and Facilities Maintenance Division Employees,

excluding clerical, shall receive an initial uniform issue of: five (5) pants, five (5) shirts, one (1) lined denim jacket, and one (1) winter jacket/coat with hood.

1. All Employees covered under this Article 11.2(A) shall receive a clothing allotment of \$325 per calendar year.
2. In addition to those uniforms furnished in this article, coveralls and/or insulated coveralls (Employee's choice) shall be furnished to eligible Employees when requested.
3. Upon approval of Employee's Supervisor, up to two (2) replacement uniforms or other articles of clothing may be furnished by the Department each year. All Employees who are issued uniforms shall be required to wear them while on duty.

- B. Recreation Specialists and Trails Coordinators shall be furnished: one (1) winter jacket or approved winter outerwear; one (1) pair of cold weather foot ware; and one (1) light jacket.
- C. All Fleet Maintenance Division employees shall be furnished one (1) set of laundered coveralls, one (1) pair of laundered pants, and one (1) laundered shirt per work day by the Employee's Department. Additionally, Employees filling these positions shall receive an initial issue of one (1) winter jacket and bib overalls and/or insulated coveralls (Employee's choice) which shall be replaced upon approval by the Employee's Supervisor.

11.3. Police Department:

- A. Traffic Division: Parking Agents shall be furnished the following items upon initial employment and replacement items as needed:

1 jacket	1 jacket liner
4 pairs of pants and/or insulated pants	(Employee's choice)
1 rain/shine coat	
1 winter coat	1 pair snow boots
2 pair shoes	8 shirts
1 brimmed hat	1 winter hat
2 pair of shorts	

- B. Employees assigned permanently to the animal shelter will be supplied:

1. At least one change per day of pants and shirt (minimum).
2. At least one extra change per week (total of six (6) per week).

11.4. Effective April 1, 1981, all Employees or groups of Employees who have been receiving uniforms or coveralls as provided for under this article, shall continue to receive said coveralls and/or insulated coveralls (Employee's choice) and uniforms as previously provided, however, any change or addition to this article shall only be done with the agreement of the Department Head or their designee and with all the affected Employees. All Employees so affected shall be treated the same as to the distribution or wearing of uniforms.

11.5. An Employee entitled to receive uniform items under this Article may substitute suitable workplace footwear as approved by the Employer and/or t-shirts purchased from a designated City vendor for the items, or part of them, so long as the total uniform cost to the Employer is not increased by the substitution.

11.6. Welders in Fleet Maintenance Division shall be furnished a boot allowance of \$250

per calendar year.

11.7. Life Safety Division. Employees in the Life Safety Division shall receive a clothing allotment of \$325 per calendar year.

11.8. Information Technology Division. Communications Infrastructure Technicians, excluding clerical, shall receive an initial uniform issue of: five (5) pants, five (5) shirts, one (1) lined denim jacket, and one (1) winter jacket/coat with hood. Communications Infrastructure Technicians shall be furnished shop coats as needed.

## **ARTICLE 12 - EMPLOYEE ALLOWANCES**

12.1. Any Employee required to work twelve (12) or more consecutive hours shall be provided a meal allowance of fifteen dollars (\$15.00), which shall be added to the Employee's pay.

12.2. Employees working in the Public Works and Utilities Department and Street Maintenance Divisions of the City who are ordered to report for emergency duty of three and one-half (3 ½) hours or more and are required to continue working into the next day Shift shall be provided the opportunity to eat breakfast on duty time, which time shall not exceed one-half (½) hour.

12.3. The Employer shall offer, and Employees may participate in, flexible spending accounts for parking and/or transportation.

12.4. The Employer shall provide a wireless communication device to employees when the Employee is required by the Employer to communicate via wireless communication for their duties.

12.5. From November 1, 2022, through April 30, 2023, the City will provide 40 parking stalls in City Lot A and 50 parking stalls in the Library-Depot Upper Lot parking for Employees to park in free of charge during their Shifts. The Union shall determine how said parking stalls are allocated among its membership. The parties agree to meet and negotiate after April 30, 2023, regarding continuation of the free parking program.

## **ARTICLE 13 - INCENTIVE AWARDS**

13.1. In addition to all other compensation paid to an Employee pursuant to this Agreement, any Employee may be paid additional compensation from time to time in accordance with the rules and regulations of the City Employee Incentive Awards Program. The rules and regulations for such program shall be established by the Mayor and shall be effective upon the filing of a copy of such rules and regulations in the office of the City Clerk. The Mayor may amend such rules and regulations from time to time and such amendments shall be effective thirty (30) days after filing a copy thereof in the office of the City Clerk.

13.2. Any Employee who is recognized as Employee of the Month or Employee of the Year may receive up to fifteen hundred dollars (\$1,500) in additional pay or benefits per year.



#### **ARTICLE 14 - LIFE INSURANCE**

14.1. The Employer shall purchase group term life insurance for each eligible Employee in the amount of Fifty Thousand Dollars (\$50,000). All Employees shall receive such life insurance coverage on the first day of the month following the date of hire.

14.2. Such insurance terminates on the last day of the month in which an Employee terminates their employment. Employees are responsible to contact the Human Resources Office at least one (1) month prior to termination to verify any insurance benefits due after termination.

14.3. While an Employee is entitled to receive long-term income protection pursuant to Article 31 of this Agreement, the Employer shall maintain such life insurance coverage for such Employee as it does for active Employees.

#### **ARTICLE 15 - LIFE INSURANCE - RETIREES**

15.1. The Employer shall pay the full cost for the purchase of term life insurance for any Employee who retires from employment with the City; after having been employed by the City for such total time so as to be qualified by such employment to receive retirement benefits from the Public Employees Retirement Association. The amount of such insurance coverage shall be \$25,000.

#### **ARTICLE 16 - TOOL REPLACEMENT & ALLOWANCE**

16.1. Those Employees required to furnish their own tools shall be reimbursed by the Employer for the cost of replacing any personal tools which are damaged or worn to the extent they are no longer usable. The tools for which replacement is being requested shall be turned over to the Employee's Supervisor, who shall have the authority to authorize the purchase of a new tool.

16.2. Department of Public Administration- Fleet Services Unit.

- A. During the period of this Agreement, the Employer will insure replacement of tools lost due to fire or theft, for Maintenance Specialists, Heavy Equipment Mechanics, Industrial Equipment Technicians, Fleet Services Leadworkers, and Welders (in Fleet Services Division).
- B. Effective January 1, 2016, the Basic Hourly Rate for Equipment Maintenance Specialists, Heavy Equipment Mechanics, Industrial Equipment Technicians, Fleet Services Leadworkers, and Welders (in Fleet Services Division) shall include an amount to compensate those Employees for providing their own tools. [\$0.75 per hour in 2016]
- C. In order to receive the benefits of this article, an Employee must purchase and use tools that have a lifetime free replacement warranty and use the warranty to replace tools. In the event that a lifetime free replacement warranty is not available, the Employer shall repair or replace a tool that is damaged or worn to the extent they are no longer usable.

#### **ARTICLE 17 - OVERTIME & COMPENSATORY TIME OFF**

17.1. Rates of Compensation:

- A. Except as provided in this article, Employees who are required by their Employer and according to Section 4 of this article, to work in excess of eight (8) hours in any day or forty (40) regular hours in any week shall be compensated for such excess hours either with pay at the rate of one and one-half (1 ½) times their current Basic Hourly Rate or with compensatory time off at the rate of one and one-half (1 ½) hours for each excess hour worked as provided in Section 2 of this article.
- B. Employees whose normal work week is thirty-seven and one-half (37 ½) hours, when required by their Employer and according to Section 5 of this article, to work in excess of their normal work week or work day, but not in excess of forty (40) regular hours in any week or eight (8) hours in any day, shall, for such excess hours either receive pay at their current Basic Hourly Rate or be granted compensatory time off at the rate of one (1) hour for each hour worked according to Section 2 of this article.
- C. Overtime shall be computed to the nearest fifteen (15) Minutes.
- D. Effective January 1, 2016, all paid leave hours except sick leave shall be considered hours worked for purposes of daily and weekly overtime pay.

17.2. Compensatory Time Off:

- A. All Employees may earn an unlimited amount of compensatory time off during the year, but Employees may not bank (hold) more than two-hundred (200) compensatory time off hours as of the end of any pay period. Any unused, accrued compensatory time off hours over two-hundred (200) hours at the end of each pay period shall be paid to Employees based on the Employees' Basic Hourly Rate as of the end of that pay period. The Employer shall maintain records of all compensatory time off earned, used, accrued, and paid to Employees.
- B. The distribution of compensatory time off shall be at the discretion of the Employer and upon request of the Employee. In considering requests by Employees for compensatory time off, the Employer shall not grant such requests automatically, but shall consider whether or not the interests of the Employer would be served by permitting Employees to take such time off and whether such time off may be taken without undue interference with the Employer's operations.
- C. Employees may cash out some or all of their accrued compensatory time off during any pay period, based on the Employees' Basic Hourly Rate as of the end of that pay period. Employees may carryover up to 40 hours of compensatory time off from one calendar year into the next calendar year. Any remaining, unused, accrued compensatory time off over 40 hours remaining at the end of the calendar year shall be paid to such Employee in the paycheck covering the last pay period fully within that year, based on Employee's Basic Hourly Rate as of the last day of that calendar year. Employees who do not want to carryover up to 40 hours of compensatory time off must notify the Payroll Division no later than December 15<sup>th</sup> of each year.

17.3. The working of overtime by an Employee shall be voluntary except in cases where the Supervisor determines that work is necessary to protect property or human life. For purposes of distribution of overtime, overtime refused is to be considered overtime worked.

17.4. Except for Employees assigned to standby duty under Article 18 of this Agreement, Employees shall not be required to work more than sixteen (16) consecutive hours, to be followed by a minimum of eight (8) hours off before being required to return to work.

- 17.5. In Fleet Services, callout will occur as follows:
- A. When the Employer determines that the work to be done is heavy equipment work, callout will be in this order: a Leadworker, heavy equipment mechanic(s), equipment maintenance specialist(s) with a CDL, other Leadworker(s).
  - B. When the Employer determines that the work to be done is light equipment work, callout will be in this order: a Leadworker, equipment maintenance specialist(s), heavy equipment mechanic(s), other Leadworker(s).
- 17.6 In the Park Maintenance Division, callout will occur as follows:
- A. When the Employer determines that the work to be done is Forestry related, callout will be in this order: City Forester, Park Maintenance Worker(s), Maintenance Worker(s), then other Leadworker(s). The responding Forester or their designee shall determine appropriate size of crew to safely perform the required duties.
  - B. When the Employer determines that the work to be done is Park Maintenance, callout will be in this order: a Leadworker, Park Maintenance Worker(s), Maintenance Worker(s), Seasonal Groundkeeper(s), other Leadworker(s), and then the City Forester.
- 17.7. Park Maintenance Workers Performing Snow Removal.
- A. Park Maintenance Workers may be required to perform streets and parks snow removal during their regular work Shifts.
  - B. When deemed necessary by the Park Maintenance Supervisor, or their designee, Park Maintenance Workers voluntarily performing snow removal afterhours (outside of their regular work Shift), shall continue to perform snow removal work when their afterhours work continued into their regular work hours.
  - C. Park Maintenance Workers shall be granted priority and shall be utilized before Public Works and Utilities Department employees to work both regular and afterhours snow removal hours.
  - D. Out-of-class assignments for snow removal shall only be allowed if no Street Maintenance Division and Parks Maintenance Workers are available, or if the Public Works & Utilities Department Director, or their designee, deem it necessary to obtain out-of-class work from other Departments.

## **ARTICLE 18 - STANDBY SCHEDULING AND PAY**

The term “standby” is limited to a status in which an Employee, though off duty, is required by the Employer, to be available for duty. The Employee should receive clear advance notice that they will be on “standby”.

18.1. Standby may or may not be scheduled at the discretion of the Department Director or their designee.

18.2. A standby schedule of qualified Employees for standby duty shall be established annually, and posted no later than the first of December of the preceding year. Qualified Employees shall be scheduled on a continuous rotation. The Employees will be ranked on the list, by division seniority (first date of employment in division) and voids in the scheduling, including, but not limited to, vacation or sick leave, shall be filled from the same seniority list.

18.3. Standby Pay

- A. Employees who are on standby duty shall receive two (2) hours of pay at their current Basic Hourly Rate for each Shift they perform duty Monday through Friday and three (3) hours of pay at their current Basic Hourly Rate for each Shift they perform duty on Saturdays—and Sundays, and four (4) hours of pay at their current Basic Hourly rate for each Shift they perform on holidays.
- B. Employees who are on standby duty and are required to report back to work shall also receive pay at time and one-half their current Basic Hourly Rate for a minimum of one (1) hour, or any time actually worked, whichever is greater.
- C. Employees who are on standby duty and are required to work remotely shall be paid in accordance with Article 19.2.

18.4. Public Works and Utilities- Service Division:

- A. Qualified Employees may be placed on the annual standby rotation based on seniority.
- B. Non-scheduled shifts shall be covered by at least one (1) Employee on standby.

18.5. Public Works and Utilities - Utility Operations Division:

- A. Qualified Employees. Crew staffing levels shall be determined by the Appointing Authority. Crews shall consist of only Utility Operations Leadworkers, Utility Operators, or Utility Operations Employees who have completed the Water & Gas Maintenance Apprenticeship Program or the Utility Operator Apprenticeship Program. This duty will commence at 7:30 AM on Monday of the assigned week and continue until 7:30 AM of the following Monday. For weeks where Monday is considered a holiday, duty from the previous week will continue until 7:30 AM of the following Tuesday. During this period, the crew shall be scheduled to work their regular day Shift hours from Monday through Friday and, in addition, they shall remain on call and be immediately available for any emergency work during all non-work hours of their standby duty Assignment. When Employees are called out on standby, they shall notify the dispatcher to clock them in and out. Standby Leadworkers shall be the first contact for afterhours calls for all four utilities (sewer, stormwater, water, and gas). Employees will be scheduled and compensated on holidays the same as Saturdays and Sundays. Employees will be scheduled on holidays the same as Saturdays and Sundays. Employees who are on standby duty shall be compensated pursuant to Article 18.3(a).
- B. Qualified employees may be placed on the annual standby duty scheduled based on seniority. If less than 24 Employees sign up for standby duty for the coming year's rotation, the city may assign, according to reverse seniority, Employees to serve standby in order to assure no less than 24 Employees will be on the rotation list.

18.6. Public Works & Utilities - Engineering Division:

- A. One qualified Employee may be assigned to standby duty for emergency utility (Gopher State One Call/GSOC) locate requests. This duty will commence at 8:00 AM on Monday of the assigned week and continue until 8:00 AM on Monday of the following week. For weeks where Monday is considered a holiday (pursuant to Article 27), standby duty from the previous week will continue until 8:00 AM on Tuesday of the following week. During this period, the assigned Employee shall be

scheduled to work the Employee's regular day Shift from Monday through Friday. In addition, the assigned Employee shall remain available on standby call via City provided cell phone for any emergency utility locate requests during all non-work hours of the standby duty Assignment, and respond within an hour of being called. For Gopher State One Call (GSOC) holidays within the same week, the assigned Employee shall remain on standby call in the same manner as required on Saturdays and Sundays. If less than seven (7) Employees sign up for standby duty for the coming year's rotation, the City may assign, according to reverse seniority, Employees to serve standby in order to assure no less than seven (7) Employees will be on the rotation list.

- B. Qualified Employees shall be those Employees of the Public Works & Utilities Department - Engineering Division who meet all of the following criteria:
1. Are currently in the job classification of Corrosion Technician, Engineering Technician, Senior Engineering Technician, or Senior Engineering Specialist.
  2. Have been deemed safety-sensitive Employees in accordance with Federal and Minnesota Offices of Pipeline Safety regulations and the mandated drug testing regimen associated with such Positions.
  3. Have completed on-the-job locator training for utilities.
  4. Have completed required Operator Qualification (OQ) training.

18.7. Afterhours Parking Services Division Work During Declared Snow Emergencies. Employees may perform Parking Services Division duties during Declared Snow Emergencies, subject to the following requirements.

- A. Parking Services Division employees shall have priority for all afterhours Parking Services Division work and work performed during declared Snow Emergencies. Overtime seniority for Parking Services Division employees shall be determined by seniority within the Department.
- B. Before October 1st of each year, the Employer and Union shall develop a list of non-Parking Services Employees interested in performing Parking Services Division work during declared Snow Emergencies by original hire date with the City of Duluth.
- C. Overtime seniority for Parking Services Division work shall be determined by original date of hire with City of Duluth for non-Parking Services Division employees.
- D. Employees must meet the minimum physical qualifications of the Parking Services Attendant job classification.
- E. Employees must complete Employer-required and paid training.
- F. Employees will be paid their current Basic Hourly Rate for Employer-required training occurring during their Shifts, and applicable overtime or Call Back pay for training outside of their Shifts.
- G. Employees shall be paid pursuant to Article 19 (Call Back) for afterhours Parking Services Division work during declared Snow Emergencies.
- H. Employees shall be provided with a City vehicle to perform Parking Services Division work during declared Snow Emergencies.
- I. Only Parking Services Division Employees are eligible for standby duty in the Parking Services Division.
- J. The Parking Services Manager shall determine the start and end of the winter

season. A standby duty schedule shall be established no later than October 1st of each year for the proceeding winter season. Employees will be scheduled on a continuous rotating basis on weekends during the winter season from 4:00p.m. Friday through Monday at 8:00a.m. and holidays from 4:00p.m. to the proceeding day at 8:00a.m. Employees who are on Standby Duty shall receive two (2) hours of pay at their current Basic Hourly Rate for each Shift they perform duty Monday through Friday, three (3) hours of pay at their current Basic Hourly Rate for each Shift they perform duty on Saturdays and Sundays, and four (4) hours of pay at their current Basic Hourly Rate for each Shift they perform on holidays.

- K. Employees who are on Standby Duty and are required to report back to work shall also receive Call Back pay in accordance with Article 19.1. Employees who are on standby duty and are required to work remotely shall be paid in accordance with Article 19.2.

### **ARTICLE 19 - CALL BACK**

19.1. An Employee who is released by their Supervisor and is called back for work shall receive a minimum of four (4) hours pay at one and one-half (1 ½) times the Employee's current Basic Hourly Rate commencing when the Employee returns to the assigned work site, except that such four (4) hour minimum pay requirement shall not apply in instances where the call back time extends from or into the Employee's regularly scheduled Shift. When commencing on Holidays provided for in Article 27, an Employee's four (4) hour minimum pay shall be two (2) times the Employee's current Basic Hourly Rate. In the event an Employee is called back more than once during an eight (8) hour period, such Employee shall not receive more than eight (8) hours pay at the overtime rate for such period.

19.2. Employees who are called back and are required to work remotely shall receive pay at time and one-half (1½) their current Basic Hourly Rate for a minimum of one (1) hour or actual time worked, whichever is greater. Employees who are called back and are required to work remotely on a Holiday provided for in Article 27 shall receive pay at twice (2) their current Basic Hourly Rate for a minimum of one (1) hour or actual time worked, whichever is greater.

19.3. Employees on Standby Duty pursuant to Article 19.1 shall not be eligible for Call Back compensation pursuant to this Article 19.1.

### **ARTICLE 20 - SENIORITY**

20.1. Seniority shall be determined by the Employee's continuous length of service within this bargaining unit in their present job classification in the department in which the Employee is currently working; however, for any Employee in a classification to which they became entitled by automatic promotion pursuant to an apprenticeship or training program specified in Appendix 5, seniority shall be determined by including the time between the promotion and when the Employee became eligible for the promotion.

Employees employed before January 1, 1986, who are currently in the bargaining unit shall retain seniority held and calculated as of December 31, 1985. Time spent in continuous employment as a C.E.T.A. Employee, shall apply towards vacation, sick leave, or longevity calculations only. Temporary employment shall not apply towards continuous employment for the

purposes of determining the benefits provided by this contract.

20.2. Except as provided in Section 20.3 of this article and subject to the Employer's right to schedule overtime and determine the times at which vacations may be taken, vacation and overtime selection rights shall be determined within each department division by seniority.

20.3. Street Maintenance Division-Maintenance District Seniority:

- A. Maintenance District seniority applies only for the purpose of daily and weekly Assignments and vacation and overtime selection. Maintenance District seniority does not apply for layoff purposes. When it becomes necessary to reduce the number of Employees within a job classification, Article 39 "Layoffs of Classified Employees" shall apply.
- B. Daily Equipment Assignment: Day to day equipment Assignments shall be those tasks that are anticipated to last less than five (5) continuous working days or to meet unanticipated needs. In making such Assignments to Employees, the supervisor may use discretion, using seniority as a factor.
- C. Weekly Equipment Assignment: Weekly equipment Assignments shall be those tasks that are anticipated to exceed five (5) continuous working days. In making such Assignments to Employees in the classifications, seniority shall be the factor.
- D. Vacation and Overtime Selection: Vacation and overtime selection rights shall be determined within each Maintenance District by seniority
- E. Voluntary Assignment: When an Employee is voluntarily assigned from one Maintenance District to another Maintenance District, the Employee's classification seniority within the new Maintenance District shall be for the purposes of vacation and overtime selection, daily Assignments, and weekly Assignments, the date the Employee started working in the new Maintenance District.
- F. Involuntary Assignment: When an Employee is involuntarily assigned from one Maintenance District to another Maintenance District, the Employee's classification seniority for the purposes of vacation and overtime selection, daily Assignments, and weekly Assignments shall be carried forward to the new Maintenance District. The Employer shall provide an Employee written notice at least seven (7) calendar days prior to an involuntary assignment.
- G. Voluntary overtime work will be offered by job classification seniority as follows:
  - 1. "Seniority" for purposes of Winter Street Maintenance and Winter Traffic Maintenance overtime shall be determined first by job classification, then an Employee's continuous years of service in their job classification in the District, and finally an Employees' continuous years of service in their job classification in the Department.
  - 2. "Seniority" for purposes of Summer Street Maintenance and Winter Traffic Maintenance overtime shall be determined first by job classification, then an Employee's continuous years of service in their job classification in the Department.

20.4 Summer Citywide Combined Seniority:

- A. Street Maintenance Overtime – Plowing, Sanding, Snow Removal, Accident Clean-up, Sweeping, Etc.:
  - 1. Maintenance Operations Leadworker
  - 2. Heavy Equipment Operator

3. Maintenance Worker
  4. Traffic Maintenance Worker
  5. Guest plow operators
- B. Traffic Maintenance Overtime – Special Events, Emergency Services, Traffic Control Operations, Etc.:
1. Maintenance Operations Leadworker
  2. Traffic Maintenance Worker
  3. Heavy Equipment Operator
  4. Maintenance Worker

20.5 Winter East and Winter West Separate Toolhouses:

- A. Street Maintenance Overtime – Plowing, Sanding, Snow Removal, Accident Clean-up, Sweeping, Etc.:
1. East Street Maintenance Overtime:
    - a. EAST Maintenance Operations Leadworker
    - b. EAST Heavy Equipment Operator
    - c. Maintenance Worker
    - d. All remaining Street Maintenance employees
    - e. All remaining Traffic Maintenance employees
    - f. Guest plow operators
  2. West Street Maintenance Overtime:
    - a. WEST Maintenance Operations Leadworker
    - b. WEST Heavy Equipment Operator
    - c. WEST Maintenance Worker
    - d. Traffic Maintenance Worker
    - e. All remaining Street Maintenance employees Traffic Maintenance Worker
    - f. All remaining Traffic Maintenance employees
    - g. Guest plow operators

20.6 Traffic Maintenance Overtime – Special Events, Emergency services, Traffic Control Operations, Etc.:

- A. Maintenance Operations Leadworker
- B. Traffic Maintenance Worker
- C. Heavy Equipment Operator (determined by toolhouse according to what part of town the Call Back is for)
- D. Maintenance Worker (determined by toolhouse according to what part of town the Call Back is for)

20.7. Any Employee denied the opportunity to work overtime because of the Employer's failure to comply with requirements of Sections 20.2 through 20.6 of this Article shall, after the first such occurrence reported by the aggrieved Employee or the Union, be given the opportunity, within thirty (30) working days after such report, to work an amount of overtime equal to that which the Employee was denied as a result of the Employer's violation of such provisions, and if the Employee chooses to work such overtime, they shall be paid for such overtime an amount equal to what they would have earned if they had actually worked the overtime which they had been denied; in the case of any subsequent occurrence affecting the same Employee which is within twelve (12) months of the first or any subsequent occurrence affecting such Employee, the Employee shall be paid



an amount equal to what they would have earned if they had actually worked the overtime that they were denied. Makeup overtime allowed under this paragraph may be worked at any time convenient to the Employee within the thirty (30) day period; provided, however, that the Employee must give at least twenty-four (24) hours' notice to their immediate Supervisor of the time at which the Employee plans to work such overtime. Makeup overtime assigned to any Employee pursuant to this paragraph shall not be subject to the provisions of Sections 20.2 through 20.6 of this Article.

20.8. In the Public Works and Utilities Service and Utility Operations Divisions seniority shall be the determining factor in making Assignments to work locations and to work schedules for which the Basic Hourly Rate or the Basic Hourly Rate and Shift differential is paid unless one (1) or more of the following factors can be demonstrated to make it desirable from the standpoint of management efficiency to make an Assignment on a basis other than seniority:

- A. The implementation of training programs.
- B. The need for a particular task to be carried out by a person who possesses a certain license or who has special training.
- C. The physical or mental ability of Employees to perform the specific tasks or operate the particular equipment involved in a particular Assignment.
- D. The knowledge Employees have of the geographical area involved in a particular Assignment.
- E. The need for Employees to have a certain amount of experience before being assigned to night or weekend Shifts.

20.9. The Employer and Union agree with the principle that seniority shall be a factor in making any Assignments other than those specified in Sections 20.3 and 20.8 of this article.

20.10. The Employer and Union agree that the Employer will provide data, assistance, and use of data processing system to jointly develop with the Union a seniority list, at least annually. The Employer shall provide the Union with a copy of the City's organizational chart annually.

20.11. When calculating classification seniority, the following criteria shall be used:

- A. An Employee reclassified to a higher Position shall have their seniority date changed to the effective date of the reclassification.
- B. An Employee reclassified to a Position at the same salary range shall retain their previously established seniority date.
- C. When two (2) or more persons have equal seniority in a job class as calculated in 20.1, the order of seniority in such tie cases shall be determined first by the total continuous department years of service within the bargaining unit, second by the total continuous years of service within the bargaining unit, from the highest score on the last examination for the job title that the Employee currently holds and if a tie still exists, by a coin flip.

20.12. This article shall not be construed to affect in any way the provisions contained in Article 38 regarding the layoff of Employees.

## **ARTICLE 21 - HOSPITAL-MEDICAL INSURANCE**

21.1. The Employer will make available to eligible Employees comprehensive hospital-medical benefit Plan 3A only.

- A. The Employer agrees to pay for the Employees without claimed dependents 90% of the monthly premium for single Employee hospital-medical benefit Plan 3A. The Employer shall deduct from each eligible and enrolled Employee's salary or wages the amount by which the monthly premium cost of the Employee's single hospital-medical plan coverage exceeds the Employer's contribution that is stated in this paragraph.
- B. The Employer agrees to pay 80% of the monthly premium for family hospital-medical benefit Plan 3A. The Employer shall deduct from each eligible and enrolled Employee's salary or wages the amount by which the monthly premium cost of the Employee's hospital-medical plan family-dependent coverage exceeds the Employer's contribution that is stated in this paragraph.
- C. The Employer agrees to deposit all Employees' unused flexible benefits spending account monies as of the end of the calendar year that are not eligible for carryover pursuant to Internal Revenue Code Section 125 into the JPE Trust.
- D. The Employer's representative on the Board of Trustees as defined in the JPA will propose to the Board that premiums shall be established by October 15 of the prior year, to be in effect January 1 of each year for twelve (12) consecutive calendar months.

21.2. Hospital-medical benefit plan coverage shall become effective the first day of the month following the date of hire.

21.3. While an Employee is entitled to receive long-term disability income protection pursuant to Article 31 of this Agreement, the Employer shall provide hospital-medical benefit plan coverage and monthly Employer premium cost-sharing for such Employee to the same extent as active Employees. The Employer shall deduct from each eligible and enrolled Employee's long-term disability income protection payments the amount by which the monthly premium cost of the Employee's single or family-dependent hospital-medical plan coverage exceeds the Employer's contribution stated in Article 21.1(a) and (b) above.

21.4. Any proposed change in the hospital-medical benefit plan design that constitutes a reduction in the aggregate value of benefits shall be negotiated with the bargaining unit.

21.5. The dependents of an active Employee who dies shall continue to receive hospital-medical benefit plan coverage to the same extent as active Employees. The surviving spouse's coverage ceases when the spouse dies or remarries. The minor dependent's coverage ceases when each ceases to be defined as a dependent in the applicable section of Minnesota Statutes Chapter 62, as amended.

21.6. The Employer will include the following provisions in the Plan 3A comprehensive hospital-medical insurance Plan:

- A. Lifetime benefit of no less than \$2,000,000.
- B. Bone marrow, heart, liver, kidney, heart/lung, cornea, and pancreas transplants.
- C. Preventive care as defined in the Health Care Benefit Plan, and provided by in-network providers, will be fully covered and not subject to a deductible.

21.7. The insured shall be responsible for the following prescription drug co-pays: Zero dollars (\$0) for generic and approved over the counter (OTC) prescriptions (Tier One), fifteen dollars

(\$15) for preferred brand name prescriptions (Tier Two), and a 30% co-insurance with a minimum of thirty dollars (\$30)/maximum one hundred dollars (\$100) co-insurance payment per non-preferred brand name prescription (Tier Three). When the prescribing physician recommends a Tier Three medication over a Tier Two or Tier One medication for medical necessity, the insured shall be responsible for the Tier Two co-pay.

21.8. Joint Powers Enterprise, Joint Self-Insurance Pool and Trust.

- A. The parties acknowledge the Employer operates, on a joint basis with the HRA, DECC and DAA, one or more self-insured group health plans pursuant to the provisions of Minnesota Statutes Chapter 471 and Minnesota Rules Chapter 2785 for the purpose of providing health care benefits to eligible and enrolled Employees and their beneficiaries as described in Article 21.1 above.
- B. The Employer, as a Member of the Joint Powers Enterprise, agrees to ensure that the administration of the Pool and Trust complies with the provisions of Minnesota Statutes Chapter 471, as amended, and Minnesota Rules Chapter 2785, as amended.
- C. The Employer agrees to transfer and deposit monthly all premiums as described in Article 21.1 (a) and (b) into the Trust. Monies in the Trust shall only be expended for payment of participant health care benefit expenses, purchase of health and dental insurance (including stop loss insurance), payment of expenses incurred in the administration of the Employer's health care and dental care programs, and other health-related expenses. Expenses made pursuant to the Worker's Compensation laws, the cost of physical exams of, or medical services for Employees, which exams or services are required by the City or another governmental agency shall not be eligible expenses paid from the Trust. Any funds expended from the Trust that are later determined by the Employee Benefits Administrator or through court action, arbitration, or mediation to have been more correctly charged to Worker's Compensation shall be promptly reimbursed to the Trust. Reimbursements received by the Employer from stop loss insurance shall be promptly deposited in the Trust.
- D. The Employer, as a Member of the Joint Powers Enterprise, agrees to ensure that the setting of reserves of the Pool complies with the provisions of Minnesota Statutes Chapter 471, as amended, and Minnesota Rules Chapter 2785, as amended.
- E. If monies in the Trust are at any time insufficient to pay the expenses described in this Article, the Employer shall provide sufficient monies to such Trust as required by the Board of Trustees to cover the deficit.

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

21.10 JPE Reporting and open meetings

- A. The City's representative on the Joint Powers Enterprise Board of Trustees as defined in the Joint Powers Agreement will report, no less than quarterly, to the Labor Management Committee or subcommittee thereof regarding activity in the Duluth Joint Powers Enterprise Trust. The report will include information such as claims activity, actuarial reports, and financial statements, which will be comparable to that which was provided to the Health Insurance Labor Management Committee under the 2010 collective bargaining agreement.
- B. The Employer, as a Member of the Joint Powers Enterprise, agrees that, if, in the opinion of the Board of Trustee's legal counsel, the meetings of the Board are not subject to the Minnesota Open Meeting Law, (Minn. Statutes Chapter 13D), the Employer will propose to the Board of Trustees that the proceedings of the Joint Powers Enterprise shall be conducted in accordance with the provisions of the Minnesota Open Meeting Law, (Minn. Statutes Chapter 13D).

21.11 Health Care Savings Plan

- A. Monthly Health Care Savings Plan (HCSP) Contribution for Employees Hired before January 1, 2007. In addition to the monthly pay prescribed elsewhere in the contract, and effective January 1, 2008, any full-time, permanent, and active Employee hired before January 1, 2007, shall receive monthly an amount equal to one percent (1%) of their Basic Monthly Pay deposited into a post-employment health care savings account, known as the Minnesota Health Care Savings Plan, administered by the Minnesota State Retirement System established by the Employer in the name of the Employee. Such deposits shall be computed to the nearest cent per pay period.
- B. Monthly Health Care Savings Plan (HCSP) Contribution for Employees Hired After December 31, 2006. Effective January 1, 2016, any full-time, permanent, and active Employee hired after December 31, 2006 shall receive monthly an amount equal to two percent (2%) of their Basic Monthly Pay deposited into a post-employment health care savings account, known as the Minnesota Health Care Savings Plan, administered by the Minnesota State Retirement System established by the Employer in the name of the Employee. Such deposits shall be computed to the nearest cent per pay period.
- C. One-Time, Lump sum, Health Care Savings Plan (HSCP) Contribution. After sixty (60) months of continuous employment - defined as earning service credit towards vesting for a PERA pension - from the date of hire for any permanent full-time Employee hired on or after January 1, 2007, the Employer shall make a deposit of Six Thousand Dollars (\$6,000) into a post-employment health care savings plan account, known as the Minnesota Health Care Savings Plan, administered by the Minnesota State Retirement System, which shall be established by the Employer in the name of the Employee. In no case may an Employee be paid more than \$6,000 under Article 23.6 in their lifetime. Deposited funds and accumulated interest shall be available to the Employee as required by law.

21.12. The Union acknowledges that the City is authorized to operate a joint self-insurance pool under Minnesota Statutes Chapter 471 and Minnesota Rules Chapter 2785. In the event the City ceases to become a member of the joint self-insurance pool or the pool is dissolved, the language in Article 21.1(c) and (e), Article 21.8, and Article 21.9 as set forth in the 2010 collective

bargaining agreement between the parties shall become effective immediately.

21.13. Wellness Program. The Employer agrees to reimburse an Employee up to \$40.00 monthly for the cost of monthly membership in a health, fitness, and/or weight loss program. To become eligible for fitness reimbursement, an Employee must submit to the Wellness Coordinator proof of participation at least eight (8) times that month and payment made for that calendar month. To become eligible for reimbursement for a weight loss focused program an Employee must confirm that the weight loss program is certified as such by the Wellness Coordinator and submit to the Wellness Coordinator proof of payment made for that calendar month. The total amount an Employee may receive as reimbursement under this Section 21.13 is \$40.00 per month.

### **ARTICLE 22 - DENTAL INSURANCE**

22.1. The Employer agrees to make the same dental care coverage available to all eligible Employees and their families as it presently makes available, but the Employer agrees to pay only the entire cost for single coverage for each Employee. Dental coverage shall become effective the first day of the month following date of hire. The Employer and the Union agree that any change in such coverage shall only be done through negotiations. The maximum annual coverage for the low option shall be \$1,000.

22.2 The Employee has the additional options to increase the annual dental insurance maximum benefit to \$2,000 per person and/or elect family dental coverage. The Employee will pay the additional cost of the benefit increase above what the City provides in Articles 22.1.

### **ARTICLE 23 – HOSPITAL-MEDICAL INSURANCE - RETIRED EMPLOYEES**

23.1. Any Employee who was hired on or before December 31, 2006, and who retires from employment with the City, after having been employed by the City for such total time so as to be qualified by such employment to receive retirement benefits from the Public Employees Retirement Association, the Duluth Firemen's Relief Association, or the Duluth Police Pension Association, and who is currently receiving a retirement or disability pension from any such fund, shall receive hospital-medical benefit plan coverage to the same extent as active Employees, subject to the following conditions and exceptions:

- A. Such coverage shall be for the life of the retiree, but if the retiree dies before their spouse, such coverage shall be continued for such spouse until the spouse dies or remarries, but any such coverage for such surviving spouse shall not include coverage for any dependent of such surviving spouse.
- B. Any retiree or qualified dependent seeking benefits pursuant to this Article who has attained the age of 65 years or meets any condition that qualifies them to be eligible for Medicare Coverage “A” and “B” must obtain it, or lose any benefits hereunder until they obtain Medicare Coverage “A” and “B.”
- C. The hospital-medical benefit plan coverage for any such eligible retired Employee, with or without claimed dependents, shall be paid by the City and the eligible retired Employee, with or without claimed dependents, in accordance with the following schedule:

YEARS OF SERVICE  
COMPLETED

PERCENT SHARE OF PREMIUM CONTRIBUTIONS

(Whether continuous or not)	RETIRED EMPLOYEE	EMPLOYER
5	75	25
6	70	30
7	65	35
8	60	40
9	55	45
10	50	50
11	45	55
12	40	60
13	35	65
14	30	70
15	25	75
16	20	80
17	15	85
18	10	90
19	5	95
20 and thereafter	0	100

23.2. Any person purchasing medical insurance coverage pursuant to a former, or this, agreement may continue to do so. When any such person ceases to so purchase medical coverage, the Employee shall no longer have any right to participate in any insurance plan or group created by this, or successor, labor agreement. This paragraph shall become inoperative when no former Employee is buying insurance coverage as here provided.

23.3. For those Employees hired on or before December 31, 2006, who retire from City employment and who meet the length of service and qualification requirements stated under Article 23.1, the City may provide a 65 or older health insurance program in accordance with Article 23.1(B) in lieu of health care coverage provided active Employees, except that the health insurance program, when combined with Medicare, will provide coverage no less than the coverage provided active Employees. The health insurance program may be fully insured or self-insured at the option of the City and at the City's expense in accordance with the schedule in Article 23.1(C) or 23.1(D). For those Employees hired on or after January 1, 2007, who retire from City employment and who otherwise meet the length of service and qualification requirements stated under Article 23.1, participation in the post 65 or older health insurance program will be in accordance with Article 23.1(B) and entirely at the expense of the Employee, with or without dependents with absolutely no

contribution from the City.

23.4. Any Employee hired on or after January 1, 2007, who retires from City employment and who otherwise meets the length of service and qualification requirements stated under Article 23.1 may elect to enroll in the City's hospital-medical plan in accordance with this Article except that the cost of the premium will be entirely paid for by the Employee, with or without dependents, with absolutely no contribution from the City.

#### **ARTICLE 24 - HOSPITAL-MEDICAL INSURANCE - DISABLED EMPLOYEES**

24.1. The Employer agrees that it shall be deemed an "employer" as defined in subdivision 5 of Section 62A.147 of Minnesota Statutes, 1976 so that Sections 62A.147 and 62A.148 of said statutes will be applicable to the Employer. This paragraph shall be deemed to pertain only to said sections as they existed in Minnesota Statutes, 1976; it shall not be deemed to incorporate any amendments that may subsequently be made by the legislature. Notwithstanding the foregoing language in this paragraph, the Employer shall not be deemed an "employer" as defined in said Subdivision 5 with regard to any Employee or former Employee who has attained the age of 65 years. The provisions of this article shall be deemed applicable only to former Employees of the Employer presently covered by this article or who qualify after the date of this Agreement.

#### **ARTICLE 25 - PAY PERIODS**

25.1. All Employees shall be paid every two (2) weeks, and payment for each such two-week period shall be made no later than the Friday next following such two-week period. If any such Friday occurs on a holiday, payments shall be made on the working day next prior to such holiday. The amount of pay for each such two-week period shall be determined by multiplying the Employee's Basic Hourly Rate by 75 in the case of Employees whose normal work week is thirty-seven and one-half (37 ½) hours and by 80 in the case of Employees whose normal work week is forty (40) hours. Beginning with the first pay period that starts in 2012, payment will be made by electronic deposit only and Employees will be required to participate in direct deposit. The Employer will provide reasonable electronic access to deposit information in lieu of paper paystubs. Work time or leave time may be recorded using either a decimal system or an hours and minutes system, whichever is most convenient for the payroll office.

#### **ARTICLE 26 - REST PERIODS**

26.1. A rest period of fifteen (15) minutes shall be permitted during each one-half (½) Shift. Such rest period will be given at such time as is established by the appropriate Supervisor. Supervisors or their designees may authorize Employees to combine and use both fifteen (15) minute rest periods within one Shift at such time as is established by the appropriate Supervisor or their designee.

26.2. Whenever an Employee works a minimum of sixteen (16) consecutive hours, the Employee shall be allowed at least eight (8) consecutive hours of rest. If the eight (8) hour rest period runs into the Employee's regular Shift, the Employee will be compensated for the unworked hours of that Shift at their Basic Hourly Rate. If the eight (8) hour rest period ends during the Employee's regular Shift, they may return to work or use their accrued personal leave, vacation, or compensatory time off hours for the remainder of their Shift. These hours will be compensated at

their Basic Hourly Rate.

**ARTICLE 27 - HOLIDAYS - PERSONAL LEAVE**

- 27.1. Holidays and Personal Leave Days
  - A. Employees shall receive full time off with pay for the legal holidays of New Year's Day, Martin Luther King Day, Washington's & Lincoln's Birthday (President's Day), Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, December 24<sup>th</sup>, and Christmas Day, as such holidays are defined in Minnesota Statutes Annotated, Section 645.44, Subd. 5.
  - B. In addition, each eligible Employee shall receive four (4) days of personal leave with pay each year, to be taken at a time approved by the Employer. Employees on initial probation may earn personal leave days. Personal leave days not used by Employee before December 31 may not be carried over for use in the next year, unless earned during initial probation.
  - C. If an Employee cannot get to work because of a snow emergency, the Employee may use personal leave, vacation, or compensatory time to be paid for that day.

27.2. Employees whose normal work week is Monday through Friday shall receive time off for the above-described holidays on the date of such holidays. If such Employee is required to work such a holiday, such Employee shall, in lieu of receiving time off on such holiday and in addition to their regular pay for such holiday, be compensated at the rate of two (2) times their current Basic Hourly Rate for each hour worked on such holiday.

27.3. An Employee whose normal work week regularly includes Saturdays, Sundays and holidays shall, for those work weeks which include a holiday, as described above, in lieu of receiving time off on such holiday and in addition to their regular pay for such holiday, either receive compensation at a rate of two (2) times their current Basic Hourly Rate for each hour worked on such holiday or receive two (2) hours off for each hour worked on such holiday, whichever is decided by the Employee. If a holiday falls on such an Employee's normal day off and the Employee does not actually work on such holiday, they shall either receive another day off on a date approved by their department Director, or a day's pay at their regular rate, whichever is decided by the Employee.

27.4. Employees who receive overtime pay for time worked on a holiday shall not also receive holiday premium pay for such time worked.

**ARTICLE 28 - VACATION**

28.1. Employees shall receive vacation time in accordance with the following schedule in hours:

Years of Continuous Service	40 Hours/Pay Period	37.5 Hours/Pay Period	Vacation Days/Year
0 - 4	3.69	3.46	12
5 - 8	5.85	5.48	19



Years of Continuous Service	40 Hours/Pay Period	37.5 Hours/Pay Period	Vacation Days/Year
9 - 12	7.08	6.63	23
13 - 16	7.69	7.21	25
17 and over	8.62	8.08	28

28.2. In cases where an Employee has completed a sufficient number of years of service in the Police or Fire Department of the City to qualify for police or fire pension benefits, the period of service of such an Employee in the Police or Fire Department shall not be considered in computing vacation benefits under this article.

28.3. Employees shall be allowed to have an accumulation of not more than three hundred fifteen (315) hours of paid vacation time for 37 ½ hour Employees and three hundred thirty-six (336) hours of paid vacation time for 40 hour Employees as of the end of the day on December 31, 2013 and December 31, 2014. All unused paid vacation hours over 263 but not more than 315 for 37 ½ hour Employees and over 280 but not more than 336 for 40 hour Employees accumulated as of the end of the day on December 31, 2013, and December 31, 2014 shall be converted into cash and deposited into a post-employment health care savings plan (HCSP) account, known as the Minnesota Health Care Savings Plan, administered by the Minnesota State Retirement System, established by the Employer in the name of the Employee. The HCSP deposits shall be made within sixty (60) days following December 31, 2013, and December 31, 2014. Employees with an accumulation of more than 315 hours for 37 ½ hour Employees or 336 hours for 40 hour Employees as of the end of the day on December 31, 2013 and December 31, 2014, shall forfeit the amount of paid vacation that exceeds these stated limits. Employer shall not pay Employees for paid vacation time forfeited pursuant to this section.

28.4. Employees shall be allowed to have an accumulation of not more than two hundred sixty-three (263) hours of paid vacation time for 37 ½ hour Employees and two hundred eighty (280) hours of paid vacation time for 40 hour Employees as of the end of the day on December 31 of each year. An Employee's vacation hours over 263 for 37 ½ hour/week Employees and over 280 for 40 hour/week Employees remaining at the end of the day on December 31 of each year shall be converted into cash calculated at their Basic Hourly Rate as of December 31<sup>st</sup> and deposited into their health care savings plan (HCSP) account. The conversion will take place no later than February 15<sup>th</sup> of the following year.

28.5. No Employee shall use vacation time except at such time or times as the Appointing Authority may approve.

28.6. In the event of death of any Employee, any vacation or compensatory time accumulated to the credit of such deceased Employee shall be compensated for and shall be paid in accordance with Minnesota Statutes, Section 181.58, as amended.

28.7. An Employee may irrevocably give accrued vacation hours to another Employee, under the following conditions:

- A. For that Employees legitimate use as sick leave; or

- B. The recipient is in a serious hardship situation which will be relieved by the gift and the gift is approved by the Employer.

If an immediate supervisor denies an Employee's vacation gift or use of a vacation gift under this Section 28.6, the denial may immediately be appealed to the Manager of Human Resources, Healthcare and Safety, or the Chief Administrative Officer.

28.8. Special Carry-over. The Chief Administrative Officer or their designee may, upon written recommendation of the Appointing Authority, which states unique and exceptional cause, grant to an Employee the privilege of carrying over to the next year an amount of vacation in excess of that allowed by this contract. Requests shall be made in writing to the Department Director no later than December 1st, and the Department Director shall respond within ten working days of receipt of request.

## **ARTICLE 29 - SICK LEAVE**

29.1. Effective the first day of the month following the date of hire, an Employee shall be granted up to 120 working days of sick leave with full pay (paid sick leave) for each illness or injury during a calendar year. When an Employee is unable to or indisposed to report for duty for any of the reasons specified in Section 29.4 of this article, they shall immediately report such fact to their immediate Supervisor. To qualify for paid sick leave, the Employee must report off 15 minutes prior to their starting time, and must immediately report off when leaving their duties.

29.2. When an Employee's use of sick leave reasonably appears to be unjustified, the Employer may request that the Employee provide a physician's explanation to justify subsequent absences. The Employer's request shall be in writing and shall state the reason for the Employer's request. No request shall be based solely on the number of sick days used by the Employee.

- A. The Employer's request shall not be considered disciplinary action.
- B. The failure of the Employee to provide the physician's written explanation shall preclude the Employee from further use of paid sick leave.
- C. The Employer's written request shall cease to be in effect six (6) months from the date it is written.
- D. If disciplinary action results from the use of this article, the discipline shall be taken under the Discipline, Suspensions, Removal article of this agreement.

29.3. A Department Head or Acting Department Head may, for work-related reason stated in writing to the Employee, require an Employee to submit to medical examination, paid for by the Employer, to determine an Employee's medical fitness to do tasks of employment or to attend work. The Employee may refuse the first Employer-recommended doctor. The doctor will report only the medical information relevant to the fitness for duty information request.

29.4. For purposes of this article, sick leave is defined to mean the absence of an Employee because of illness or injury, exposure to a contagious disease, and/or attendance upon a member of their immediate family who is ill or injured, provided no Employee, unless officially assigned to special duty, shall be granted paid sick leave for any injury or illness resulting from any gainful employment on any job which is subject to the provisions of the workers' compensation laws of any state, other than regular city employment.

- A. Sick Leave Benefits for Care of Relatives. Employees may use paid sick leave to care for members of their immediate family pursuant to Minnesota Statutes Section 181.9413: absences due to an illness of or injury to a member of the Immediate

Family for reasonable periods of time as the Employee's attendance may be necessary, on the same terms upon which the Employee is able to use sick leave benefits for the Employee's own illness or injury. Pursuant to the minimum requirements of Minn. Stat. 181.9413, except for absences due to the illness or injury of a child, an Employee's use of sick leave in accordance with this Section 29.4(a) shall not exceed 200 hours for 40 hour-a-week employees, or 187.5 hours for 37.5 hour-a-week employees, in any 12-month period.

- B. Medical Appointments: An Employee must obtain prior approval from the Appointing Authority for the purpose of medical, dental, or optical examination or treatment, when such examination or treatment cannot be scheduled other than during working hours. Such absence on paid sick leave shall be approved only when the Employee has made a diligent effort to have such examination or treatment prior to their normal working hours, after work, or on a day off.
- C. Paid Sick Leave on Vacation: Paid sick leave will not be allowed during a previously scheduled vacation unless the Employee or their Immediate Family is under the care of a physician or confined to bed rest because of an unexpected injury or illness and the Employee furnishes signed medical certification to the Appointing Authority indicating the number of days the Employee or their Immediate Family was physically confined in a hospital or to bed rest. The Employee will then receive paid sick leave for those days spent confined or physically attending to their Immediate Family.
- D. Parental Leave. Birthing Employees may use thirty (30) days of paid sick leave existing under this Article 29 for a normal birth or forty (40) days for a cesarean birth beginning on or after the day of birth. Non-Birthing Employees may use ten (10) days of paid sick leave existing under this Article 29 for the birth or adoption of their children beginning on or after the day of birth or adoption. This paid sick leave is offered to Employees in addition to any paid leave mandated by Minnesota or federal law.

29.5. Whenever an Employee is absent on sick leave in excess of three (3) consecutive working days, the Employer may direct such Employee to furnish written explanation by a physician to justify such absence on paid sick leave; failure to furnish such written explanation shall preclude such Employee from being allowed such absence as paid sick leave. This section shall not apply to funeral leaves.

29.6. Temporary Disability. Any Employee who will be temporarily disabled for a period in excess of ten (10) working days may be offered an Assignment to a Position, which may have tasks or equipment modified to accommodate the Employee's medical restrictions, at such Employee's present rate of pay by the City in their present or lower classification, the duties of which the Employee is able to perform. If the City is not able to provide the Employee such Assignment, the Employee may continue to remain on paid sick leave. If such Assignment is refused by the Employee, and justification for the refusal is not provided by the Employee's physician, paid sick leave will be denied. Recognizing the varieties of illnesses and injuries and the Employee's ability to do the assigned work, each case will be evaluated on an individual basis. In case of dispute, the City may use its own physician in making the determination. The City reserves the right to review the Assignment after every twenty (20) working days and to reassign the Employee to their regular duties or extend the period of Assignment.

29.7. Permanent Non-Duty Disability: A classified Employee who has a permanent Non-Duty Disability, which prevents them from performing the duties of their classification, may request an investigation by the Personnel Committee for a determination of what duties they may perform and the proper classification these duties fall under. The committee may then recommend to the Employee's Appointing Authority that a recommendation of Demotion to the new class be made to the Civil Service Board.

29.8. The Employee may be assigned or transferred temporarily to a lower class as provided in Section 29.6 above until the Civil Service Board takes final action, provided that such Assignment shall not result in the denial of promotion to, or the lay-off of, a classified Employee.

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

29.10. Any Employee removed from the payroll through the operation of this article, if the Employee files with the Chief Administrative Officer or their designee at least once every three (3) months a statement from a physician which indicates that the Employee is unable to perform the duties of their Position, shall be considered to be on leave not to exceed one (1) year and shall be reinstated in their Position upon filing with the Chief Administrative Officer or their designee a statement signed by a physician which indicates that the Employee is physically fit to perform the duties of their Position, and the physician for such latter statement shall be chosen and compensated by the Chief Administrative Officer or their designee.

### **ARTICLE 30 - FUNERAL LEAVE**

30.1. Immediate Family. Upon request, a maximum of five (5) days of paid funeral leave shall be granted an Employee for a death in the Immediate Family.

30.2. Employees must utilize accumulated paid vacation, personal leave, compensatory time off, or authorized unpaid leave for an absence for any funeral of other than that of a member of the Immediate Family.

30.3. Employees may be granted up to two (2) hours of paid funeral leave, at the discretion of the Supervisor, to attend the funeral of a current Employee.

### **ARTICLE 31 - LONG TERM DISABILITY INCOME**

31.1. Any Employee who has been Continuously Employed by the City for not less than six (6) months in the classified and/or unclassified service shall be eligible for long-term income protection to age 70 for disability; however, there shall be no such protection for disability caused by any injury or illness for which the Employee received professional medical care or treatment within ninety (90) consecutive days prior to when the Employee otherwise becomes eligible for such

protection, unless ninety (90) consecutive days elapse from the time when the Employee otherwise would be eligible for such protection and during such ninety (90) consecutive days the Employee neither receives nor requires professional medical care or treatment for such injury or illness.

31.2. For the purposes of this article, disability means that which is caused by illness or injury which occurs during the Employee's term of employment and which prevents the Employee from performing the major tasks of the Employee's Position.

31.3. Payment of benefits pursuant to this article to a disabled Employee shall commence when the Employee exhausts their allowance of 120 days of sick leave with full pay provided by Article 29 of this agreement. The amount of such protection shall be 65% of the Employee's Basic Hourly Rate as of the time that Employee's sick leave is exhausted, or the parties agree to commencement of such payments, but shall not exceed an amount equivalent to a monthly rate of pay of \$5,000 however, for any pay period, the amount of such protection shall be reduced by any amount that the Employee receives for such pay period as a retirement or disability pension from the Public Employees Retirement Association, the Duluth Firemen's Relief Association, the Duluth Police Pension Association, or from the federal government pursuant to the Federal Old-Age, Survivors and Disability Insurance Act, and by any other disability insurance or disability annuity payment, and by any amount that the Employee receives as workers' compensation in lieu of wages or salary. Any cost of living adjustment to any amount received as a retirement or disability pension or as workers' compensation shall not be used to reduce the amount of such protection. The amount of such protection for any pay period shall also be reduced by any amount that the Employee receives as wages or salary during that pay period, but only when the total amount that the Employee has received for wages or salary during the calendar year exceeds \$5,000.

31.4. Deductions and work assignments

- A. Payment of benefits due under this article shall be calculated for each regular pay period, and shall be paid for the period at the same time as Employees are then paid pursuant to Article 25 of this Agreement. For any pay period the City may deduct from the payment of benefits any amount which the Employee previously received as payments of benefits but to which the Employee was not entitled because of the provisions of this Article.
- B. As benefits due under this article, the employer may offer to any Employee who is disabled an Assignment, at such Employee's present rate of pay, to any Position, or one with tasks or equipment modified to accommodate Employee's medical restrictions, in their present or lower classification, the duties of which the Employee is medically able to perform. Such Assignment shall not result in the denial of promotion to, or the layoff of, a classified Employee.

31.5. Within 24 months from the date of injury or illness causing such disability, if the Employee is still receiving benefits pursuant to this article, the Employee shall:

- A. Return to the Position with the City which the Employee occupied when they became disabled; or return to a Position with the City, which may have tasks or equipment modified to accommodate Employee's medical restrictions, for which the Employee is qualified, if such Position is available; but only if the Employee provides written information from a physician, chosen and compensated by the City, which indicates that the Employee is then capable of performing the duties of such Position; or

- B. Request rehabilitation or retraining designed to return the Employee to other work which produces an economic status as close as possible to that enjoyed by the Employee before the illness or injury; the costs of such rehabilitation and/or retraining shall be borne by the City; such rehabilitation or retraining may include, but is not limited to medical evaluation, physical rehabilitation, work evaluation, counseling, job placement, and implementation of on-the-job short-term training; or
- C. Apply for permanent total disability status. Total disability, (as defined in Minnesota Statute 176.101, Subd. 5) means the total and permanent loss of the sight of both eyes, the loss of both arms at the shoulder, the loss of both legs so close to the hips that no effective artificial member can be used, complete and permanent paralysis, total and permanent loss of mental faculties, or any other injury which totally incapacitates the Employee from working at an occupation which brings them an income.

31.6. Receipt of long-term income protection benefits shall cease at the expiration of 24 months from the date of injury or illness causing such total disability unless the Employee has complied with Section 31.5 of this Article and has been determined to be returned to work, rehabilitated and/or retrained, or eligible for continuing total disability benefits because the Employee is disabled as defined in paragraph 31.5. Such determination shall occur upon the occurrence of paragraph 31.7.

31.7. Medical verification by the Employee's treating physician and a physician appointed by the City that the determination is consistent with the Employee's medical condition. In event of disagreement, a third physician mutually agreed upon by the Employee and the City shall act as arbitrator. The arbitrator's decision as to whether the determination is consistent with the Employee's medical condition shall be binding on both parties, and not subject to the grievance procedure.

31.8. Disagreements under this article, except Section 31.7, shall be subject to the Grievance procedure.

### **ARTICLE 32 - WORKERS' COMPENSATION**

32.1. An Employee who suffers an injury compensable under the Workers' Compensation Act and is absent from work as a result thereof, shall be paid an amount by the Employer during such absence equal to the difference between the amount received by them under the Workers' Compensation Act and their gross Monthly Pay, including earned longevity, subject to the following:

32.2. For each hour of absence the Employee shall be charged for one-third (1/3) of an hour of sick leave. When the Employee's sick leave and vacation time have been exhausted, they shall no longer receive any salary from the Employer while absent from work, except as otherwise provided for in this agreement.

### **ARTICLE 33 - JURY DUTY**

33.1. An Employee shall receive their regular daily pay when attending any required appearance for jury duty; provided, however, that if an Employee is released from such duty prior to

the expiration of their normal work day, the Employee shall immediately return to their job and continue their duties as an Employee.

#### **ARTICLE 34 - LEAVES OF ABSENCE**

34.1. Any Employee who, is mentally or physically incapacitated to perform their duties or who desires to engage in a course of study such as will increase their usefulness on their return to the City, or who for any reason considered good by the Appointing Authority desires to secure leave from their regular duties, may, on written request approved by the Appointing Authority, be granted special leave of absence without pay for a period not exceeding one (1) year; provided, however, any leave that exceeds thirty (30) calendar days must also be approved by the Chief Administrative Officer or their designee.

34.2. Any Employee asking for special leave without pay shall submit their request in writing, at least fifteen (15) calendar days prior to the date the Employee desires the leave, stating the reasons why in the Employee's opinion the request should be granted, the date when the Employee desires the leave to begin and the probable date of the Employee's return.

34.3. The Appointing Authority or Chief Administrative Officer or their designee shall respond within five (5) calendar days of the request for each special leave of absence without pay in writing, stating if the leave is to be approved, whether the Employee granted such leave shall be entitled to their former Position upon the Employee's return from such leave or whether their name shall be placed on the re-employment list for the class for which the Employee is classified.

34.4. No leaves without pay will be granted until the Employee has used all accumulated vacation and accrued compensatory leave.

34.5. No benefits or seniority shall be lost by the Employee during leaves of thirty (30) calendar days or less. No benefits or seniority shall be accrued after the first thirty (30) calendar days of any leave, except for provisions covered under Section 34.12. Any Employee wishing to be covered under the City's insurance plans may for the first six (6) calendar months of such leave pay the Employee's and the Employer's share of the cost of coverage.

34.6. Leave of absence without pay for a period of less than thirty (30) calendar days may be granted by department head. Leaves of absence for over three (3) consecutive days should not be approved by any department head except for the following reasons:

- A. When it is shown that the City will benefit from such leave.
- B. Personal or family emergency.
- C. As provided for in section 12 of this article.
- D. Service upon a board or a commission where such leave is required for attendance at such meeting, and/or will benefit the City.

34.7. Any Employee who shall become a member of the armed forces of the United States in time of war or other emergency declared by proper authority, shall be granted a leave of absence for the term of said military service and shall, upon receiving a discharge from such military service, be reinstated to said Position.

34.8. Reinstatement of any Employee on military leave of absence shall be at the same

salary which they would have received had they not taken such leave and shall be upon the following conditions:

- A. That the Position has not been abolished.
- B. That the Employee is not physically or mentally disabled from performing the duties of such Position.
- C. That the Employee makes written application for reinstatement to the Appointing Authority within ninety (90) days after termination of such service.
- D. That the Employee submits to the Appointing Authority an honorable discharge or other form of release by proper authority indicating that their military or naval service was satisfactory.

34.9. Upon reinstatement of any Employee who has been on military leave of absence, said Employee shall have the same rights with respect to accrued and future seniority status, efficiency rating, vacation, sick leave and other benefits as if the Employee had been actually employed during the time of such emergency.

34.10. Any Employee who shall become a member of the armed forces of the United States in time of war or other emergency declared by proper authority, and who has not served the required probationary period for said Position at the time of becoming a member of said armed forces, shall with the approval of the Civil Service Board, at the date that the Employee becomes a member of the armed forces of the United States, be considered to have completed said probationary period and shall thereafter have full Civil Service status as though a full probationary period had been served and shall be granted a military leave of absence in accordance with section 34.7 of this article, and shall, upon completion of such military service, if the person is physically and mentally able to perform the duties of the Position, be reinstated to the Position which they held at the time of becoming a member of said armed forces in accordance with this article.

34.11. Military leave of absence shall be granted with pay the greater of fifteen (15) days per year or as required by Minnesota Statutes and federal law. Where possible, all military leaves with pay shall be taken while the Employee is not working, and no Employee under this agreement shall request of the military unit to which the Employee is assigned, or the Commander thereof, that the Employee be assigned or authorized military duty for which the Employee would be entitled to leave with pay from the City during the time the Employee is working.

34.12. Union Representation Leaves of Absence

- A. As required by the Minnesota Public Employees Labor Relations Act, the Employer shall afford reasonable time off to any Employee who is an elected officer or appointed representative of the union, for the purposes of conducting the duties of the Union, and shall, upon request with at least thirty (30) calendar days' advance notice, provide a leave of absence to any Employee who is an elected or appointed official of the Union or who is appointed to its staff.
- B. Any Employee who is on leave of absence for the purpose of serving as an officer or representative of the Union shall, upon the request of such Employee, receive their regular pay from the Employer while on such leave; however, the Employer shall submit to the Union an invoice for reimbursement of an amount based on such Employee's gross hourly rate of pay for such leave, and the Union shall then reimburse the Employer for such amount. The Union shall defend the Employer against any claim for any injury, damage or loss which arises out of and within the



scope of such service, and shall indemnify the Employer for any such injury, damage or loss, but such obligation to defend and indemnify the Employer shall not extend to the Employer's obligations to provide paid sick leave under Article 29 or to provide long term disability protection under Article 31. No such Employee shall receive leave of absence with pay pursuant to this paragraph in excess of a total of 6 calendar months in any calendar year.

- C. No benefits or seniority shall be lost by the Employee who is on leave of absence for the purpose of serving as an officer or representative of the Union and benefits and seniority shall be accrued during this leave. The Employer shall submit to the Union an invoice for reimbursement of an amount based on such Employee's benefits accrued during such Union leave.

### **ARTICLE 35 - ASSIGNMENT, TRANSFERS & DEMOTIONS OF EMPLOYEES**

35.1. The Transfer of an Employee from a Position in one class to another Position in the same class in the same department shall be called an Assignment and may be made by the Appointing Authority; provided, that if change in the rate of compensation is involved, the Assignment may be made only if the consent of the Union is obtained.

35.2. Departmental Transfers. The Transfer of an Employee from a Position in one job title to another Position in the same job title in a different department shall be called a departmental Transfer, and may be made only with the consent of the Appointing Authority or authorities concerned and the Employee; provided, that if, in the judgment of the Appointing Authority of the department to which the Employee is transferred, the services rendered by the Employee are not satisfactory, or if the Employee feels that the new Position is unsatisfactory, such Employee shall be returned to their original Position at any time within (30) calendar days after the department Transfer is made.

35.3. Any Employee who desires to be transferred may inform the Chief Administrative Officer or their designee in writing of such desire, stating the reasons therefor, and the Chief Administrative Officer or their designee shall, if the Employee considers the reasons sufficient and if they think such Transfer will be for the good of the City service, call to the attention of the Appointing Authorities concerned the desire of the Employee to be transferred when a Position in some other departmental unit becomes vacant; provided, that the Chief Administrative Officer or their designee may themselves take the initiative recommending Transfer when they considers such actions for the good of the City service.

35.4. The voluntary Transfer of an Employee shall result in suspension of seniority in the original department; provided, that return to the original department shall revive the seniority so suspended. No seniority shall be lost in Involuntary Transfers.

35.5. Demotions:

- A. Upon the request of an Employee or by the Appointing Authority, an Employee may be reclassified from a higher to a lower paid classified Position, which in the discretion of the Appointing Authority, the Employee is eligible to fill.
- B. The Appointing Authority proposing the Demotion of an Employee shall make their recommendation in writing to the Chief Administrative Officer or their designee, and shall supply the Employee with a copy of such recommendation, and such

recommendation shall give the future date on which the proposed Demotion is to become effective, the class to which it is proposed to demote the Employee, the new rate of pay, and any other information that the Chief Administrative Officer or their designee may require; provided, that the recommendation shall also advise the Employee that they may grieve pursuant to Article 45 of this agreement if the Employee does not agree with the Appointing Authority's recommendations.

35.6. Appointment to New Job Title. Employees voluntarily appointed to a new job title may, at the Employee's discretion, return to their previous job title and position at any time within (30) calendar days after the appointment is made without any loss of seniority.

35.7. Maintenance Worker Vacancies. Maintenance Worker vacancies shall be offered by seniority to all current Maintenance Workers.

### **ARTICLE 36 - DISCIPLINE, SUSPENSIONS, REMOVALS**

36.1. Discipline: Disciplinary action may be imposed upon an Employee only for just cause. Disciplinary action may be grieved by the Employee through the regular Grievance procedure as provided in this agreement. Disciplinary action shall include only the following: 1) written reprimand; 2) suspension; 3) Demotion; and 4) removal. Except in the case of a severe breach of discipline any suspension, Demotion, or removal action shall be preceded by a written warning. An Employee shall be given the opportunity to have a Union representative present at any questioning of the Employee during a meeting with a Supervisor for the purpose of determining what disciplinary action against the Employee will be taken. An Employee shall be given the opportunity to have a Union representative present during a meeting where a performance improvement plan (PIP) is presented and/or reviewed. If the Appointing Authority has reason to reprimand an Employee, it shall be done in a manner that will not embarrass the Employee before other Employees or the public.

36.2. Suspensions:

- A. The Appointing Authority or any Supervisor acting for them in their absence, may for disciplinary purposes suspend without pay any Employee under their supervision from the performance of the Employee's duties for one (1) or more periods aggregating not more than fifteen (15) working days in a calendar year for each disciplinary incident unless the union and the Employer mutually agree to a longer period of time.
- B. Employee to be notified of suspension: In case the Appointing Authority or the Supervisor acting in their place suspends any Employee, they shall forthwith give written notice to the suspended Employee stating the reason for the suspension and the duration thereof, and shall forthwith personally deliver such written notice to the Employee or send by certified mail to the Employee's last known address; they shall also forthwith send to the Union a copy of such notice sent to the Employee. Such notice shall also advise the Employee that they may grieve pursuant to this agreement if they disagreed with the action of the Appointing Authority.

36.3. Removals:

- A. An Appointing Authority may, except as provided in Article 37, remove any Employee who has completed the probation period prescribed in accordance with

Section 13-69 of the Civil Service code only for just cause.

- B. Any charges filed against any Employee shall state specifically the just cause or causes the Appointing Authority feels are sufficient to constitute grounds for removal, and in addition, the specific act or acts of such Employee constituting such cause; provided, that in no case shall such vague and indefinite charges as "for the good of the City" be considered for removal and that in no case may an Employee be removed on account of their religious or political opinions or affiliations or for refusing to contribute to a political fund or to render political service.
- C. Any Employee proposed to be removed for just cause, shall be notified in writing of the charges against them, the date of separation, and the rights of the Employee to file a formal Grievance under the union contract. The Appointing Authority shall forthwith personally deliver such written notice to the Employee or send by certified mail to the Employee's last known address and shall also forthwith send to the Union a copy of such notice sent or delivered to the Employee.
- D. If the Employee being removed files a Grievance, or demands a veterans hearing, the Employee shall be placed on suspension without pay until the Grievance is resolved except during the time where suspension without pay is prevented by law.

36.4. Personnel Records. Initial minor infractions, irregularities, or deficiencies shall first be privately brought to the attention of the Employee and if corrected shall not be entered into the Employee's personnel office record. Investigations which do not result in disciplinary actions shall not be entered into the Employee's personnel office records. Each Employee shall be furnished with a copy of all disciplinary entries into all their personnel record and shall be entitled to a written response included therein. All disciplinary entries in the personnel record shall state the corrective action expected of the Employee. The contents of an Employee's personnel office record shall be disclosed to them upon request and to the Employee's union representative upon the request of the Employee in accordance with state law. In the event a Grievance is initiated under Article 44, the Appointing Authority shall provide a copy of any items from the Employee's personnel office record upon request of the Employee.

### **ARTICLE 37 - RESIGNATIONS**

37.1. Any Employee who wishes to resign in good standing shall give the Appointing Authority written notice of at least two (2) weeks, unless the Appointing Authority consents to them leaving on shorter notice.

37.2. If any Employee resigns without giving the required notice, failure to give the required notice may be considered sufficient reason for rejecting any future application from them to enter tests.

37.3. Any Employee who is absent from duty for three (3) consecutive business days without securing leave from the Employee's immediate Supervisor or without notifying the Supervisor of the reason for the Employee's absence and the time when the Employee expects to return, or who fails to notify the Manager of Human Resources, Healthcare and Safety of the Employee's readiness to resume the Employee's duties within five (5) days after the expiration of a leave of absence, shall be considered to have resigned, and such resignations shall be treated as a resignation.

## **ARTICLE 38 – SEPARATION PAY**

38.1. When an Employee separates from City employment, they shall be paid in full on the payroll covering the last day they actually worked for their wages due, the value of accumulated vacation time, time off due for holidays which fell on their days off, and unused compensatory time off, such value to be calculated based on their Basic Hourly Rate at the time of their separation.

## **ARTICLE 39 - LAYOFFS OF CLASSIFIED EMPLOYEES**

39.1. When, because of lack of work or funds, or to obtain efficiencies, or for other causes for which an Employee is not at fault, there is a reduction in the number of Employees in a job title within a department, the following procedure shall apply:

A. All Temporary, Non-bargaining Unit Temporary, Non-bargaining Unit Part-time, and provisional, and substitute Employees shall be the first to be laid off within that department, except those Employees working as shelvers at the library, recreation workers, special events coordinators and aides, , ballfield maintenance workers, laborers (rose garden, gardeners, grass mower, litter pickup, street marking and legend painters).

1. Permanent Employees who are substituting in a vacant Position shall, during any layoff affecting their permanent Position or the Position to which they are substituting, return to their permanent Position.
2. Permanent Employees who are promoted provisionally shall, during any layoff affecting their permanent Position or the Position to which they were provisionally promoted, return to their permanent Position.
3. Permanent Employees who are on a leave of absence shall, during any layoff affecting their Position, be deemed to have returned to their Position.
4. If any City Employee is displaced from a regular civil service Position with the Employer, then the Employer shall allow the displaced Employee to replace any temporary, Non-bargaining Unit Temporary, Non-bargaining Unit Part-time, provisional, seasonal, or substitute worker who is performing work in a Position for which the laid off Employee meets the job requirements, at the laid off Employee's regular rate of pay with the same benefits as received by a permanent Employee. If any Employee qualified to shelve books, in the library department is laid off, they may displace part-time library book shelvers to the extent possible to secure fulltime employment at the Employee's regular rate of pay and receiving regular benefits.
5. In filling any temporary, Non-bargaining Unit Temporary, Non-bargaining Unit Part-time, provisional, seasonal, or substitute Positions, the Employer shall first offer such Positions to individuals whose names appear on a City re-employment list, and who meet the job requirements of the Position being filled, by seniority, as provided for in this agreement at the Employee's regular rate of pay and with the same benefits as received by a permanent Employee. However, the Employer need not make such an offer to an individual who has declined three offers of temporary, Non-bargaining Unit Temporary, Non-bargaining Unit Part-time, provisional or seasonal work, or who has declined an offer of a full-time, permanent Position.
6. The Employer agrees to comply with the provisions of the Minnesota Public

Employee Labor Relations Act (PELRA) in the hiring of Temporary Employees. The Employer also agrees the same standard shall apply to Temporary Employees hired through an employment agency.

- B. For purposes of layoff, seniority shall be determined by using the Employee's original hire date from which the Employee has been Continuously Employed within this bargaining unit after December 31, 1985, to determine the least senior. Employees employed before January 1, 1986, who are currently in the bargaining unit shall retain seniority held and calculated as of December 31, 1985. Seniority ties shall be determined in the manner laid out in Article 20.
- C. During any layoff that affects a certified or non-certified apprenticeship or training program, all trainees or apprentices shall be laid off until such time as the laid off journeyman or an Employee who has completed said program has been recalled or withdraws their name from said list or who has been removed from said list according to Sections 40.6 and 40.7.
- D. Bumping: When an Employee is laid off in a job title in the work force, they shall be permitted to exercise their seniority rights to bump (replace an Employee with less seniority). Such Employee may, if they so desires, bump any Employee in the same or lower job classification in the same job series within the same department, provided the bumping Employee has greater seniority than the Employee whom they bumps, and such bumping shall be accomplished according to the following procedure:
  - 1. When a Position in a series of job titles is eliminated, the Employee in that Position shall be given the option to bump by seniority (e.3.) into any Position in the same job title within the department. If an Employee does not have sufficient seniority to maintain a Position within their job title, they shall be given the option to bump any Employee with less seniority in the next lower job title in that job series within that department.
  - 2. The procedure as described in (Sec. d. 1) shall be followed in each lower job title until the least senior Employee(s) in the lowest job title in a series within the department is laid off.
  - 3. Any Employee who chooses not to exercise their bumping rights shall be placed on the re-employment list.
  - 4. When a Position that is not in a series of job titles is eliminated, the least senior (39.1.b.) Employee in that job title within that department shall be laid off.
- E. For the purposes of this article, the following job series shall each be treated as separate departments: Custodial, Secretarial-Clerical, Accounting and Bookkeeping.
- F. For purposes of this article only, the Employees in the Building Safety Division will bump in the layoff series as if they are in the Public Administration Department.

### 39.2. Job titles

- A. For the purposes of this article, job title(s) shall be defined to mean Civil Service job classification(s). For the purpose of this article, the Civil Service Classifications of Clerical Technician and Clerical Support Technician (J.A.T.C.) shall be treated as one job title. Layoffs and/or bumpings that occur within this composite job title shall be according to the process that is set for in section 39.1.

- B. For the purposes of this article, the Civil Service job classifications of Collection System Maintenance Worker and Utility Operator shall be treated as one job title.

39.3. "Series of job titles" or "job series" as referred to in this article shall be the list of job titles and their order that are negotiated between the union and the Employer.

39.4. Demotions made in accordance with this article are not subject to the requirements contained in Article 35 - Demotions, but are subject to the Grievance procedure in this collective bargaining agreement.

39.5. The Employer shall notify in writing the Employee or Employees to be laid off at least ten (10) working days prior to actual layoff and shall forthwith transmit to the Civil Service Board and the Union the names of those so notified.

39.6. The Employer will offer to meet and confer with the Union prior to completing any layoff plan. The Employer and Union may enter into a written agreement regarding one or more of the following topics:

- A. Length of layoff notice (longer than that provided in Article 39.5);
- B. Job and retraining opportunities;
- C. Alternative placement methods;
- D. Early retirement options;
- E. Voluntary reduction in work hours;
- F. Furloughs;
- G. Bumping/vacancy options for Part-Time Bargaining Unit Employees to preserve their insurance eligibility or contribution; and
- H. Other methods of mitigating layoff or their effect on Employees.

39.7. Voluntary Unpaid Leave of Absence. The Employer may allow Employees to take and/or stagger unpaid leaves of absence pursuant to Article 34 to reduce layoffs otherwise necessary.

39.8. Forced Transfers

- A. No City of Duluth Employee will be forced to Transfer or reclassify into the Utility Operator classification. Employees holding the classification of Collection System Maintenance Worker, Regulator Mechanic, Lift Station Operator, Pipeline Welder, or Utility Resources Specialist, will be allowed to hold such classification for the remainder of their employment with the City; all the way to and including their retirement if the Employee so chooses. The City will maintain these classifications and agrees not to eliminate them so long as there are Employees who wish to remain in these classifications.
- B. The Layoff Series Agreement between the City of Duluth and A.F.S.C.M.E. Local 66 will be revised to allow Collection System Maintenance Workers and to bump into the Utility Operator Position, according to date of hire, in the event of a layoff.
- C. Seniority for those Employees holding the title of Utility Operator will be determined based upon each Employee's date of hire with the City, with the exception of Employees who promote, demote, or are reclassified to Utility Operator. Seniority for Employees who promote, demote, or are reclassified to Utility Operator will be based on the date of their classification to Utility Operator.

Employees will maintain this seniority as long as they hold such classification.

- D. No employee will be forced to Transfer or reclassify from the Traffic Maintenance Worker job classification or other position into the Heavy Equipment Operator job classification. Employees holding the classification of Traffic Maintenance Worker will be allowed to hold such classification for the remainder of their employment with the City.

#### **ARTICLE 40 - RE-EMPLOYMENT LIST**

40.1. The name of any Employee who has been laid off shall be placed on the re-employment list, which shall be the same list required by the Civil Service Code. The Chief Administrative Officer or their designee shall enter on the appropriate re-employment list(s), (as provided for in Sec. 2 and 3 of this article), the name(s) of those Employees eligible for re-employment and who desire to be re-employed when vacancies occur in the job title(s). The Union shall receive copies of all such lists, and shall be notified of any changes on said lists.

40.2. For job title(s) that are in a City-wide Department (see Article 39.1.e.,)

- A. The name(s) of laid off Employees shall be arranged on a re-employment list for the job title from which an Employee was laid off and for all lower job titles in the same series in the order of their total seniority with the City.

40.3. For job titles not in a City-wide Department, the name(s) of any laid off Employee(s) shall be arranged on the re-employment list(s) in the following manner:

- A. A list by job title and the Department from which the Employee(s) was laid off and by arranging said Employee(s) name by total seniority with the City.
- B. A list of any lower job title(s) within the Department that has been determined to be part of the same job series, as provided for in Article 39, and by arranging said Employee(s) name by total seniority with the City.
- C. A list by job title(s) on a City-wide basis and arranging said Employee(s) name by total seniority with the City. This list should be used for those job titles which have the same job description and are used in more than one Department.

40.4. Employees shall be recalled from the re-employment list according to the following procedure:

- A. Employees not in a City-wide Department.
  - 1. Sec. 40.3(a) shall be followed first.
  - 2. Sec. 40.3(b) shall be followed second.
  - 3. Sec. 40.3(c) shall be followed third.
- B. Employees in a City-wide Department.
  - 1. Sec.40.2(a) shall be followed.

40.5. Employees who have or could be placed on the re-employment list by other articles of this agreement or as provided for by Civil Service Rules shall have their name placed on appropriate lists as provided for in Sec. 40.2 and 40.3.

40.6. To determine if any Employee is interested in remaining on such re-employment list(s), the Chief Administrative Officer or their designee shall, on or about the anniversary date of the layoff and when a Position(s) becomes available, contact by certified mail or email each

Employee who has not been re-employed. Employees shall have fourteen (14) calendar days to respond by certified mail or email to the Chief Administrative Officer or their designee if they are interested in accepting a Position or if they are still interested in remaining on a re-employment list. Employee are responsible for providing and updating the Employer with their current mailing and email addresses.

40.7. The Chief Administrative Officer or their designee may remove an Employee's name from the re-employment list for a Position in the job title from which the Employee was originally laid off if: (1) the Employee indicates they are no longer interested in said Position; or (2) the Employee refuses to accept an appointment for such Position without giving a satisfactory reason. Employees refusing to accept an appointment for a Position in a lower job title than the one from which the Employee was originally laid off shall have their names removed from such lower list.

#### **ARTICLE 41 - PROBATION TERM**

41.1. Employees hired after ratification of this Agreement by both parties may be required to serve a probation period which shall not exceed twelve (12) consecutive calendar months. Internal Employees transferred or promoted to a new classification may be required to serve a probation period which shall not exceed six (6) consecutive calendar months. Effective January 1, 2019, Seasonal Employee may be required to serve a probation period which shall not exceed 1,040 hours worked after January 1, 2019.

#### **ARTICLE 42 - EMPLOYEE SAFETY**

42.1. The Employer agrees to maintain sanitary and safe working conditions and to maintain adequate and suitable first aid facilities. The Employer shall furnish and maintain safety committee approved personal protective clothing and equipment, including, but not limited to rubber gloves, hip boots, rain gear, hard hats, protective shields, safety appliances, special tools required for safety, fire resistant clothing, and scaffolding, and train the Employees using such equipment in the proper use of same. The Employer reserves the right to determine what departments and personnel should receive the above-listed equipment. Employees covered hereby, in the performance of their jobs, shall at all times use safety devices and protective equipment which is furnished to them hereunder and comply with the safety, sanitary, and fire regulations issued by the Employer.

42.2 The Employer and the Union take a strong stance in creating and promoting a safe and respectful work environment for all of its employees. They are required to treat coworkers, supervisors, and the public respectfully and to refrain from acts or comments that incite or constitute violence and/or Unlawful Discrimination. Any acts of harassment or violence and/or Unlawful Discrimination will be promptly and thoroughly investigated.

#### **ARTICLE 43 - CIVIL SERVICE RULES**

43.1. The Employer and Union agree that Grievances regarding the interpretation or application of provisions contained in both this Agreement and Chapter 13 of the Duluth City Code, which deals with Civil Service, shall be resolved pursuant to the procedures set forth in said Chapter 13 of the City Code, and shall not be subject to the Grievance procedures contained in this agreement.



43.2. The Union shall be afforded the opportunity to discuss contemplated changes to the Civil Service Rules with the Employer.

43.3. In addition to the authority and responsibility conferred upon the Civil Service Board by the City Charter and the other provisions of Chapter 13 of the Duluth City Code, the Board shall act in accordance with the authority and responsibility conferred upon it by any provision of this collective bargaining agreement.

43.4. Employees who were incumbents in the classification of Utility Services Dispatcher on December 1, 1998, shall have the right to return to their last previously held classification without further testing, and shall retain seniority and benefits as set out in this contract.

#### **ARTICLE 44 - PERSONNEL COMMITTEE**

44.1. A committee consisting of one representative of the Union and one representative of the Human Resources Division of the City of Duluth shall be established to meet and confer on the following functions during the period of this Agreement:

At least once every three (3) months, the Personnel Committee shall meet to discuss job audits and related issues. Unless otherwise stated below, all requests for job audits for the purpose of determining whether the specifications for a job title should be amended, whether certain Positions should be reclassified to a different job title, or whether there is a need to establish a new job title to describe an existing Position shall be reviewed by the Personnel Committee prior to staff audit work. Upon completion of staff audit work, a copy of the audit shall be sent to the Union no later than fourteen calendar days prior to the date it is scheduled on the Civil Service Board Agenda.

44.2. The Personnel Committee shall meet and negotiate the pay rate and placement in a layoff series for:

- A. Any new or modified job specification or title resulting from a job audit.
- B. Any new Position with a new title created unrelated to a job audit.
- C. When the Employer creates a new job description or amends a current job description, it shall notify the Union of the proposed rate of pay. The Employer and the Union shall meet and negotiate regarding the rate of pay for the job description. If the Employer and the Union are unable to reach an agreement as to the rate of pay for the job description within 10 days from the Employer's written notice to the Union that a pay rate must be set, then either may request mediation services from the Bureau of Mediation Services.
  1. If agreement has not been reached after one mediation session or if a second session has not occurred within 20 days of the date of the request, then either party may request the mediator to make an immediate written recommended settlement. The recommendation shall become binding 5 days after receipt of it by the Employer.
  2. The cost, if any, of the mediator shall be equally split between the Employer and the Union.
  3. The Employer and the Union shall each submit to the mediator only one final best position for the pay rate for the job description. The only other materials that a party may present to the mediator are:

- a. discussion held in the mediation session;
- b. joint stipulations as to facts;
- c. affidavits of individual parties, should the parties disagree as to the facts;
- d. a copy of the approved civil service job description;
- e. staff job evaluation reports, with pay equity study results used only to show if there is non-compliance; and
- f. a letter supporting its position (not to exceed two (2) pages 8½ x11 inches, double-spaced, with one inch margins and twelve point type).

The mediator's written recommendation shall award either the Union's final position or the Employer's final position. The mediator shall have no power to make any recommendation other than the final, best position submitted by one of the parties.

44.3. The Personnel Committee shall meet to discuss the establishment of apprenticeship programs. If the Employer and Union representatives on the Committee mutually agree on such a program, a supplemental agreement shall be prepared and recommended for approval by the City Council.

44.4. Job Audits. The Employer agrees to provide a list of the current jobs awaiting completion of a job audit.

- A. The Employer agrees to make any pay adjustments from job audits effective no later than six months from the date the job audit request is filed.

#### **ARTICLE 45 - GRIEVANCE PROCEDURE**

45.1. An Employee or group of Employees with a Grievance shall, within twenty-one (21) calendar days after the first occurrence of the event giving rise to the Grievance, present such Grievance through the Union in writing to the appropriate first line or division manager or, in the absence of such manager, to their authorized representative with a copy of the Grievance being sent to the Department Director.

- A. Within ten (10) working days of receipt of the Grievance, the manager shall meet with the grieving Employee/s and the steward to try to fairly and equitably resolve the Grievance.
- B. The manager, in consultation with the department head shall present the Employer's position in writing to the Employee or Employees and the Union within ten (10) working days of the date of the meeting stated above in Section 45.1(A).
- C. Grievances not resolved within the department must be presented by the Employee or Employees through the Union in writing to the Chief Administrative Officer or designee within twelve (12) working days after the Employer has given its reply to such Grievance.
- D. The Chief Administrative Officer or designee shall reply in writing to the aggrieved Employee or Employees and the Union within twelve (12) working days after receipt of such Grievance. Should the Union desire to meet with the Chief Administrative Officer to discuss the Grievance and seek a resolution they shall do so in writing. Should the Chief Administrative Officer agree to meet, they shall have 12 days from the date of the meeting to issue the response required in this section.
- E. The resolution of Grievances settled by the procedures set forth in this paragraph shall be reduced to writing and signed by the Employee or Employees, the Union

and the Employer.

45.2. If the Grievance is not settled in accordance with the foregoing procedure, the Union may, within twelve (12) working days after receipt of the reply of the Chief Administrative Officer or designee submit the Grievance to arbitration by serving notice in writing of such submittal upon the Chief Administrative Officer or designee. Either party may request the Bureau of Mediation Services of the State of Minnesota to submit a panel of at least five arbitrators. The parties shall each have the right to alternately strike names from the panel until one name remains. If the parties are unable to agree on who shall strike the first name, the question shall be decided by a flip of the coin. The remaining person shall be the arbitrator. The arbitrator shall be notified of their selection by the parties.

45.3. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted to them in writing by the parties, and shall have no authority to make a decision on any other issue not so submitted to them. More than one Grievance may be heard by the same arbitrator by mutual agreement of the parties. Either party may, if it desires, submit a brief to the arbitrator setting forth its position with respect to the issue(s) involved in a Grievance. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. The arbitrator shall submit their decision in writing within 30 days to the parties and shall file a copy of such decision with the Bureau of Mediation Services of the State of Minnesota. The decision shall be based solely upon the arbitrator's interpretation of the meaning or application of the express terms of this Agreement to the facts of the Grievance presented.

45.4. The decision of the arbitrator shall be final and binding upon the parties, except that an appeal may be taken to the District Court on the grounds that the order of the arbitrator violates the provisions of Minnesota Statutes Annotated.

45.5. The fee and expenses of the arbitrator shall be divided equally between the parties: provided, however, that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the arbitration proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of such proceedings, the cost shall be shared equally.

45.6. 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 or Employees or Grievance Committee may elect to treat the Grievance as denied at that step and immediately appeal the Grievance to the next step. The time limit in each step may be extended by mutual written agreement of the parties involved in each step.

45.7. All documents, communications, and records dealing with a Grievance shall be filed separately from the personnel files of the Employees involved.

45.8. Access to all information necessary to the determination and processing of a Grievance shall be made available to all participants.

## **ARTICLE 46 - UNION RIGHTS**

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

46.2. The AFSCME Basic Unit designated member(s) shall receive an appointment for a new hire employee orientation. During the new hire or hire's orientation, the city will provide up to 30 minutes for the basic unit member to discuss membership, stewards and contract administration.

## **ARTICLE 47 - P.E.O.P.L.E. CHECKOFF**

47.1. The Employer shall deduct from the wages of any Employee who is a member of the Union a P.E.O.P.L.E. deduction as provided for in a written authorization. Such authorization must be executed by the Employee and may be revoked by the Employee at any time by giving written notice to both the Employer and the Union. The Employer shall remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each Employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

## **ARTICLE 48 - COMPLETE AGREEMENT AND WAIVER OF BARGAINING**

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

## **ARTICLE 49 - DURATION OF AGREEMENT**

49.1. Subject to any specific limitations or extensions of effective periods which may appear elsewhere in this Agreement, this Agreement shall be effective as of the 1st day of January, 2022, and shall remain in full force and effect through the 31st day of December, 2024, and from year to year thereafter unless either party shall give written notice to the other party of such party's desire to initiate bargaining discussions over changes of any one (1) or more of the provisions contained in this Agreement, such notice to be given not less than sixty (60) days prior to the date of expiration of this Agreement.

## **ARTICLE 50 - JOINT APPRENTICESHIP TRAINING COMMITTEE**

50.1. The Employer and the Union have entered into a separate agreement for the establishment of standards of apprenticeship. The standards of apprenticeship require the establishment of a Joint Apprenticeship Training Committee (J.A.T.C.). In order to clarify the Committee's function, the following shall apply: The Joint Apprenticeship Training Committee shall

approve all apprenticeship programs, including training programs, course content, the development of a monitoring system to comply with the established programs, and the development of a verification and certification procedure for compliance. The Joint Apprenticeship Training Committee shall not be responsible for the establishment of pay rates, job descriptions, or contract language for the implementation of those programs.

#### **ARTICLE 51 - REOPENERS**

51.1. The parties agree to:

A. Meet and confer in the Labor Management Committee or any subcommittee thereof to recommend any appropriate changes to the current hospital-medical insurance, sick leave, and disability plans, to achieve reasonable and conservative cost containment; and

B. Upon request by either party, meet and negotiate items addressed in 51.1(a) in conjunction with the creation or development of a comprehensive disability plan and/or changes to hospital-medical plan design.

51.2. The parties agree to meet and concur, to discuss changes in the structuring of the Apprenticeship Programs, and then propose contract changes prior to the expiration of this Agreement for the successor Agreement.

#### **ARTICLE 52 - COMPARABLE WORTH**

52.1. The employer agrees to comply with current comparable worth laws. If any changes are necessary, they will be negotiated with the bargaining unit.

#### **ARTICLE 53 - FLEXIBLE BENEFITS**

53.1. Any Employee may participate in the City of Duluth flexible benefits plan in accordance with federal law.

#### **ARTICLE 54 - PART-TIME AND SEASONAL EMPLOYEES**

54.1. Part-time Positions will be filled in accordance with Civil Service Rules (Duluth City Code Chapter 13) and existing practices and procedures used for full-time Employees as set forth in this contract for full-time Employees. Part-time Positions that increase from under 24 hours a week averaged per pay period to more than 24 hours a week averaged per pay period, or from under 30 hours a week averaged per pay period to more than 30 hours a week averaged per pay period, will be reposted and interested Employees will be selected off the appropriate Civil Service list and in accordance with Civil Service Rules (Duluth City Code Chapter 13).

54.2. Benefits will accrue to Part-time Employees in the following manner:

A. Employees who are scheduled to work 14 or more but less than 24 hours a week averaged per pay period will accrue benefits at  $\frac{1}{2}$  the full time rate for that pay period.

B. Employees who are scheduled to work 24-30 hours a week averaged per pay period will accrue benefits at  $\frac{3}{4}$  the full time rate for that pay period.

C. Employees who are scheduled to work more than 30 hours a week averaged per pay

- period will accrue benefits at the full time rate for that pay period.
- D. Seasonal Employees, regardless of hours worked, shall not be eligible for any Employee benefits, either active or retiree, contained in this Agreement, except that Seasonal Employees shall receive full time off with pay for the holidays listed in Article 27 that fall within their seasonal period of employment. Seasonal workers will receive compensation at a rate of two (2) times their current Basic Hourly Rate for each hour worked on those holidays recognized in this Agreement. Seasonal Employees will accrue one (1) hour of paid leave for every 50 hours worked. Unused paid leave will be converted into cash and paid to the Employee upon employment separation each season. The number of Seasonal Employees will not exceed 10% of the number of budgeted, full-time A.F.S.C.M.E. bargaining unit Employees for the given year. No full-time or permanent Employee covered by this Agreement will be displaced by a Seasonal Employee.
  - E. The Employer agrees to pay for the Part-Time Employees without claimed dependents pursuant to Section 21.1(A). Part-time Employees are not eligible for dependent (family) health care coverage.
  - F. Part-time, qualified Employees will be eligible for active benefits, on a pro-rated basis, according to their work schedule, effective after the same time periods as their full-time counterparts. Any Part-time Employee hired on or after January 1, 2007, shall not be eligible for any retiree health care (Articles 23-24), any lump sum payment to a health care savings plan account (Article 23.6) or retiree life insurance benefits (Article 15).

54.3. Part-time Employees who are laid off are entitled to the same rights as full-time Employees as outlined in Article 39.1. Seasonal Employees may be eligible for rehire, but must reapply each year. A Seasonal Employee does not have the right to replace any Employee under Article 39. Seniority for part-time Employees shall be calculated based upon annual hours scheduled to be worked (1950 hours for pay ranges 116 to 142 and 2080 hours for pay ranges 14 to 39 shall be equivalent to one full year of full time employment). For holidays, each part time Employee will be scheduled to work a fraction of each holiday based upon the hours they are scheduled to work each week and shall be granted time off with pay. Overtime will be paid according to the provisions set out in the collective bargaining agreement.

54.4. The Employer retains the right to determine staffing levels and the number of hours of Positions. The Employer retains the right to implement layoffs as provided in Article 39 and manage the workforce as provided in Article 5. Due to a financial crisis, the City may temporarily Transfer an Employee from one department to a different department without loss of pay, benefits, or seniority.

## **ARTICLE 55 – LABOR-MANAGEMENT COMMITTEE**

55.1. The Employer and the Union shall participate in the bona fide joint labor-management committee, as established with the assistance of the Bureau of Mediation Services for the continuing purpose of meeting and discussing matters of mutual concern. The labor-management committee shall consist of representatives of the Employer and representatives of participating Unions and shall be chaired jointly by a representative of the Employer and a representative of participating Unions. The labor-management committee has the authority to establish labor management subcommittees, including the joint Health Insurance Labor Management Subcommittee provided for in Article 55.2, monitor their progress, forward

subcommittee recommendations to the Administration, and dissolve subcommittees. The labor-management committee shall operate on a recommendation basis only, and the committee chairs shall mutually determine all questions of process, procedure and agenda content. The labor-management subcommittees will be responsible for collaboratively addressing common interests that may include, but are not limited to the following:

- A. Budget related issues
- B. Employee retention
- C. Working environment
- D. Health and safety issues
- E. Work process and customer service improvement
- F. Employee recruitment and retention
- G. Health Insurance

55.2 Health Insurance Labor-Management Subcommittee. It is jointly agreed between the Union and the City that the goal of the two parties is to establish a joint health insurance labor-management subcommittee under the labor management committee set forth in Article 55.1.

- A. The purpose of the joint Health Insurance Labor Management Subcommittee is to meet and discuss issues relating to health care for plan participants and to:
  - 1. raise issues, questions, concerns and recommendations to the City's representative to the Board of Trustees relating to the Pool;
  - 2. to keep plan participants informed of the activities of the Board of Trustees;
  - 3. to offer recommendations to the City representative on the Board of Trustees for modifications and additions to plan provisions offered under the Employer's health plans and to propose programs such as wellness or other health promotion programs.
  - 4. Discuss the number and type of health insurance plans and the benefit levels in such plans that will be offered to City Employees and others participating in the City's health insurance program.
- B. It is the intent of the parties that the joint Health Insurance Labor-Management Subcommittee shall be comprised of the following members, divided between union and management representatives:
  - 1. One member selected by each of the City bargaining units adopting this agreement, and one additional member selected by the Basic Unit, should it adopt this agreement;
  - 2. The Chief Administrative Officer of the City or their designee; and
  - 3. As many management representatives, or their designees, selected by the Chief Administrative Officer of the City, as the Chief Administrative Officer deems appropriate, but not to exceed the number of bargaining unit members;
  - 4. There shall be one member selected by the City's retiree's organization.
- C. The joint Health Insurance Labor Management Subcommittee may, at its discretion, provide its views to the Board of Trustees on matters related to the operation of the Pool including, but not limited to:
  - 1. the selection of the third party administrator for the Employer's health and dental plans;
  - 2. the nature and costs of various service providers to the Pool;

3. the nature and costs of administrative services provided by the City to the Pool.
- D. The Employer, as Member of the Joint Powers Enterprise, agrees to inform the joint Health Insurance Labor Management Subcommittee of the dates, times and locations of all meetings of the Board of Trustees and shall provide to the Subcommittee meeting materials related thereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

**CITY OF DULUTH**

**LOCAL 66 of A.F.S.C.M.E., represented by  
A.F.S.C.M.E. Minnesota Council 5**

By \_\_\_\_\_  
Mayor

By \_\_\_\_\_  
Chair, City of Duluth Basic Unit

Attest \_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Field Representative

By \_\_\_\_\_  
Chief Administrative Officer

Countersigned:

\_\_\_\_\_  
City Auditor

Approved as to form:

\_\_\_\_\_  
City Attorney



## APPENDIX 1

<u>TITLE</u>	<u>RANGE</u>	<u>JOB CLASS NO.</u>
Accountant I	130	3411
Accountant II	133	3310
Administrative Clerical Specialist	127	1810
Administrative Finance Specialist	90%-100% of 129E*	1819
Administrative Information Specialist	90%-100% of 129E*	1818
Administrative Legal Assistant	129	4221
Administrative Secretarial Specialist	127	1811
Animal Control Officer	27	4435
Animal Services Technician	21	4436
Animal Shelter Leadworker	31	1534
Applications Administrator	137	3116
Appraiser	127A-134E*	3319
Asset & Supply Specialist	30	4144
Assistant Storekeeper	24	4303
Bid & Contract Assistant	129	4227
Bridge Operator	27	4429
Bridge Operator – Electrical	28	4428
Budget & Grant Analyst	134	3107
Budget & Operations Analyst	133	3121
Building Maintenance person	26	4203
Building Maintenance person II	28	4202
Buyer	130	4119
Carpenter	29	5206
Chief Building Inspector	36	1755
Chief Communications Liaison	136	4124
Clerical Specialist	124	4320
Clerical Support Technician	79%-100% of 121E*	4336
Clerical Technician	120	4419
CMMS Administrator	131	4125
Collection System Maintenance Worker	28	4241
Communications Infrastructure Specialist	33	1538
Communications Infrastructure Technician	31	3240
Construction Inspector	31	5102
Construction Project Coordinator	33	3312
Construction Services Combination Inspector	32	4740
Contract Management & Compliance Administrator	135	1735
Corrosion Technician I	29	5409
Corrosion Technician II	32	5404
Credit & Collections Administrator	135	1824
Customer Service Coordinator	33	3226
Data Release Coordinator	130	1832
Database Administrator	136	3117
Economic Developer	135	3111
Electrical Inspector	31	5104
Electrician	29	5207
Electronics Technician	30A-31E	3228
Electronics Technician Leadworker	33	1533

<u>TITLE</u>	<u>RANGE</u>	<u>JOB CLASS NO.</u>
Employment Technician	131	3421
Energy Coordinator	33	3122
Engineering Technician	28	4106
Executive Assistant	131	1828
Facilities Maintenance Specialist	28	4215
Facility Maintenance Leadworker	32	1758
Facility Projects Specialist	33	3124
Finance Office Coordinator	133	3125
Finance Technician	82%-100% of 126E*	3425
Financial Analyst	70%-100% of 136E*	3120
Fire Systems Plan Examiner	30	3430
Fleet Services Coordinator	32	4244
Fleet Services inventory Technician I	24	4448
Fleet Services inventory Technician II	27	4449
Fleet Services Leadworker	32	1752
Forester	34	1762
Gas &Energy Coordinator	33	1750
Gas Fitter	29	4240
Gas Project Coordinator	32	1759
GIS Specialist	133A-136E (4)	3213
GIS Technician	28	3236
Grant Coordinator	131	3304
Graphics Coordinator	131	3305
Heating, Ventilation, Air Conditioning & Refrigeration (HVAC & R) Inspector	31	5103
Heavy Equipment Mechanic	28	4133
Heavy Equipment Operator	27	4205
Help Desk Technician	129	3217
Housing Inspector	29	3404
Housing Inspector Leadworker	32	1535
Human Resources Assistant	127	3420
Industrial Equipment Technician	27	4242
Industrial Painter	29	5210
Information & Communications Specialist	132	3131
Information Technician	82%-100% of 126E*	3424
Instrument Specialist	34	3133
Instrument Technician	31	3235
Janitor I	21	4411
Janitor II	22	4316
Janitorial Supervisor	25	1807
Labor Compliance Technician	129	3429
Land Use Technician	28	4420
Librarian I	131	3409
Librarian II	133	3303
Librarian III	136	1331
Library Business Office Coordinator	131	3132
Library Circulation Coordinator	131	3140
Library Custodian	22	4408
Library Technician	124	4327
Lift Station Apprentice	23A-25E*	4417

<u>TITLE</u>	<u>RANGE</u>	<u>JOB CLASS NO.</u>
Lift Station Operator	29*	4229
Maintenance Operations Leadworker	32	1756
Maintenance Worker	22	4405
Maintenance Worker Helper	16	5407
Master Electrician	31	5205
Master Plumber	31	1820
Measurement Services Specialist	29	4139
Meter Mechanic	29	4208
Meter Reader	22	4409
Natural Resource Coordinator	34	1760
Network Administrator	137	3215
Opioid Program Specialist	29	3239
Opioid Program Technician	27	3237
Organizational Development Specialist	135	3238
Painter	29	5202
Paralegal	133	3224
Park Maintenance Operations Coordinator	31	3137
Park Maintenance Worker	27*	4141
Parking Operations Specialist	131	1744
Parking Services Agent	22	4415
Park Permit Coordinator	129	4136
Payroll Practitioner	129	3317
Permitting Services Leadworker	32	1757
Pipeline Welder	33	4432
Planner I	129	3426
Planner II	133	3302
Plans Examiner	29	3428
Plans Examiner Leadworker	32	3427
Plumber	29	5204
Plumbing Inspector	31	5101
Police Crime & Intelligence Analyst	131	1822
Police Records Coordinator	132	1743
Police Records Technician I	124	1827
Police Records Technician II	128	1826
Programmer Analyst	133-136 (3)	3212
Project Coordinator	32	3321
Project Engineer	38	3112
Project Technician	27	3407
Property & Evidence Specialist	29	1829
Property & Evidence Technician	24	4410
Property & Evidence Technician - SAKI	24	4412
Property & Solid Waste Compliance Officer	30	1817
Property Services Specialist	133	3128
Prosecution & Technology Assistant	131	4128
Public Information Coordinator	135	3113
Public Works & Utilities Analyst	33	3127
Recreation Specialist	26	4434
Regulator Mechanic	30	4207
Safety & Training Specialist	135	1605
Safety Coordinator	133	1607

<u>TITLE</u>	<u>RANGE</u>	<u>JOB CLASS NO.</u>
Seasonal Groundskeeper	15	5408
Seasonal Streets Laborer	15	5411
Seasonal Utilities Laborer	15	5412
Secretarial Specialist (Basic)	124	4321
Senior Animal Shelter Technician	26	4237
Senior Buyer	133	3316
Senior Center Coordinator	124	4444
Senior Clerical Specialist	125	4232
Senior Community Service Employment Director	134	1738
Senior Economic Developer	138	3118
Senior Engineering Specialist	34	3119
Senior Engineering Technician	31 (1)	1801
Senior Facilities Maintenance Worker	27	4315
Senior GIS Technician	30	3139
Senior Housing Developer	138	3134
Senior Library Technician	128	4223
Senior Network Administrator	140	1707
Senior Parks Planner	34	1761
Senior Planner	138	3204
Senior Police Records Technician	133	1825
Senior Programmer Analyst	140	3114
Senior Project Engineer	39	1603
Senior Ramp Worker	24	5406
Senior Safety & Training Specialist	136	1606
Senior Secretarial Specialist	125	4234
Senior Support Analyst	134	3129
Senior Systems Administrator	140	1708
Senior Transportation Planner	138	3135
Signal Maintenance Worker	27	4307
Signal Technician	31	4226
Special Assessment Coordinator	129	3219
Special Events Coordinator	129	4127
Storekeeper	27	4201
Street Maintenance Laborer	23	4311
Street Maintenance Operations Coordinator	33	3138
Street Maintenance Worker	27	4308
Support Analyst	131	4126
Systems Administrator	137	3115
Technology Security Administrator	141	1728
Traffic Maintenance Worker	27	4304
Traffic Operations Leadworker	32	3331
Trails Coordinator	30	4143
Utilities Information Specialist	129	1831
Utility Accounts Receivable Specialist	132	1823
Utility Maintenance Worker	23	4310
Utility Operations Leadworker	32	1749
Utility Operations Paralegal	133	3130
Utility Operator	28*	4140
Utility Operator Apprentice	25A*	4225
Utility Programs Coordinator	33	3309

<u>TITLE</u>	<u>RANGE</u>	<u>JOB CLASS NO.</u>
Utility Resources Specialist	31	3230
Utility Service Journeyperson	28*	4220
Utility Serviceperson	25A*	4407
Utility Services Dispatcher	26	4210
Utility Services Helper	16	5410
Utility Services Specialist Apprentice	28-31*	4438
Utility Services Specialist Journeyperson	31*	4238
Vehicle Maintenance Technician	25	4437
Vehicle Repair Specialist	27	4430
Victim Services Specialist	131	4139
Volunteer Coordinator	131	3311
Warehouse Specialist	30	4142
Water & Gas Maintenance Journeyperson	28*	4231
Water Conveyance Specialist	31	3329
Water Conveyance Technician	29	4211
Water Lab Chemist	32	3123
Water Lab Technician	27	3232
Water Plant Maintenance Coordinator	32	3136
Water Plant Operator "A"	31	3330
Water Plant Operator "B"	28	4116
Water Plant Operator "C"	26	4424
Water Plant Operator "D"	24	4425
Welder	28	4431
Wellness Coordinator	128	3313
Workforce Development Operations Administrator	136	1733
Workforce Development Technician I	130	3419
Workforce Development Technician I - Opioid	130	3417
Workforce Development Technician II	132	3418

\* The salary for any person so employed shall be determined in accordance with Paragraph 8.7, Subd. 8.

**APPENDIX 2**  
**2022 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>14</b>	Annual	24,479	25,143	25,877	26,555	27,330
	Monthly	2,040	2,095	2,156	2,213	2,278
	Hourly	11.7685	12.0880	12.4407	12.7669	13.1396
<b>14a</b>	Annual	27,413	28,299	28,756	30,196	31,234
	Monthly	2,285	2,358	2,396	2,516	2,603
	Hourly	13.1795	13.6055	13.8251	14.5173	15.0165
<b>15</b>	Annual	30,764	31,899	32,951	34,072	35,069
	Monthly	2,563	2,658	2,746	2,839	2,922
	Hourly	14.7902	15.3359	15.8418	16.3809	16.8601
<b>16</b>	Annual	34,363	34,557	35,111	37,907	39,319
	Monthly	2,863	2,880	2,926	3,159	3,276
	Hourly	16.5207	16.6138	16.8801	18.2245	18.9034
<b>17</b>	Annual	34,557	35,111	37,907	39,319	40,731
	Monthly	2,880	2,926	3,159	3,276	3,394
	Hourly	16.6138	16.8801	18.2245	18.9034	19.5823
<b>18</b>	Annual	36,716	37,907	39,319	40,731	42,143
	Monthly	3,060	3,159	3,276	3,394	3,511
	Hourly	17.6521	18.2245	18.9034	19.5823	20.2611
<b>19</b>	Annual	37,907	39,319	40,731	42,143	43,624
	Monthly	3,159	3,276	3,394	3,511	3,635
	Hourly	18.2245	18.9034	19.5823	20.2611	20.9733
<b>20</b>	Annual	39,319	40,731	42,143	43,624	45,369
	Monthly	3,276	3,394	3,511	3,635	3,780
	Hourly	18.9034	19.5823	20.2611	20.9733	21.8119
<b>21</b>	Annual	40,731	42,143	43,624	45,369	47,030
	Monthly	3,394	3,511	3,635	3,780	3,919
	Hourly	19.5823	20.2611	20.9733	21.8119	22.6106
<b>22</b>	Annual	42,143	43,624	45,369	47,030	48,760
	Monthly	3,511	3,635	3,780	3,919	4,063
	Hourly	20.2611	20.9733	21.8119	22.6106	23.4425
<b>23</b>	Annual	43,624	45,369	47,030	48,760	50,629
	Monthly	3,635	3,780	3,919	4,063	4,220
	Hourly	20.9733	21.8119	22.6106	23.4425	24.3410
<b>24</b>	Annual	45,369	47,030	48,760	50,629	52,678
	Monthly	3,780	3,919	4,063	4,220	4,390
	Hourly	21.8119	22.6106	23.4425	24.3410	25.3261
<b>25</b>	Annual	47,030	48,760	50,629	52,678	54,630
	Monthly	3,919	4,063	4,220	4,390	4,552
	Hourly	22.6106	23.4425	24.3410	25.3261	26.2645
<b>26</b>	Annual	48,760	50,629	52,678	54,630	56,707
	Monthly	4,063	4,220	4,390	4,552	4,726
	Hourly	23.4425	24.3410	25.3261	26.2645	27.2629

**APPENDIX 2  
2022 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>27</b>	Annual	50,629	52,678	54,630	56,707	58,977
	Monthly	4,220	4,390	4,552	4,726	4,914
	Hourly	24.3410	25.3261	26.2645	27.2629	28.3544
<b>28</b>	Annual	52,678	54,630	56,707	58,977	61,414
	Monthly	4,390	4,552	4,726	4,914	5,117
	Hourly	25.3261	26.2645	27.2629	28.3544	29.5258
<b>29</b>	Annual	54,630	56,707	58,977	61,414	63,864
	Monthly	4,552	4,726	4,914	5,117	5,323
	Hourly	26.2645	27.2629	28.3544	29.5258	30.7038
<b>30</b>	Annual	56,707	58,977	61,414	63,864	66,785
	Monthly	4,726	4,914	5,117	5,323	5,565
	Hourly	27.2629	28.3544	29.5258	30.7038	32.1082
<b>31</b>	Annual	58,977	61,414	63,864	66,785	69,208
	Monthly	4,914	5,117	5,323	5,565	5,768
	Hourly	28.3544	29.5258	30.7038	32.1082	33.2729
<b>32</b>	Annual	61,414	63,864	66,785	69,208	72,087
	Monthly	5,117	5,323	5,565	5,768	6,007
	Hourly	29.5258	30.7038	32.1082	33.2729	34.6573
<b>33</b>	Annual	63,864	66,785	69,208	72,087	75,105
	Monthly	5,323	5,565	5,768	6,007	6,259
	Hourly	30.7038	32.1082	33.2729	34.6573	36.1082
<b>34</b>	Annual	66,785	69,208	72,087	75,105	78,234
	Monthly	5,565	5,768	6,007	6,259	6,519
	Hourly	32.1082	33.2729	34.6573	36.1082	37.6124
<b>35</b>	Annual	69,208	72,087	75,105	78,234	81,584
	Monthly	5,768	6,007	6,259	6,519	6,799
	Hourly	33.2729	34.6573	36.1082	37.6124	39.2231
<b>36</b>	Annual	72,087	75,105	78,234	81,584	85,128
	Monthly	6,007	6,259	6,519	6,799	7,094
	Hourly	34.6573	36.1082	37.6124	39.2231	40.9269
<b>37</b>	Annual	75,105	78,234	81,584	85,128	88,907
	Monthly	6,259	6,519	6,799	7,094	7,409
	Hourly	36.1082	37.6124	39.2231	40.9269	42.7439
<b>38</b>	Annual	78,234	81,584	85,128	88,907	92,659
	Monthly	6,519	6,799	7,094	7,409	7,722
	Hourly	37.6124	39.2231	40.9269	42.7439	44.5476
<b>39</b>	Annual	81,584	85,128	88,907	92,659	96,715
	Monthly	6,799	7,094	7,409	7,722	8,059
	Hourly	39.2231	40.9269	42.7439	44.5476	46.4977

**APPENDIX 2**  
**2022 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>116</b>	Annual	32,244	33,218	34,433	35,421	36,664
	Monthly	2,687	2,768	2,869	2,952	3,055
	Hourly	16.5355	17.0351	17.6579	18.1648	18.8020
<b>117</b>	Annual	33,218	34,433	35,421	36,664	37,935
	Monthly	2,768	2,869	2,952	3,055	3,161
	Hourly	17.0351	17.6579	18.1648	18.8020	19.4537
<b>118</b>	Annual	34,433	35,421	36,664	37,935	39,206
	Monthly	2,869	2,952	3,055	3,161	3,267
	Hourly	17.6579	18.1648	18.8020	19.4537	20.1054
<b>119</b>	Annual	35,421	36,664	37,935	39,206	40,561
	Monthly	2,952	3,055	3,161	3,267	3,380
	Hourly	18.1648	18.8020	19.4537	20.1054	20.8006
<b>120</b>	Annual	36,664	37,935	39,206	40,561	42,143
	Monthly	3,055	3,161	3,267	3,380	3,512
	Hourly	18.8020	19.4537	20.1054	20.8006	21.6116
<b>121</b>	Annual	37,935	39,206	40,561	42,143	43,724
	Monthly	3,161	3,267	3,380	3,512	3,643
	Hourly	19.4537	20.1054	20.8006	21.6116	22.4227
<b>122</b>	Annual	39,206	40,561	42,143	43,724	45,249
	Monthly	3,267	3,380	3,512	3,643	3,770
	Hourly	20.1054	20.8006	21.6116	22.4227	23.2047
<b>123</b>	Annual	40,561	42,143	43,724	45,249	46,972
	Monthly	3,380	3,512	3,643	3,770	3,914
	Hourly	20.8006	21.6116	22.4227	23.2047	24.0882
<b>124</b>	Annual	42,143	43,724	45,249	46,972	48,624
	Monthly	3,512	3,643	3,770	3,914	4,052
	Hourly	21.6116	22.4227	23.2047	24.0882	24.9354
<b>125</b>	Annual	43,724	45,249	46,972	48,624	50,432
	Monthly	3,643	3,770	3,914	4,052	4,202
	Hourly	22.4227	23.2047	24.0882	24.9354	25.8623
<b>126</b>	Annual	45,249	46,972	48,624	50,432	52,423
	Monthly	3,770	3,914	4,052	4,202	4,368
	Hourly	23.2047	24.0882	24.9354	25.8623	26.8833
<b>127</b>	Annual	46,972	48,624	50,432	52,423	54,555
	Monthly	3,914	4,052	4,202	4,368	4,546
	Hourly	24.0882	24.9354	25.8623	26.8833	27.9768
<b>128</b>	Annual	48,624	50,432	52,423	54,555	56,743
	Monthly	4,052	4,202	4,368	4,546	4,728
	Hourly	24.9354	25.8623	26.8833	27.9768	29.0992
<b>129</b>	Annual	50,432	52,423	54,555	56,743	58,918
	Monthly	4,202	4,368	4,546	4,728	4,909
	Hourly	25.8623	26.8833	27.9768	29.0992	30.2144



**APPENDIX 2  
2022 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>130</b>	Annual	52,422	54,554	56,741	58,915	61,268
	Monthly	4,368	4,546	4,728	4,909	5,106
	Hourly	26.8831	27.9764	29.0981	30.2127	31.4196
<b>131</b>	Annual	54,554	56,741	58,915	61,268	63,649
	Monthly	4,546	4,728	4,909	5,106	5,304
	Hourly	27.9764	29.0981	30.2127	31.4196	32.6406
<b>132</b>	Annual	56,741	58,915	61,268	63,649	66,515
	Monthly	4,728	4,909	5,106	5,304	5,543
	Hourly	29.0981	30.2127	31.4196	32.6406	34.1102
<b>133</b>	Annual	58,915	61,268	63,649	66,515	69,159
	Monthly	4,909	5,106	5,304	5,543	5,763
	Hourly	30.2127	31.4196	32.6406	34.1102	35.4662
<b>134</b>	Annual	61,268	63,649	66,515	69,159	72,094
	Monthly	5,106	5,304	5,543	5,763	6,008
	Hourly	31.4196	32.6406	34.1102	35.4662	36.9713
<b>135</b>	Annual	63,649	66,515	69,159	72,094	73,811
	Monthly	5,304	5,543	5,763	6,008	6,150
	Hourly	32.6406	34.1102	35.4662	36.9713	37.8516
<b>136</b>	Annual	66,515	69,159	72,094	73,811	78,171
	Monthly	5,543	5,763	6,008	6,150	6,514
	Hourly	34.1102	35.4662	36.9713	37.8516	40.0879
<b>137</b>	Annual	69,159	72,094	73,811	78,171	81,535
	Monthly	5,763	6,008	6,150	6,514	6,795
	Hourly	35.4662	36.9713	37.8516	40.0879	41.8130
<b>138</b>	Annual	72,094	73,811	78,171	81,535	85,232
	Monthly	6,008	6,150	6,514	6,795	7,102
	Hourly	36.9713	37.8516	40.0879	41.8130	43.7086
<b>139</b>	Annual	73,811	78,171	81,535	85,232	88,790
	Monthly	6,150	6,514	6,795	7,102	7,399
	Hourly	37.8516	40.0879	41.8130	43.7086	45.5331
<b>140</b>	Annual	78,171	81,535	85,232	88,790	92,375
	Monthly	6,514	6,795	7,102	7,399	7,698
	Hourly	40.0879	41.8130	43.7086	45.5331	47.3718
<b>141</b>	Annual	81,535	85,232	88,790	92,375	96,694
	Monthly	6,795	7,102	7,399	7,698	8,058
	Hourly	41.8130	43.7086	45.5331	47.3718	49.5868
<b>142</b>	Annual	85,232	88,790	92,375	96,694	100,889
	Monthly	7,102	7,399	7,698	8,058	8,407
	Hourly	43.7086	45.5331	47.3718	49.5868	51.7379

**APPENDIX 3  
2023 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>14</b>	Annual	24,968	25,646	26,394	27,086	27,877
	Monthly	2,081	2,137	2,199	2,257	2,323
	Hourly	12.0039	12.3297	12.6896	13.0222	13.4024
<b>14a</b>	Annual	27,962	28,865	29,331	30,800	31,859
	Monthly	2,330	2,405	2,444	2,567	2,655
	Hourly	13.4431	13.8776	14.1016	14.8076	15.3168
<b>15</b>	Annual	31,379	32,537	33,610	34,754	35,770
	Monthly	2,614	2,711	2,801	2,896	2,980
	Hourly	15.0860	15.6427	16.1586	16.7085	17.1973
<b>16</b>	Annual	35,050	35,248	35,813	38,665	40,105
	Monthly	2,921	2,938	2,984	3,222	3,342
	Hourly	16.8511	16.9461	17.2177	18.5890	19.2814
<b>17</b>	Annual	35,248	35,813	38,665	40,105	41,546
	Monthly	2,938	2,984	3,222	3,342	3,462
	Hourly	16.9461	17.2177	18.5890	19.2814	19.9739
<b>18</b>	Annual	37,451	38,665	40,105	41,546	42,986
	Monthly	3,121	3,222	3,342	3,462	3,582
	Hourly	18.0052	18.5890	19.2814	19.9739	20.6664
<b>19</b>	Annual	38,665	40,105	41,546	42,986	44,497
	Monthly	3,222	3,342	3,462	3,582	3,708
	Hourly	18.5890	19.2814	19.9739	20.6664	21.3928
<b>20</b>	Annual	40,105	41,546	42,986	44,497	46,276
	Monthly	3,342	3,462	3,582	3,708	3,856
	Hourly	19.2814	19.9739	20.6664	21.3928	22.2481
<b>21</b>	Annual	41,546	42,986	44,497	46,276	47,971
	Monthly	3,462	3,582	3,708	3,856	3,998
	Hourly	19.9739	20.6664	21.3928	22.2481	23.0628
<b>22</b>	Annual	42,986	44,497	46,276	47,971	49,736
	Monthly	3,582	3,708	3,856	3,998	4,145
	Hourly	20.6664	21.3928	22.2481	23.0628	23.9114
<b>23</b>	Annual	44,497	46,276	47,971	49,736	51,642
	Monthly	3,708	3,856	3,998	4,145	4,304
	Hourly	21.3928	22.2481	23.0628	23.9114	24.8279
<b>24</b>	Annual	46,276	47,971	49,736	51,642	53,732
	Monthly	3,856	3,998	4,145	4,304	4,478
	Hourly	22.2481	23.0628	23.9114	24.8279	25.8326
<b>25</b>	Annual	47,971	49,736	51,642	53,732	55,723
	Monthly	3,998	4,145	4,304	4,478	4,643
	Hourly	23.0628	23.9114	24.8279	25.8326	26.7898
<b>26</b>	Annual	49,736	51,642	53,732	55,723	57,841
	Monthly	4,145	4,304	4,478	4,643	4,821
	Hourly	23.9114	24.8279	25.8326	26.7898	27.8081

**APPENDIX 3  
2023 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>27</b>	Annual	51,642	53,732	55,723	57,841	60,157
	Monthly	4,304	4,478	4,643	4,821	5,013
	Hourly	24.8279	25.8326	26.7898	27.8081	28.9215
<b>28</b>	Annual	53,732	55,723	57,841	60,157	62,642
	Monthly	4,478	4,643	4,821	5,013	5,220
	Hourly	25.8326	26.7898	27.8081	28.9215	30.1163
<b>29</b>	Annual	55,723	57,841	60,157	62,642	65,141
	Monthly	4,643	4,821	5,013	5,220	5,429
	Hourly	26.7898	27.8081	28.9215	30.1163	31.3179
<b>30</b>	Annual	57,841	60,157	62,642	65,141	68,121
	Monthly	4,821	5,013	5,220	5,429	5,676
	Hourly	27.8081	28.9215	30.1163	31.3179	32.7504
<b>31</b>	Annual	60,157	62,642	65,141	68,121	70,592
	Monthly	5,013	5,220	5,429	5,676	5,883
	Hourly	28.9215	30.1163	31.3179	32.7504	33.9384
<b>32</b>	Annual	62,642	65,141	68,121	70,592	73,529
	Monthly	5,220	5,429	5,676	5,883	6,127
	Hourly	30.1163	31.3179	32.7504	33.9384	35.3505
<b>33</b>	Annual	65,141	68,121	70,592	73,529	76,607
	Monthly	5,429	5,676	5,883	6,127	6,384
	Hourly	31.3179	32.7504	33.9384	35.3505	36.8304
<b>34</b>	Annual	68,121	70,592	73,529	76,607	79,799
	Monthly	5,676	5,883	6,127	6,384	6,650
	Hourly	32.7504	33.9384	35.3505	36.8304	38.3647
<b>35</b>	Annual	70,592	73,529	76,607	79,799	83,216
	Monthly	5,883	6,127	6,384	6,650	6,935
	Hourly	33.9384	35.3505	36.8304	38.3647	40.0075
<b>36</b>	Annual	73,529	76,607	79,799	83,216	86,831
	Monthly	6,127	6,384	6,650	6,935	7,236
	Hourly	35.3505	36.8304	38.3647	40.0075	41.7455
<b>37</b>	Annual	76,607	79,799	83,216	86,831	90,686
	Monthly	6,384	6,650	6,935	7,236	7,557
	Hourly	36.8304	38.3647	40.0075	41.7455	43.5988
<b>38</b>	Annual	79,799	83,216	86,831	90,686	94,512
	Monthly	6,650	6,935	7,236	7,557	7,876
	Hourly	38.3647	40.0075	41.7455	43.5988	45.4386
<b>39</b>	Annual	83,216	86,831	90,686	94,512	98,650
	Monthly	6,935	7,236	7,557	7,876	8,220
	Hourly	40.0075	41.7455	43.5988	45.4386	47.4277

**APPENDIX 3**  
**2023 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>116</b>	Annual	32,889	33,883	35,121	36,130	37,397
	Monthly	2,740	2,824	2,926	3,011	3,116
	Hourly	16.8662	17.3758	18.0110	18.5281	19.1780
<b>117</b>	Annual	33,883	35,121	36,130	37,397	38,693
	Monthly	2,824	2,926	3,011	3,116	3,224
	Hourly	17.3758	18.0110	18.5281	19.1780	19.8428
<b>118</b>	Annual	35,121	36,130	37,397	38,693	39,990
	Monthly	2,926	3,011	3,116	3,224	3,333
	Hourly	18.0110	18.5281	19.1780	19.8428	20.5075
<b>119</b>	Annual	36,130	37,397	38,693	39,990	41,372
	Monthly	3,011	3,116	3,224	3,333	3,448
	Hourly	18.5281	19.1780	19.8428	20.5075	21.2166
<b>120</b>	Annual	37,397	38,693	39,990	41,372	42,986
	Monthly	3,116	3,224	3,333	3,448	3,583
	Hourly	19.1780	19.8428	20.5075	21.2166	22.0439
<b>121</b>	Annual	38,693	39,990	41,372	42,986	44,599
	Monthly	3,224	3,333	3,448	3,583	3,716
	Hourly	19.8428	20.5075	21.2166	22.0439	22.8711
<b>122</b>	Annual	39,990	41,372	42,986	44,599	46,154
	Monthly	3,333	3,448	3,583	3,716	3,846
	Hourly	20.5075	21.2166	22.0439	22.8711	23.6688
<b>123</b>	Annual	41,372	42,986	44,599	46,154	47,911
	Monthly	3,448	3,583	3,716	3,846	3,993
	Hourly	21.2166	22.0439	22.8711	23.6688	24.5699
<b>124</b>	Annual	42,986	44,599	46,154	47,911	49,597
	Monthly	3,583	3,716	3,846	3,993	4,133
	Hourly	22.0439	22.8711	23.6688	24.5699	25.4341
<b>125</b>	Annual	44,599	46,154	47,911	49,597	51,440
	Monthly	3,716	3,846	3,993	4,133	4,287
	Hourly	22.8711	23.6688	24.5699	25.4341	26.3796
<b>126</b>	Annual	46,154	47,911	49,597	51,440	53,471
	Monthly	3,846	3,993	4,133	4,287	4,455
	Hourly	23.6688	24.5699	25.4341	26.3796	27.4210
<b>127</b>	Annual	47,911	49,597	51,440	53,471	55,646
	Monthly	3,993	4,133	4,287	4,455	4,637
	Hourly	24.5699	25.4341	26.3796	27.4210	28.5363
<b>128</b>	Annual	49,597	51,440	53,471	55,646	57,878
	Monthly	4,133	4,287	4,455	4,637	4,823
	Hourly	25.4341	26.3796	27.4210	28.5363	29.6812
<b>129</b>	Annual	51,440	53,471	55,646	57,878	60,096
	Monthly	4,287	4,455	4,637	4,823	5,008
	Hourly	26.3796	27.4210	28.5363	29.6812	30.8187

**APPENDIX 3  
2023 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>130</b>	Annual	53,470	55,645	57,876	60,093	62,493
	Monthly	4,455	4,637	4,823	5,008	5,208
	Hourly	27.4207	28.5359	29.6800	30.8169	32.0479
<b>131</b>	Annual	55,645	57,876	60,093	62,493	64,922
	Monthly	4,637	4,823	5,008	5,208	5,410
	Hourly	28.5359	29.6800	30.8169	32.0479	33.2935
<b>132</b>	Annual	57,876	60,093	62,493	64,922	67,845
	Monthly	4,823	5,008	5,208	5,410	5,654
	Hourly	29.6800	30.8169	32.0479	33.2935	34.7924
<b>133</b>	Annual	60,093	62,493	64,922	67,845	70,542
	Monthly	5,008	5,208	5,410	5,654	5,878
	Hourly	30.8169	32.0479	33.2935	34.7924	36.1755
<b>134</b>	Annual	62,493	64,922	67,845	70,542	73,536
	Monthly	5,208	5,410	5,654	5,878	6,128
	Hourly	32.0479	33.2935	34.7924	36.1755	37.7107
<b>135</b>	Annual	64,922	67,845	70,542	73,536	75,287
	Monthly	5,410	5,654	5,878	6,128	6,273
	Hourly	33.2935	34.7924	36.1755	37.7107	38.6086
<b>136</b>	Annual	67,845	70,542	73,536	75,287	79,735
	Monthly	5,654	5,878	6,128	6,273	6,644
	Hourly	34.7924	36.1755	37.7107	38.6086	40.8896
<b>137</b>	Annual	70,542	73,536	75,287	79,735	83,166
	Monthly	5,878	6,128	6,273	6,644	6,931
	Hourly	36.1755	37.7107	38.6086	40.8896	42.6493
<b>138</b>	Annual	73,536	75,287	79,735	83,166	86,936
	Monthly	6,128	6,273	6,644	6,931	7,244
	Hourly	37.7107	38.6086	40.8896	42.6493	44.5827
<b>139</b>	Annual	75,287	79,735	83,166	86,936	90,565
	Monthly	6,273	6,644	6,931	7,244	7,547
	Hourly	38.6086	40.8896	42.6493	44.5827	46.4437
<b>140</b>	Annual	79,735	83,166	86,936	90,565	94,223
	Monthly	6,644	6,931	7,244	7,547	7,852
	Hourly	40.8896	42.6493	44.5827	46.4437	48.3193
<b>141</b>	Annual	83,166	86,936	90,565	94,223	98,628
	Monthly	6,931	7,244	7,547	7,852	8,219
	Hourly	42.6493	44.5827	46.4437	48.3193	50.5786
<b>142</b>	Annual	86,936	90,565	94,223	98,628	102,907
	Monthly	7,244	7,547	7,852	8,219	8,575
	Hourly	44.5827	46.4437	48.3193	50.5786	52.7727

**APPENDIX 4**  
**2024 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>14</b>	Annual	25,842	26,543	27,318	28,034	28,853
	Monthly	2,153	2,212	2,276	2,336	2,404
	Hourly	12.4240	12.7613	13.1337	13.4780	13.8715
<b>14a</b>	Annual	28,940	29,876	30,358	31,878	32,974
	Monthly	2,412	2,489	2,530	2,657	2,748
	Hourly	13.9136	14.3633	14.5952	15.3259	15.8529
<b>15</b>	Annual	32,477	33,676	34,786	35,970	37,022
	Monthly	2,706	2,806	2,899	2,997	3,085
	Hourly	15.6140	16.1902	16.7242	17.2933	17.7992
<b>16</b>	Annual	36,277	36,482	37,066	40,018	41,509
	Monthly	3,023	3,040	3,089	3,334	3,459
	Hourly	17.4409	17.5392	17.8203	19.2396	19.9563
<b>17</b>	Annual	36,482	37,066	40,018	41,509	43,000
	Monthly	3,040	3,089	3,334	3,459	3,583
	Hourly	17.5392	17.8203	19.2396	19.9563	20.6730
<b>18</b>	Annual	38,761	40,018	41,509	43,000	44,491
	Monthly	3,231	3,334	3,459	3,583	3,707
	Hourly	18.6353	19.2396	19.9563	20.6730	21.3897
<b>19</b>	Annual	40,018	41,509	43,000	44,491	46,054
	Monthly	3,334	3,459	3,583	3,707	3,837
	Hourly	19.2396	19.9563	20.6730	21.3897	22.1415
<b>20</b>	Annual	41,509	43,000	44,491	46,054	47,896
	Monthly	3,459	3,583	3,707	3,837	3,991
	Hourly	19.9563	20.6730	21.3897	22.1415	23.0268
<b>21</b>	Annual	43,000	44,491	46,054	47,896	49,650
	Monthly	3,583	3,707	3,837	3,991	4,138
	Hourly	20.6730	21.3897	22.1415	23.0268	23.8700
<b>22</b>	Annual	44,491	46,054	47,896	49,650	51,476
	Monthly	3,707	3,837	3,991	4,138	4,290
	Hourly	21.3897	22.1415	23.0268	23.8700	24.7483
<b>23</b>	Annual	46,054	47,896	49,650	51,476	53,449
	Monthly	3,837	3,991	4,138	4,290	4,455
	Hourly	22.1415	23.0268	23.8700	24.7483	25.6968
<b>24</b>	Annual	47,896	49,650	51,476	53,449	55,612
	Monthly	3,991	4,138	4,290	4,455	4,634
	Hourly	23.0268	23.8700	24.7483	25.6968	26.7367
<b>25</b>	Annual	49,650	51,476	53,449	55,612	57,673
	Monthly	4,138	4,290	4,455	4,634	4,806
	Hourly	23.8700	24.7483	25.6968	26.7367	27.7275
<b>26</b>	Annual	51,476	53,449	55,612	57,673	59,865
	Monthly	4,290	4,455	4,634	4,806	4,989
	Hourly	24.7483	25.6968	26.7367	27.7275	28.7814

**APPENDIX 4  
2024 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>27</b>	Annual	53,449	55,612	57,673	59,865	62,262
	Monthly	4,455	4,634	4,806	4,989	5,188
	Hourly	25.6968	26.7367	27.7275	28.7814	29.9337
<b>28</b>	Annual	55,612	57,673	59,865	62,262	64,834
	Monthly	4,634	4,806	4,989	5,188	5,402
	Hourly	26.7367	27.7275	28.7814	29.9337	31.1704
<b>29</b>	Annual	57,673	59,865	62,262	64,834	67,421
	Monthly	4,806	4,989	5,188	5,402	5,619
	Hourly	27.7275	28.7814	29.9337	31.1704	32.4141
<b>30</b>	Annual	59,865	62,262	64,834	67,421	70,505
	Monthly	4,989	5,188	5,402	5,619	5,875
	Hourly	28.7814	29.9337	31.1704	32.4141	33.8966
<b>31</b>	Annual	62,262	64,834	67,421	70,505	73,063
	Monthly	5,188	5,402	5,619	5,875	6,089
	Hourly	29.9337	31.1704	32.4141	33.8966	35.1262
<b>32</b>	Annual	64,834	67,421	70,505	73,063	76,102
	Monthly	5,402	5,619	5,875	6,089	6,341
	Hourly	31.1704	32.4141	33.8966	35.1262	36.5877
<b>33</b>	Annual	67,421	70,505	73,063	76,102	79,288
	Monthly	5,619	5,875	6,089	6,341	6,607
	Hourly	32.4141	33.8966	35.1262	36.5877	38.1195
<b>34</b>	Annual	70,505	73,063	76,102	79,288	82,591
	Monthly	5,875	6,089	6,341	6,607	6,882
	Hourly	33.8966	35.1262	36.5877	38.1195	39.7074
<b>35</b>	Annual	73,063	76,102	79,288	82,591	86,128
	Monthly	6,089	6,341	6,607	6,882	7,178
	Hourly	35.1262	36.5877	38.1195	39.7074	41.4078
<b>36</b>	Annual	76,102	79,288	82,591	86,128	89,870
	Monthly	6,341	6,607	6,882	7,178	7,489
	Hourly	36.5877	38.1195	39.7074	41.4078	43.2066
<b>37</b>	Annual	79,288	82,591	86,128	89,870	93,860
	Monthly	6,607	6,882	7,178	7,489	7,821
	Hourly	38.1195	39.7074	41.4078	43.2066	45.1248
<b>38</b>	Annual	82,591	86,128	89,870	93,860	97,820
	Monthly	6,882	7,178	7,489	7,821	8,152
	Hourly	39.7074	41.4078	43.2066	45.1248	47.0289
<b>39</b>	Annual	86,128	89,870	93,860	97,820	102,102
	Monthly	7,178	7,489	7,821	8,152	8,508
	Hourly	41.4078	43.2066	45.1248	47.0289	49.0876

**APPENDIX 4**  
**2024 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>116</b>	Annual	34,040	35,069	36,351	37,394	38,706
	Monthly	2,836	2,922	3,029	3,116	3,225
	Hourly	17.4565	17.9840	18.6414	19.1765	19.8493
<b>117</b>	Annual	35,069	36,351	37,394	38,706	40,048
	Monthly	2,922	3,029	3,116	3,225	3,337
	Hourly	17.9840	18.6414	19.1765	19.8493	20.5373
<b>118</b>	Annual	36,351	37,394	38,706	40,048	41,389
	Monthly	3,029	3,116	3,225	3,337	3,449
	Hourly	18.6414	19.1765	19.8493	20.5373	21.2253
<b>119</b>	Annual	37,394	38,706	40,048	41,389	42,820
	Monthly	3,116	3,225	3,337	3,449	3,569
	Hourly	19.1765	19.8493	20.5373	21.2253	21.9592
<b>120</b>	Annual	38,706	40,048	41,389	42,820	44,490
	Monthly	3,225	3,337	3,449	3,569	3,708
	Hourly	19.8493	20.5373	21.2253	21.9592	22.8154
<b>121</b>	Annual	40,048	41,389	42,820	44,490	46,160
	Monthly	3,337	3,449	3,569	3,708	3,846
	Hourly	20.5373	21.2253	21.9592	22.8154	23.6716
<b>122</b>	Annual	41,389	42,820	44,490	46,160	47,770
	Monthly	3,449	3,569	3,708	3,846	3,980
	Hourly	21.2253	21.9592	22.8154	23.6716	24.4972
<b>123</b>	Annual	42,820	44,490	46,160	47,770	49,588
	Monthly	3,569	3,708	3,846	3,980	4,132
	Hourly	21.9592	22.8154	23.6716	24.4972	25.4299
<b>124</b>	Annual	44,490	46,160	47,770	49,588	51,332
	Monthly	3,708	3,846	3,980	4,132	4,278
	Hourly	22.8154	23.6716	24.4972	25.4299	26.3243
<b>125</b>	Annual	46,160	47,770	49,588	51,332	53,241
	Monthly	3,846	3,980	4,132	4,278	4,437
	Hourly	23.6716	24.4972	25.4299	26.3243	27.3028
<b>126</b>	Annual	47,770	49,588	51,332	53,241	55,342
	Monthly	3,980	4,132	4,278	4,437	4,611
	Hourly	24.4972	25.4299	26.3243	27.3028	28.3807
<b>127</b>	Annual	49,588	51,332	53,241	55,342	57,593
	Monthly	4,132	4,278	4,437	4,611	4,799
	Hourly	25.4299	26.3243	27.3028	28.3807	29.5351
<b>128</b>	Annual	51,332	53,241	55,342	57,593	59,904
	Monthly	4,278	4,437	4,611	4,799	4,992
	Hourly	26.3243	27.3028	28.3807	29.5351	30.7200
<b>129</b>	Annual	53,241	55,342	57,593	59,904	62,200
	Monthly	4,437	4,611	4,799	4,992	5,183
	Hourly	27.3028	28.3807	29.5351	30.7200	31.8973



**APPENDIX 4  
2024 BASIC PAY PLAN**

<b>RANGE NO.</b>		<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>
<b>130</b>	Annual	55,342	57,593	59,902	62,196	64,681
	Monthly	4,611	4,799	4,992	5,183	5,391
	Hourly	28.3804	29.5346	30.7188	31.8955	33.1696
<b>131</b>	Annual	57,593	59,902	62,196	64,681	67,195
	Monthly	4,799	4,992	5,183	5,391	5,600
	Hourly	29.5346	30.7188	31.8955	33.1696	34.4587
<b>132</b>	Annual	59,902	62,196	64,681	67,195	70,220
	Monthly	4,992	5,183	5,391	5,600	5,852
	Hourly	30.7188	31.8955	33.1696	34.4587	36.0102
<b>133</b>	Annual	62,196	64,681	67,195	70,220	73,011
	Monthly	5,183	5,391	5,600	5,852	6,084
	Hourly	31.8955	33.1696	34.4587	36.0102	37.4417
<b>134</b>	Annual	64,681	67,195	70,220	73,011	76,110
	Monthly	5,391	5,600	5,852	6,084	6,342
	Hourly	33.1696	34.4587	36.0102	37.4417	39.0306
<b>135</b>	Annual	67,195	70,220	73,011	76,110	77,922
	Monthly	5,600	5,852	6,084	6,342	6,493
	Hourly	34.4587	36.0102	37.4417	39.0306	39.9599
<b>136</b>	Annual	70,220	73,011	76,110	77,922	82,526
	Monthly	5,852	6,084	6,342	6,493	6,877
	Hourly	36.0102	37.4417	39.0306	39.9599	42.3208
<b>137</b>	Annual	73,011	76,110	77,922	82,526	86,077
	Monthly	6,084	6,342	6,493	6,877	7,173
	Hourly	37.4417	39.0306	39.9599	42.3208	44.1420
<b>138</b>	Annual	76,110	77,922	82,526	86,077	89,979
	Monthly	6,342	6,493	6,877	7,173	7,498
	Hourly	39.0306	39.9599	42.3208	44.1420	46.1431
<b>139</b>	Annual	77,922	82,526	86,077	89,979	93,735
	Monthly	6,493	6,877	7,173	7,498	7,811
	Hourly	39.9599	42.3208	44.1420	46.1431	48.0693
<b>140</b>	Annual	82,526	86,077	89,979	93,735	97,520
	Monthly	6,877	7,173	7,498	7,811	8,126
	Hourly	42.3208	44.1420	46.1431	48.0693	50.0104
<b>141</b>	Annual	86,077	89,979	93,735	97,520	102,080
	Monthly	7,173	7,498	7,811	8,126	8,506
	Hourly	44.1420	46.1431	48.0693	50.0104	52.3488
<b>142</b>	Annual	89,979	93,735	97,520	102,080	106,508
	Monthly	7,498	7,811	8,126	8,506	8,875
	Hourly	46.1431	48.0693	50.0104	52.3488	54.6197

## APPENDIX 5

### SENIOR ENGINEERING TECHNICIAN (1)

A person occupying a Position as an Engineering Technician shall become eligible for participation in the Senior Engineering Technician Program upon reaching Salary Range 28, step E. Entrance to the program begins on the date Human Resources receives written notification from an eligible Employee of their interest in participating. Participation in this program shall be voluntary.

The salary for any person entering the Senior Engineering Technician Program shall be as follows:

SALARY RANGE 31, STEP B for any such person upon entrance to the program.

SALARY RANGE 31, STEP C for any such person with not less than six (6) months service at salary range 31, step B and with satisfactory service\* for the preceding six (6) months and with successful completion of one of the three training modules described herein.

SALARY RANGE 31, STEP D for any such person with not less than six (6) months service at salary range 31, step C and with satisfactory service\* for the preceding six (6) months and with successful completion of one of the remaining two training modules described herein.

SALARY RANGE 31, STEP E for any such person with not less than six (6) months service at salary range 31, step D and with satisfactory service\* for the preceding six (6) months and with successful completion of the remaining training module described herein.

Upon reaching Salary Range 31, Step E, the participating Employee shall automatically be reclassified to Senior Engineering Technician.

The training modules listed above are as follows:

\*\*Module I: Interpersonal communications and writing skills

\*\*Module II: Team performance (includes problem solving, decision-making, conflict resolution)

\*\*Module III: Microcomputer applications

\*Satisfactory service will be a determination of the City Engineer. Incumbents who disagree with the City Engineer's determination may grieve it in accordance with Article 45 of this agreement.

\*\*Courses for each module will be determined by the City Engineer and will be revised as necessary to remain current with changing technology.

**APPENDIX 5**  
**DATA PROCESSING CAREER DEVELOPMENT PLAN**  
**COMPUTER OPERATOR SERIES (2)**

The salary for any person appointed to a Position as a Computer Operator shall be as follows:

SALARY RANGE 122, STEP A, for any such person with less than six (6) months of service in such Position.

SALARY RANGE 122, STEP B, for any such person with not less than six (6) months service in such Position.

SALARY RANGE 122, STEP C, for any such person with not less than eighteen (18) months service in such Position; who has satisfactorily completed Computer Operator Course I, the content of which shall have been approved by the Personnel Committee; whose satisfactory completion of such course shall have been certified by the Chief Administrative Officer or their designee; who has been certified according to Human Resources Division requirements as being competent at performing the duties of such Position; and whose service rating for the preceding six (6) months has been rated satisfactory by the individual's department director.

SALARY RANGE 122, STEP D, for any such person with not less than twelve (12) months service at salary Range 122, Step C.

SALARY RANGE 122, STEP E, for any such person with not less than twelve (12) months service at Salary Range 122, Step D.

SALARY RANGE 123, STEP E, for any such person with not less than twelve (12) months service at Salary Range 122, Step E; who has satisfactorily completed Computer Operator Course #I and #II, the content of which shall have been approved by the Personnel Committee; whose satisfactory completion of such courses shall have been certified by the Chief Administrative Officer or their designee; who has been certified by the Human Resources Division requirements as being competent at performing the duties of such Position; and whose service rating for the preceding six (6) months has been rated as satisfactory by the individual's department director.

A Computer Operator shall be automatically promoted to pay Step 124E upon passing a Human Resources Education and Experience Rating Exam after being at Salary Range 123, Step E, for not less than six (6) months; and whose service rating for the preceding six (6) months has been rated satisfactory, including Computer Operator Course #I and #II.

**APPENDIX 5**  
**PROGRAMMER ANALYST CAREER DEVELOPMENT PLAN (3)**

The salary for any person appointed to a Position as a Programmer Analyst shall be as follows:

Range 133, step A with less than 6 months service in such Position.

Range 133, step B with not less than 6 months service in such Position.

Range 133, step C with not less than 12 months at step B and with satisfactory service for the preceding 12 months.

Range 133, step D with not less than 12 months at step C and with satisfactory service for the preceding 12 months.

Range 133, step E with not less than 12 months at step D and with satisfactory service for the preceding 12 months and completion of an applicable course in the programming development discipline. This course could include a vendor or third-party professional training, vocational training, or college level course. Examples of applicable course training might include Visual Basic, Java, XML, ASP, Oracle database administration. Course must be approved by the MIS Manager.

Range 134, step E with not less than 12 months at Range 133, step E and with satisfactory service for the preceding 12 months and completion of an applicable course in the programming development discipline. This course could include a vendor or third-party professional training, vocational training, or college level course. Examples of applicable course training might include Visual Basic, Java, XML, ASP, Oracle database administration. Course must be approved by the MIS Manager.

Range 135, step E with not less than 12 months at Range 134, step E and with satisfactory service for the preceding 12 months and completion of an applicable course in the programming development discipline. This course could include a vendor or third-party professional training, vocational training, or college level course. Examples of applicable course training might include Visual Basic, Java, XML, ASP, Oracle database administration. Course must be approved by the MIS Manager.

Range 136, step E with not less than 12 months at Range 135, step E and with satisfactory service for the preceding 12 months and completion of an applicable course in the programming development discipline. This course could include a vendor or third-party professional training, vocational training, or college level course. Examples of applicable course training might include Visual Basic, Java, XML, ASP, Oracle database administration. Course must be approved by the MIS Manager.

\*Satisfactory service will be determination of the Manager, MIS. Incumbents who disagree with the Manager's determination may grieve it in accordance with Article 45 of this agreement.

**APPENDIX 5**  
**GIS SPECIALIST CAREER DEVELOPMENT PLAN (4)**

The salary for any person appointed to a Position as a GIS Specialist shall be as follows:

Range 133, step A with less than 6 months service in such Position.

Range 133, step B with not less than 6 months service in such Position.

Range 133, step C with not less than 12 months at step B and with satisfactory service for the preceding 12 months.

Range 133, step D with not less than 12 months at step C and with satisfactory service for the preceding 12 months.

Range 133, step E with not less than 12 months at step D and with satisfactory service for the preceding 12 months and completion of an applicable course in the GIS development discipline. This course could include a professional vendor or third-party training, vocational training, or college level course. Examples of applicable course training might include C++, Java, ESRI applications or utilities, Oracle database administration. Course must be approved by the MIS Manager.

Range 134, step E with not less than 12 months at Range 133, step E and with satisfactory service for the preceding 12 months and completion of an applicable course in the GIS development discipline. This course could include a vendor or third-party professional training, vocational training, or college level course. Examples of applicable course training might include C++, Java, ESRI applications or utilities, Oracle database administration. Course must be approved by the MIS Manager.

Range 135, step E with not less than 12 months at Range 134, step E and with satisfactory service for the preceding 12 months and completion of an applicable course in the GIS development discipline. This course could include a vendor or third-party professional training, vocational training, or college level course. Examples of applicable course training might include C++, Java, ESRI applications or utilities, Oracle database administration. Course must be approved by the MIS Manager.

Range 136, step E with not less than 12 months at Range 135, step E and with satisfactory service for the preceding 12 months and completion of an applicable course in the GIS development discipline. This course could include a professional training, vocational training, or college level course. Examples of applicable course training might include C++, Java, ESRI applications or utilities, Oracle database administration. Course must be approved by the MIS Manager.

\*Satisfactory service will be determination of the Manager, MIS. Incumbents who disagree with the Manager's determination may grieve it in accordance with Article 45.

## APPENDIX 6

### MEMORANDUM OF UNDERSTANDING

#### Public Works and Utilities – Street Maintenance Stand By Language

#### Between City of Duluth and AFSCME Minnesota Council 5, Local 66 City of Duluth Basic Unit

Parties to this agreement are the City of Duluth (“Employer”) and AFSCME Minnesota Council 5, Local 66, City of Duluth Basic Unit (“Union”):

The parties acknowledge the following:

1. That the Employer and Union are currently parties to a 2019-2021 collective bargaining agreement (“CBA”).
2. The employer and Union both want to modify CBA by adding Section 18.7.

**THEREFORE, in exchange and consideration of the parties’ mutual promises to each other, the Employer and Union agree as follows:**

Effective November 5, 2021, the CBA shall be modified by adding the following section 18.7 to the CBA:

#### **18.7. Public Works and Utilities- Street Maintenance**

- (a) Qualified Employees shall be those Employees of the Public Works & Utilities Department – Street Maintenance Division who meet the following criteria:
  1. Qualified Employees are Employees in the job classification of Street Maintenance Operations Coordinator or Street Maintenance Leadworker. An Employee who has been a Heavy Equipment Operator with Street Maintenance for at least 5 years may also be a Qualified Employee that could be put on the back up standby list. To be a Qualified Employee, an Employee must be in the job classification when the primary annual standby list is established; and
  2. Qualified Employees must be proficient in all necessary Standby functions.
- (b) Qualified Employees may be placed on the annual standby rotation based on job classification seniority. Crew staffing levels shall be determined by the Appointing Authority.
- (c) The primary standby list rotation will be staffed by Qualified Street Maintenance Operations Coordinators and Street Maintenance Leadworkers and will be based on job classification seniority. The backup standby list may be used to cover weeks not taken by Qualified Employees on the primary standby list. The Street Maintenance standby list will be established annually by Citywide Combined Seniority on or before September 1st for the upcoming winter season. The winter snow season

duration requiring standby duty will be determined by the Appointing Authority. This section supersedes article 18.2 of this Agreement.

- (d) One Qualified Employee may be assigned to standby duty to respond to calls during the winter snow season. Street Maintenance will institute a voluntary standby shift. This duty will commence at 7:00 AM on Monday of the assigned week and continue until 7:00 AM of the following Monday. For weeks that Monday is a City of Duluth holiday, duty from the previous week will continue until 7:00 AM of the following Tuesday. During this period, the crew shall be scheduled to work their regular day shift hours from Monday through Friday and, in addition, they shall remain on call and be immediately available for any standby work during all non-work hours of their standby duty assignment. In addition, the assigned Employee shall remain available on standby call via City-provided cell phone for any calls during all nonwork hours of the standby duty Assignment, and must respond within an hour of being called. When Employees are called out on standby, they shall notify the dispatcher to clock them in and out. Standby staff shall be the first contact for afterhour calls for all Street Maintenance functions. Employee compensation on holidays shall be the same as on Saturdays and Sundays.

Except as amended herein, the terms and conditions of the CBA remain in full force and effect.

**CITY OF DULUTH**

**AFSCME Minnesota Council 5, Local 66**



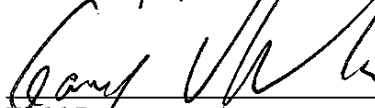
Noah Schuchman  
Chief Administrative Officer  
Authorized Representative

Date: 11/8/21



Wendy Wohlwend  
Chair

Date: 11/8/2021



Field Representative  
Exclusive Representative

Date: 11-8-2021