AGREEMENT

between

MINNESOTA STATE EMPLOYEES UNION

AFSCME, COUNCIL NO. 5, AFL-CIO

and the

STATE OF MINNESOTA

July 1, 2019 through June 30, 2021

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ARTICLE 1 - PREAMBLE

This Agreement is made and entered into this 24th day of September, 2019, by and between the State of Minnesota, hereinafter referred to as the EMPLOYER, and the Minnesota AFSCME Council 5, AFL-CIO, and its affiliated Local Unions, and unless otherwise noted in this Agreement, "UNION" hereinafter refers to the Minnesota AFSCME Council 5, AFL-CIO. This Agreement has as its purpose the promotion of harmonious relations between the parties; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment; and to express the full and complete understanding of the parties pertaining to all terms and conditions of employment.

If the parties mutually agree during the term of this Agreement, this Agreement may be supplemented by such additional provisions relating to departmental issues as the parties to this Agreement deem appropriate. Failure of the parties to reach such supplemental agreement shall not be subject to the impasse procedures as set out in the Minnesota Public Employment Labor Relations Act.

Any agreement which is to be included as a part of this Agreement must so indicate, must be reduced to writing, and must be signed by the parties to this Agreement.

ARTICLE 2 – RECOGNITION

Section 1. Existing Units. The Employer recognizes the Union as the exclusive bargaining representative of all the employees included in the bargaining units certified by the Bureau of Mediation Services, Case Numbers 80-PR-1258-A, 80-PR-1259-A, 80-PR-1260-A, 80-PR-1261-A, 80-PR-1262-A. The composition of these units is as set forth in Appendix A of this Agreement.

To be covered by this Agreement, employees must work fourteen (14) or more hours per week (or thirty-five (35) percent of the normal work week in the employee's bargaining unit) and be employed more than sixty-seven (67) working days in any calendar year. Employees shall be placed in the bargaining unit as soon as the Appointing Authority anticipates that they will work sufficient hours and days to be eligible for bargaining unit inclusion.

Section 2. Disputes. The assignment of newly created classes to a bargaining unit or the reassignment of existing classes to a different bargaining unit shall be subject to the determination of the Director of the Bureau of Mediation Services in accord with the provisions of the Minnesota Public Employment Labor Relations Act.

Disputes which may occur over the inclusion or exclusion of new or changed job positions shall be referred to the Bureau of Mediation Services for expedient resolution. The decision of the Bureau of Mediation Services shall prevail during or pending any appeal(s) from such decision.

Section 3. Union Exclusivity. The Employer will not, during the life of this Agreement, meet and confer or meet and negotiate with any individual employees or with any other employee organization with respect to the terms and conditions of employment of the employees covered by this Agreement except through the Union or its authorized representatives. The Employer will not assist or otherwise encourage any other employee organization which seeks to bargain for employees covered by this Agreement.

ARTICLE 3 - UNION SECURITY

Section 1. Checkoff. The Employer shall deduct the bi-weekly membership dues from the earnings of those employees who authorize such deductions in writing. The Union shall submit such authorizations and certify the amounts to be deducted at least seven (7) days prior to the end of the payroll period for which the deductions are to be effective and the deductions shall continue in effect until canceled by the employee through the Union. The aggregate deductions of all employees, together with a detailed record, shall be remitted to the Union office within ten (10) days after such deductions are made.

Section 2. Exclusivity. No other employee organization shall be granted payroll deduction of dues for employees covered by this Agreement.

Section 3. Employee Lists. The Employer shall report to the Union the information on all employees added to or removed from the bargaining unit(s) in the seniority unit(s). The report shall be made on a bi-weekly payroll period basis and shall be transmitted no later than one (1) week following the end of each payroll period.

Upon the request of the Union, the Employer shall provide the Union with a listing of all employees in the bargaining units represented by the Union.

Section 4. Indemnity. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken as a result of a request of the Union under the provisions of this Article including fair share deductions and remittances.

Section 5. Bargaining Unit Security. Upon the request of the Local Union, the Appointing Authority shall provide the Local Union general information on the use of non-employee labor.

ARTICLE 4 - SENIORITY

Section 1. Definitions.

A. **State Seniority.** "State Seniority" is defined as the length of employment with the State of Minnesota since the last date of hire.

B. **Classification Seniority**. For employees in classes in Units 2, 3, and 7, "Classification Seniority" is defined as the length of service in a job classification with the State of Minnesota, beginning with the date an employee begins to serve a probationary appointment. For employees in classes in Units 4 and 6, Classification Seniority is no longer used.

   1. **Bumping, Demotions, Transfers.** Classification Seniority in a class to which an employee bumps, demotes or transfers shall include Classification Seniority in all higher or equal related classes in positions represented by the Union or in confidential positions. The employee may use such related class Classification Seniority to exercise a bump, transfer or demotion in lieu of layoff.

   2. **Reallocations.** Classification Seniority for employees whose positions are reallocated to a lower or equal class after January 1, 1980, shall include service in the class from which they were reallocated, regardless of whether or not the higher or equal class is a "related" class in accord with "E" below.

3. **Trainee and Provisional Appointments.** Employees on a trainee or a provisional appointment, shall have Classification Seniority credited to the date of hire at the time an employee begins to serve a probationary period in a related classification.

4. **Temporary Appointments.** Effective July 23, 1985, an employee who serves a temporary appointment in a class and receives a probationary appointment to that class shall have Classification Seniority credited to the beginning of the temporary appointment provided there was no break in service between the appointments. For employees hired after November 18, 2005, seniority shall include those situations where the employee serves a temporary appointment followed by an emergency appointment in the same classification with no break in service between appointments.

5. **Trial Period and Non-certification.** An employee who returns to a former class under the conditions of Article 12, Section 10 E or F shall accrue seniority as if continually employed in the former class.

C. **Forfeiture and Interruptions**. Seniority shall be forfeited when an employee separates from State employment. Time on the layoff list or an approved leave of absence shall not constitute an interruption in seniority. Classification Seniority shall include all service in confidential position(s) but shall exclude service in positions not represented by the Union.

D. **Seniority Units**. "Seniority Unit" is defined as all employees in bargaining units represented by the Union in each agency as listed in Appendix G.

E. **Related Classes**. "Related Classes" are those classes which are similar in the nature and character of the work performed and which require similar qualifications.

Section 2. Seniority Earned Under Previous Collective Bargaining Agreements. Employees shall continue to have their seniority calculated as provided for under the 2017-2019 Collective Bargaining Agreement or Memoranda of Understanding except as specifically provided elsewhere in this Agreement.

Section 3. Seniority Rosters. No later than November 30 and May 31 of each year Appointing Authorities shall prepare and post on all employee bulletin boards seniority rosters for each seniority unit and one (1) copy shall be furnished to the Local Union. The rosters shall list each employee in the order of Classification Seniority (State Seniority for Units 4 and 6) and reflect each employee's date of Classification Seniority, date of State Seniority, and the date of Classification Seniority and class title for all classes in which the employee previously served. [Note: Classification Seniority dates need not be listed for classes in Units 4 and 6.]

In addition, the Appointing Authority shall list the class options (if any) for which an employee is qualified. If an employee disagrees with the class options listed, the employee shall have thirty (30) calendar days from the date of the posting of the seniority roster to notify Minnesota Management & Budget (MMB). MMB shall determine whether the employee meets the minimum qualifications for the class option.

The rosters shall also identify the type of appointment if other than full-time unlimited.

When two (2) or more employees have the same Classification Seniority dates, seniority position shall be determined by State Seniority. Should a tie still exist, seniority shall be determined by length of prior State service. Should a tie still exist, seniority shall be determined by lot.

The rosters shall also include a listing of all employees in Student Worker classifications.

Section 4. Appeals. Employees shall have thirty (30) calendar days from the date of the posting or from return to work from a leave of absence of more than fourteen (14) calendar days to notify the Appointing Authority of any disagreements over the Seniority Roster. Appeals are limited to changes since the previous posting. The Appointing Authority may make corrections to the Seniority Roster during the thirty (30) calendar day appeal period. After the close of the thirty (30) calendar day appeal period, the Appointing Authority shall post an addendum of any changes to the Seniority Roster.

Between postings, the Local Union and the Appointing Authority may agree in writing to changes after the appeal period. Such changes shall be incorporated in the next Seniority Roster and be so identified.

ARTICLE 5 - HOURS OF WORK

Section 1. General.

A. **Consecutive Hours**. The regular hours of work each day shall be consecutive except that they may be interrupted by unpaid lunch periods. No split shifts will be implemented without the mutual agreement of the Local Union and the Appointing Authority. Each party may cancel such agreement with thirty (30) days written notice to the other party.

B. **Work Shift.** A work shift is defined as a regularly recurring period of work with a fixed starting and ending time, exclusive of overtime work. The Appointing Authority may change the starting or ending times of an existing shift up to and including two (2) hours after providing the notice period required in Section 1(C).

C. **Schedule Posting**. Work schedules showing the shifts, days, and hours of all employees shall be posted at least fourteen (14) calendar days in advance of their effective day. All schedule changes shall require such a fourteen (14) day notice except for the three situations referenced in Section 2B 3 and Section 3B which require a twenty-eight (28) day notice. In addition, employees being returned to work as part of a workers' compensation placement are not entitled to a fourteen (14) day notice.

   Employees who are qualified and capable may mutually agree to exchange days, shifts, or hours of work with the approval of their supervisor which shall not be unreasonably denied and provided such change does not result in the payment of overtime.

   If requested by the employee, the employee may change days, shifts, or hours of work with the approval of their supervisor provided such change does not result in the payment of overtime. A voluntary change of shifts under this section results in the payment of overtime only when it places the employee’s hours of work in excess of those permitted by the Fair Labor Standards Act.

D. **Meal Periods**. Employees shall normally be granted an unpaid lunch period of no less than thirty (30) minutes nor more than sixty (60) minutes near the midpoint of each work shift. Employees who are required to remain in a duty status or who are assigned to perform work during meal periods shall be paid for such time at the appropriate rate, straight time or overtime, whichever is applicable.

E. **Rest Periods.** All employees shall be granted a fifteen (15) minute paid rest period during each four (4) hours of regularly scheduled work. Employees who are scheduled for a shift of four (4) hours and who are scheduled to receive an unpaid meal period shall not be entitled to a rest

period. Employees who work beyond their regular quitting time into the next shift shall receive a fifteen (15) minute paid rest period before they start work on the next shift whenever it is anticipated that such work shall require approximately two (2) hours. The Appointing Authority retains the right to schedule employee rest periods to fulfill the operational needs of the various work units. Rest periods may not be accumulated nor be taken at the beginning or end of the employee's shift. With the supervisor's approval, rest periods may be used to extend the meal period.

F. **Reporting Time and Pay.** Unless notified otherwise at least two (2) hours in advance of the scheduled starting time (one (1) hour for employees in the Department of Transportation), any employee who is scheduled to report for work and who reports as scheduled shall be assigned to at least three (3) hours of work. If work is not available, the employee may be excused from duty and paid for three (3) hours at the employee's appropriate rate. If the employee begins work but is excused from duty before completing three (3) hours of work the employee shall be paid for three (3) hours at the employee's appropriate rate. (See Article 15, Layoff and Recall, Section 6, Limited Interruption of Employment.)

Section 2. Non-Continuous and Non-Extended Operations.

A. **Definition.** Any employee or group of employees engaged in an operation that is not continuous or extended (as defined in Section 3A) shall be known as non-continuous and non-extended operations employees.

B. **Work Day, Work Week/Period.**

1. **Work Day.** The normal work day shall consist of either eight (8) hours or ten (10) hours of work within a twenty-four (24) hour period, exclusive of a duty-free lunch period. A four (4) hour work day can be scheduled only in conjunction with the nine (9) hour days to complete a normal work week/period.

2. **Work Week/Period.** The normal work week/period shall consist of four (4) consecutive ten (10) hour days, four (4) nine (9) hour days and one (1) four (4) hour day scheduled consecutively, or five (5) consecutive eight (8) hour days Monday through Friday, totaling forty (40) hours.

3. **Changes in Work Day or Week/Period.** To depart from the normal work day or work week/period, to change the normal work day between an eight (8) and ten (10) hour day or other defined normal work days, or to change the normal work week between a four (4) and five (5) day week, or to establish a shift that is not currently being used by that Appointing Authority, in the interest of efficient operations, to meet the needs of the public or an Agency, to provide for more beneficial client or student services, or to better use facilities or the working forces, no less than twenty-eight (28) calendar days notice will be given to the Local Union. Upon request, the Appointing Authority will discuss the changes with the Local Union affording it an opportunity to express its views prior to the posting period provided for in Section 1C. When schedules are changed, by the Appointing Authority, the new schedule shall be posted pursuant to Section 1C. Existing schedules may continue in effect.

C. **Flextime Scheduling**. The Appointing Authority and the Local Union may mutually agree to a flextime schedule provided the schedule does not require the payment of overtime. Any flextime schedule agreed to by the Appointing Authority and the Local Union may be cancelled by either party with a thirty (30) day written notice.

D. **Hours Balancing**. With supervisory approval, employees may balance hours of work within a work period, provided such time management does not require the payment of overtime.

Section 3. Continuous and Extended Operations.

A. **Definitions.**

1. **Continuous Operations.** Any employee or group of employees engaged in an operation for which there is regularly scheduled employment on a twenty-four (24) hour a day, seven (7) day a week basis shall be known as continuous operations employees.

2. **Extended Operations.** Any employee or group of employees engaged in a work operation for which there is regularly scheduled employment for more than the normal work day and/or normal work week as defined in Article 5, Section 2B and who are not continuous operations employees, shall be known as extended operations employees.

B. **Work Day.** The normal work day shall consist of eight (8) hours, nine (9) hours, or ten (10) hours of work within a twenty-four (24) hour period, exclusive of a duty-free lunch period. A four (4) hour work day can be scheduled only in conjunction with the nine (9) hour days to complete a normal work week/period.

To depart from the normal work day or to establish a shift that is not currently being used by that Appointing Authority in the interest of efficient operations, to meet needs of the public or an Agency, to provide for more beneficial client or student services, or to better use facilities or the working forces, no less than twenty-eight (28) calendar days notice will be given to the Local Union. Upon request, the Appointing Authority will discuss the new schedules with the Local Union affording it an opportunity to express its views, prior to the posting period required in Section 1C. When schedules are changed, by the Appointing Authority, the new schedule shall be posted pursuant to Section 1C. Existing schedules may remain in effect.

C. **Turnaround Time**. The number of hours between scheduled shifts shall not be less than seven and one-half (7-1/2) hours. Violations shall be compensated at the rate of time and one-half for all hours worked on the shift following the hours of rest.

D. **Work Shift**. The provisions of Section 1B shall not apply to rotating shifts.

E. **Daylight Savings Time**. Employees required to work more than eight (8) hours on an eight (8) hour shift or more than ten (10) hours on a ten (10) hour shift due to the change from daylight savings time to standard time shall be paid for the additional hour worked at the rate of time and one-half (1-1/2). Employees required to work less than eight (8) hours on an eight (8) hour shift or less than ten (10) hours on a ten (10) hour shift due to the change from standard time to daylight savings time shall be paid for the actual hours worked. Employees may use vacation time or compensatory time to make up for the one (1) hour lost. Employees in the first six (6) months of employment who would be eligible to accrue vacation, may be advanced one (1) hour of vacation time which shall either be deducted from their vacation leave balance, or deducted from their last paycheck if the employee is separated prior to accruing vacation.

Section 4. Part-Time Hours.

A. **Reduction of Hours**. If it is necessary to reduce the hours of a part-time position such that the incumbent of the position is no longer eligible to receive the full Employer's insurance contribution or is no longer eligible to participate in the Employer's insurance program, the Appointing Authority shall request volunteers for the position from among part-time employees in the same class, employment condition, and work area/principal place of

employment. If one or more employees volunteer for the position, the most senior qualified volunteer shall be offered the position. If there are no volunteers, the least senior qualified employee in the same class, employment condition, and work area/principal place of employment shall be assigned to the position.

B. **Additional Hours.** When the Appointing Authority assigns additional hours within the fourteen (14) day posting period to part-time employees whose established work day is less than eight (8) hours to work additional hours on a scheduled day of work, the hours shall be distributed to employees then on duty as provided in the applicable overtime distribution language.

ARTICLE 6 – OVERTIME

Section 1. Overtime Hours. Except as otherwise provided in this section, all hours worked in excess of the established work day, before or after an employee's regular scheduled shift, or on any regularly scheduled day off, shall be considered overtime.

All paid vacation time, paid holidays, paid sick leave, compensatory time off, and paid leaves of absence shall be considered as "time worked" for purposes of this Article.

Part-time employees whose established work day is less than eight (8) hours shall not be considered to be working overtime until having completed eight (8) hours of work.

Section 2. Overtime Rates. All overtime hours shall be compensated at the rate of time and one-half (1-1/2).

Section 3. Scheduled Overtime. Scheduled overtime is overtime which is assigned by the end of the employee's last worked shift prior to the overtime assignment and which does not immediately precede or immediately follow a scheduled work shift.

Unless notified otherwise in advance of the scheduled starting time of the scheduled overtime assignment, any employee who is scheduled to report for work and who reports as scheduled shall be assigned at least two (2) hours work. If work is not available, the employee may be excused from duty and paid for two (2) hours at the employee's appropriate rate. If the employee begins work but is excused from duty before completing two (2) hours of work, the employee shall be paid for two (2) hours at the employee's appropriate rate.

Section 4. Distribution. An effort shall be made to distribute overtime work as equally as possible among employees in the same job class and in the same work area who are capable of performing the work and who desire the overtime work. When practicable and if the supervisor knows an overtime assignment is necessary, they shall begin the distribution process at least two (2) hours in advance of the overtime assignment.

The overtime work shall first be offered to the employee(s) then on duty, on the same shift and work area who has the least number of overtime hours to their credit. Should the employee choose not to accept the overtime assignment, the employee with the next fewest overtime hours to their credit shall be offered the assignment. Offered overtime hours not worked shall be considered as "worked" in calculating the equitable distribution of overtime.

New employees entering the bargaining units shall be credited with the number of overtime hours equal to the highest number of hours to the credit of any current employee in the same class and same work area.

The Appointing Authority shall not be required to cut in on work in progress in order to maintain an equitable balance of overtime.

An accumulative record of overtime hours worked or offered each employee shall be made available to the Local Union Representative upon request. The record of each employee's accumulated overtime hours worked and overtime offered but not worked shall be adjusted to zero (0) hours once per year on a date determined by the Appointing Authority. The Appointing Authority shall notify the Local Union of the date within thirty (30) calendar days of the execution of this Agreement, for the term of the Agreement.

In the event all capable employees in the same shift and work area decline overtime work, the Appointing Authority shall have the right to assign overtime based upon inverse order of Classification Seniority (State Seniority for Units 4 and 6) among capable employees. In Unit 3, the assignment shall be rotated each pay period beginning with the least senior capable employee based on Classification Seniority. In Unit 4, the assignment shall be rotated each pay period beginning with the least senior capable employee based on State Seniority. In all instances, the overtime work shall first be assigned to employees then on duty if such overtime is for the immediately subsequent shift.

Employees may request not to be offered voluntary overtime by means of a written waiver submitted to the local personnel officer, provided, however, that the Appointing Authority retains the right to assign overtime, in inverse order of Classification Seniority (State Seniority for Units 4 and 6) among capable employees in the event that all capable employees decline overtime work. Employees may rescind such waivers upon fourteen (14) calendar days written notice to the local personnel officer.

In emergencies, notwithstanding the terms of this Article, the Appointing Authority may assign someone to temporarily meet the emergency requirements regardless of the overtime distribution.

Section 5. Liquidation.

A. **General.** At the employee's option, overtime hours shall be paid in cash or assigned to a compensatory bank. Employees shall elect whether all overtime hours earned in a day shall be paid in cash or assigned to a compensatory bank. This decision shall be recorded on the timesheet each pay period. Should an employee fail to indicate on the time report, liquidation shall be in cash.

B. **Compensatory Bank.**

   1. **Size of Bank.** The maximum amount of hours that may be in the compensatory bank at any given time is one hundred fifty (150) hours, or up to two hundred (200) hours at the Appointing Authority’s discretion.

   2. **Hours Worked in Excess of Bank.** All overtime hours worked over the maximum amount of hours in B (1) shall be compensated in cash.

C. **Cash Liquidation.** Overtime hours which are liquidated in cash shall be liquidated on the same or immediately following payroll abstract for the payroll period in which it is earned.

Employees who choose cash liquidation may still use compensatory time within the same work week/applicable work period. In this case, all overtime hours shall be liquidated in cash except that those overtime hours worked within a work week/applicable work period may be placed in a compensatory time bank at the discretion of the Appointing Authority. If no agreement between the employee and the supervisor can be reached to take the time off, the overtime must be paid in cash.

D. **Compensatory Bank Liquidation.** At the option of the Appointing Authority, all or a portion of the compensatory bank may be liquidated in cash two (2) times a fiscal year, with thirty (30) calendar days advance written notice to the Local Union. Such liquidation shall be done in a uniform manner for all employees of the seniority unit. The Appointing Authority and the Local Union may agree in a local meet and confer to uniform liquidation on some basis other than seniority unit.

At the time of separation, the employee's compensatory bank will be liquidated into the employee's HCSP except in the following circumstances:

- An employee transferring to the service of another Appointing Authority, accepting a position not represented by the Union, or placed on permanent layoff, shall have unused compensatory time liquidated in cash.
- An employee placed on seasonal layoff may have unused compensatory time liquated in cash, at the option of the employee.
- In the case of death, unused compensatory time will be liquated in cash.
- Employees who do not meet the criteria for the HCSP, who have been exempted from participation in the HCSP by the plan administrator or whose combined vacation, severance and compensatory bank liquidation total less than five hundred dollars ($500), such liquidation will be made in cash.

Any cash payment of unused compensatory time shall be at the average regular rate of pay received by the employee during the last three (3) years of the employee's employment or their regular rate of pay as of the date of payment, whichever is greater.

E. **Use of Compensatory Time.** Employees requesting compensatory time off with fourteen (14) or more calendar days notice to the Appointing Authority shall be permitted to use such time if it does not unduly disrupt the operations of the Appointing Authority, or require payment of additional salary costs. Requests for use of compensatory time off with less than fourteen (14) calendar days notice to the Appointing Authority or for weekend shifts may be granted at the discretion of the Appointing Authority.

Employees shall not be permitted to use compensatory time or be scheduled to use compensatory time if use will result in the denial of a request to have a holiday off (Article 7, Section 8A), a denial of a vacation request (Article 8, Section 3), or a denial of a discretionary leave request in Article 10.

The Appointing Authority may schedule compensatory time off for an employee with more than fifty (50) hours in the compensatory bank by providing them no less than fourteen (14) calendar days notice prior to the specified scheduled time off. The employee may not be scheduled below fifty (50) hours.

Compensatory time scheduled off by the Appointing Authority shall be in increments of at least the employee's normal work day.

Overtime earned for work on a holiday shall be paid in cash except as provided in Article 7, Section 8B1.

If it is necessary to limit the number of employees in a work unit using compensatory time at the same time, conflicts shall be resolved on the basis of State Seniority within or among class(es) as determined by the Appointing Authority.

Section 6. Call In and Call Back.

Call In. Employees called to work prior to their regularly scheduled shift shall be paid at the appropriate overtime rate until their regular shift begins provided that the employee shall receive a minimum payment equal to one (1) hour at straight time or the time worked at the appropriate overtime rate, whichever is greater. Employees shall work the balance of their regular shift at their regular rate of pay.

Call Back. Employees called back to work after their regularly scheduled shift and who were not assigned such work by the end of their last worked shift prior to the assigned work shall be paid a minimum of two (2) hours at the rate of one and one-half (1½). Employees who are called back to work shall be reimbursed mileage for driving to and from their work station and their home if they use their own vehicle.

Section 7. On Call. An employee shall be in an on-call status if the employee's supervisor has instructed the employee, in writing, to remain available to work during an off duty period. An employee who is instructed to be in an on-call status is not required to remain in a fixed location, but must leave word where they may be reached by telephone or by an electronic signaling device.

An employee who is instructed to remain in an on-call status shall be compensated for such time at the rate of fifteen (15) minutes straight time for each one (1) hour of on-call status. Such compensation shall be limited to four (4) hours of straight time pay per calendar day.

An employee called to work while in on-call status shall be compensated as provided in Section 6 of this Article. An employee shall not receive on-call pay for hours actually worked. No employee shall be assigned to on-call status for a period of less than eight (8) consecutive hours. An employee shall have the choice of receiving on-call pay in cash or compensatory overtime.

An effort shall be made to distribute on-call work as equally as possible among employees in the same job class and in the same work area who are capable of performing the work and who request the on-call work. If practicable, employees shall be notified of the on-call assignment at least one (1) month in advance.

Section 8. Release From Work. Employees who work an overtime or call in assignment which precedes or overlaps a regular shift may be excused from duty, with the approval of the supervisor, after the completion of eight (8) hours work, without loss of premium pay for the call in or overtime assignment.

An employee who works twenty-four (24) consecutive hours has the right to use vacation, compensatory time, alternate holiday, or leave without pay for their next scheduled shift, if that shift is contiguous to the hours worked.

Section 9. Duplication of Payment. Overtime hours worked shall not be paid more than once for the same hours worked under any provision of this Agreement.

ARTICLE 7 – HOLIDAYS

Section 1. Eligibility. All employees in bargaining units covered by this Agreement shall be eligible employees for purposes of this Article.

Section 2. Observed Holidays.

A. **Observed Holidays**. The following days shall be observed as paid holidays for all eligible employees:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Except for employees working where seven (7) day a week schedules are in effect, when any of the above holidays falls on a Saturday, the preceding Friday shall be observed as the holiday; and when any of the above holidays fall on a Sunday, the following Monday shall be observed as the holiday.

Where seven (7) day a week schedules are in effect, the actual holiday shall be observed as a holiday for employees working within such schedule.

B. **Floating Holiday**. All employees except intermittent, emergency, and temporary employees shall also receive one (1) floating holiday each fiscal year of this Agreement. However, seasonal employees shall be eligible for only one (1) floating holiday per season and intermittent employees shall receive one (1) floating holiday each fiscal year of this Agreement if they complete ninety-one (91) working days in that fiscal year. Unless waived by the supervisor, the employee must request the floating holiday at least fourteen (14) calendar days in advance.

The Appointing Authority may limit the number of employees that may be absent on any given day subject to the operational needs of the Appointing Authority.

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the requested holiday. Floating holidays may not be accumulated. An employee who has not requested the floating holiday by March 1 of each fiscal year or by thirty (30) calendar days prior to the end of an employee's season shall be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Section 3. Substitute Holidays. The Appointing Authority may, with the agreement of the Local Union, designate substitute days for the observance of Veterans Day, Martin Luther King Jr. Day, and Presidents Day.

Section 4. Shift Work. For purposes of this Article, when a work shift includes consecutive hours which fall in two (2) calendar days, that work shift shall be considered as falling on the calendar day in which the majority of hours in the shift fall. When a work shift includes an equal number of consecutive hours in each of two (2) calendar days, that work shift shall be considered as falling on the first of the two (2) calendar days.

Section 5. Holidays on Day Off. When any of the above holidays fall on an employee's regularly scheduled day off, the employee shall be paid in cash for the holiday at the discretion of the Appointing Authority.

If the Appointing Authority does not choose to pay the holiday hours in cash, the employee may choose to receive the holiday hours as vacation or compensatory time. (The employee must be eligible to accrue and use vacation under the provisions of Article 8 in order to choose to receive payment as vacation.)

Section 6. Holiday Pay Entitlement. To be entitled to receive a paid holiday, an employee must be in payroll status on the normal work day immediately preceding and the normal work day immediately following the holiday(s).

Any employee who dies on a holiday or holiday weekend shall be entitled to be paid for the holiday(s).

Eligible intermittent employees shall receive a holiday if they work the day before and the day after the holiday or if they work on a holiday. Eligible intermittent employees working in an operation with a five (5) or a six (6) day work week shall receive holiday pay if they work the last scheduled work day for that operation before and the first scheduled work day for that operation after the holiday. If the intermittent employee works on the holiday, holiday pay shall be paid for all hours actually worked, not to exceed eight (8) hours for a single holiday. If the intermittent employee does not work on the holiday, holiday pay shall be in accord with the schedules set forth in Appendix B1.

Employees employed on an academic school year basis shall be eligible for the Christmas and New Year's holidays provided they are in payroll status on the last scheduled work day prior to the Christmas break and the first scheduled work day following the break.

Section 7. Holiday Pay. Holiday pay shall be computed at the employee's normal day's pay (i.e., the employee's regular hourly rate of pay multiplied by the number of hours in their normal work day), and shall be paid for in cash.

An employee who normally works less than seventy-two (72) hours per pay period and who does not work the holiday shall have their holiday pay prorated in accord with the schedule set forth in Appendix B1.

An employee who normally works less than seventy-two (72) hours per pay period and who does work on the holiday, shall be paid holiday pay for all hours worked, not to exceed ten (10) hours for a single holiday.

New and recalled employees who normally work less than seventy-two (72) hours per pay period and return to work during a pay period which includes a holiday shall have their holiday pay prorated in accord with the schedule set forth in Appendix B. Employees who normally work less than seventy-two (72) hours per pay period leaving during a pay period which includes a holiday shall also have their holiday pay prorated in accord with Appendix B.

With the approval of the supervisor, part-time employees may be allowed to arrange their work schedules, in payroll periods that include a holiday, to avoid any reduction in salary due to a loss of hours because of the proration of holiday hours, provided such rescheduling does not result in the payment of overtime.

Section 8. Work on a Holiday.

A. **Scheduling.** If more employees in a work unit would normally be scheduled or are scheduled to work on a holiday than necessary, and there are conflicts in requests for the holiday off, the Appointing Authority shall grant the holiday off on the basis of State Seniority within or among class(es) as determined by the Appointing Authority, provided that the Appointing Authority retains the right to schedule employees with the ability and capacity to perform the job.

   Of the employees who do not request the holiday off at least twenty-one (21) calendar days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

B. **Payment.** Any employee, including intermittent employees, who works on any holiday provided by this agreement shall be paid in cash at the employee's appropriate overtime rate for all hours worked, provided that the payment for work on a holiday may be placed in the compensatory bank at the employee's option.

   In addition, the Appointing Authority shall determine whether holiday pay as provided in Section 7 shall be paid in cash or not. If the Appointing Authority does not choose to pay the holiday in cash, the employee may choose to receive the holiday as vacation hours or compensatory time. (The employee must be eligible to accrue and use vacation under the provisions of Article 8 in order to choose to receive payment as vacation.)

Section 9. Religious Holidays. When a religious holiday, not observed as a holiday, as provided in Sections 2 and 3 above, falls on an employee's regularly scheduled work day, the employee shall be entitled to that day off to observe the religious holiday. An employee who chooses to observe such a religious holiday shall notify the employee's supervisor in writing at least twenty-one (21) calendar days prior to the religious holiday. This notice requirement does not apply when the employee chooses to use the floating holiday to observe the religious holiday.

Time to observe religious holidays shall be taken without pay except where the employee has sufficient accumulated vacation leave or accumulated compensatory time, has used a floating holiday, or, by mutual consent, is able to make up the time.

ARTICLE 8 - VACATION LEAVE

Section 1. General Conditions.

A. **Eligibility**. All employees, except intermittent employees, emergency employees, and temporary employees shall be eligible employees for purposes of this Article. However, intermittent employees shall accrue vacation leave after completion of sixty-seven (67) working days in any twelve (12) month period. Eligible employees appointed to emergency or temporary status from a layoff status shall continue to be eligible to accrue vacation leave.

Section 2. Length of Service Requirements/Accruals.

A. **Accrual Rates.** All eligible employees shall accrue vacation pay according to the following rates:

Length of Service Requirement	Rate Per Full Payroll Period
0 through 5 years	4 working hours
After 5 through 8 years	5 working hours
After 8 through 12 years	7 working hours
After 12 through 18 years	7-1/2 working hours
After 18 through 25 years	8 working hours
After 25 through 30 years	8-1/2 working hours
After 30 years	9 working hours

B. **Length of Service Requirements**. For purposes of determining changes in an employee's accrual rate, Length of Service Requirement shall not include periods of suspension, or unpaid non-medical leaves of absence, that are more than one full payroll period in duration. However, accrual dates shall not be adjusted for employees on military leave or on FMLA-qualified leave. Length of service requirement shall only include an employee's service in a vacation eligible status. This method shall not be used to change any Length of Service Requirements determined prior to July 30, 1991.

   Changes in accrual rates shall be made effective at the beginning of the next payroll period following completion of the specified Length of Service Requirement.

C. **Proration.** Eligible employees being paid for less than a full eighty (80) hour pay period shall have their vacation accruals pro-rated in accord with the schedule set forth in Appendix C.

D. **Reinstatement of Accrual Rate**. An eligible employee who is reinstated or reappointed to State service within four (4) years of the date of resignation in good standing or retirement from any branch of Minnesota State government shall accrue vacation leave with the same credit for Length of Service that existed at the time of such separation provided that the employee was in an eligible status as defined in Section 1A of this Article when employed by another branch of Minnesota State government.

   Employees of the University of Minnesota, the Minnesota Historical Society and the Metropolitan Council who transfer or who are appointed to State service within four (4) years of the date of resignation in good standing or retirement, shall accrue vacation leave with the same credit for length of service that existed at the time of such transfer or separation.

E. **Reinstatement of Vacation Balance**. An eligible employee who moves without a break in service to an AFSCME position from any other position in any branch of Minnesota State government shall have their accumulated but unused vacation leave transferred, provided that the total amount of accumulated vacation does not exceed two hundred and seventy-five (275) hours.

F. **Maximum Accruals.** Employees may accumulate unused vacation to any amount provided that once during each fiscal year each employee's accumulation must be reduced to two hundred and seventy-five (275) hours or less. This must be accomplished on or before the last day of the fiscal year. If not, the amount of vacation shall be automatically reduced to two hundred and seventy-five (275) hours at the end of the fiscal year.

   Employees on a military leave under Article 10 shall earn and accrue vacation leave as though actually employed, without regard to the maximum accumulation set forth above. Vacation earned in excess of two hundred and seventy-five (275) hours shall be taken within two (2) years of the date the employee returns from military leave.

Section 3. Requesting and Using Vacation. Every reasonable effort shall be made by the Appointing Authority to schedule employee vacations at a time agreeable to the employee insofar as adequate scheduling of the work unitpermits. If it is necessary to limit the number of employees in a work unit on vacation at the same time, the Appointing Authority shall determine whether conflicts over vacation periods shall be resolved among classes or within a particular class based upon staffing needs. In either event, vacation schedules shall be established on the basis of State Seniority within the employee's work unit. No vacation requests shall be denied solely because of the season of the year but shall be dependent upon meeting the staffing needs of the Agency. Vacation leave hours shall not be used during the payroll period in which the hours are accrued.

A. Whenever practicable, employees shall submit written requests for vacation periods at least four (4) weeks in advance of their vacation to their supervisor, on forms furnished by the Appointing Authority. When advance written requests are impractical, employees shall secure the approval of their supervisor by telephone or other means at the earliest opportunity. Supervisors shall respond to vacation requests promptly and shall answer all written requests in writing no later than ten (10) calendar days after such request is made.

B. Any request for a vacation of five (5) working days or more, including holidays, which is submitted five (5) calendar weeks or more in advance of the requested date of the start of the vacation shall be posted within five (5) calendar days in the work unit of the employee requesting the vacation for one (1) calendar week to allow other employees who may desire to request vacation for the same period to do so. All such requests must be submitted to the supervisor within the posting period. Conflicts involving vacation scheduling shall be resolved as provided above. Supervisors shall respond to the request(s) within one (1) calendar week of the end of the posting. No request may be submitted for a vacation period more than six (6) months in advance of the request. However, an employee may request vacation which commences more than six (6) months in advance if a posted request contains days which are within six (6) months. With the agreement of the Local Union, the Appointing Authority may establish deadlines for vacation requests within the six (6) months period. In addition, the Appointing Authority shall allow for the submission of vacation requests more than six (6) months in advance in cases where other bargaining units are allowed to submit vacation requests more than six (6) months in advance.

   When an employee decides, more than fourteen (14) calendar days in advance, not to use vacation time which was approved under the posting system, the Appointing Authority shall post a notice of this fact in the work unit and consider new requests for vacation.

Section 4. Vacation Charges. Employees who use vacation shall be charged only for the number of hours they would have been scheduled to work during the period of absence. Holidays that occur during vacation periods will be paid as a holiday and not charged as a vacation day.

Employee vacation accruals earned while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the use of such accrued leave.

Should an employee become ill or disabled while on vacation, vacation leave shall be changed to sick leave, effective the date of the illness or disability, upon notice to the employee's supervisor. In the event of the disability or hospitalization of the employee's spouse, minor or dependent children/step-children/foster-children, or parent/step-parent living in the same household of the employee, or illness of a minor child whether or not the child lives in the same household of the employee, and the employee's attendance is necessary while the employee is on vacation, vacation leave shall be changed to sick leave, effective the date of the disability or hospitalization,

upon notice to the employee's supervisor. Upon such notice, employees may be requested by the Appointing Authority to furnish a medical statement from a medical practitioner. If requested by the Appointing Authority, such statements shall be provided as soon as possible after the illness, disability or hospitalization occurs.

Section 5. Work During Vacation Period. No employee shall be required to work during the employee's vacation once the vacation request has been approved.

Section 6. Vacation Transfer and Liquidation. An employee transferring to the service of another Appointing Authority shall have accumulated vacation leave transferred and such leave shall not be liquidated. However, if an employee moves to a vacation-ineligible position not covered by this Agreement, their vacation shall be liquidated. Employees who separate from State service prior to completion of six (6) months of continuous service are not eligible for vacation liquidation.

Eligible employees who separate from State service shall have their vacation bank (as well as severance as described in Article 18 and compensatory time as described in Article 6) liquidated into an individual MSRS Health Care Savings Plan except in the following circumstances:

- In the case of layoff or death, such liquidations will be made in cash.
- Employees who do not meet the criteria for the HCSP, who have been exempted from participation in the HCSP by the plan administrator or whose combined vacation, severance and compensatory bank total less than five hundred dollars ($500), such liquidation will be made in cash.

Except in the event of the death of an employee, vacation liquidation shall not exceed two hundred sixty (260) hours.

Seasonal employees shall be allowed to liquidate all, none or a portion of their accumulated vacation balances at the time of or immediately prior to their seasonal layoff. After notice to the Local Union, and upon mutual agreement of the employee and Appointing Authority, employees facing temporary layoff shall be allowed to liquidate all, none or a portion of their accumulated vacation balances at the time of or immediately prior to their temporary layoff. If there is no mutual agreement, the employee’s vacation balance shall be liquidated.

Section 7. Vacation Donation Program. Employees shall be able to donate accrued vacation leave for the use of employees who have exhausted their sick leave as permitted by Minnesota Statutes Chapter 43A.1815. An employee may donate up to forty (40) hours of accrued vacation leave each fiscal year to the sick leave account of one or more state employees.

ARTICLE 9 - SICK LEAVE

Section 1. Eligibility. All employees, except intermittent employees, emergency employees, and temporary employees shall be eligible employees for purposes of this Article. However, intermittent employees shall become eligible employees for purposes of this Article after completion of sixty-seven (67) working days in any twelve (12) month period. Eligible employees appointed to emergency or temporary status from a layoff status shall continue to be eligible to accrue and use sick leave.

Section 2. Sick Leave Accrual. All eligible employees shall accrue sick leave at the rate of four (4) hours per pay period of continuous employment beginning with their date of eligibility.

Eligible employees being paid for less than a full eighty (80) hour pay period shall have sick leave accruals pro-rated in accord with the schedule set forth in Appendix D.

Employees on a military leave under Article 10 shall earn and accrue sick leave as though actually employed, pursuant to M.S. 192.26.

An eligible employee who moves to an AFSCME position without a break in service from any branch of Minnesota State government or who is reinstated or reappointed to State service within four (4) years of the date of resignation in good standing or retirement from any branch of Minnesota State government shall have accumulated but unused sick leave balance restored and posted to the employee's credit in the records of the Appointing Authority.

An employee who received severance pay and returns to State service within four (4) years of the date of separation in good standing, layoff other than seasonal layoff, or retirement shall have the portion of their sick leave balance that was not paid out in cash or converted to the MSRS administered Health Care Savings Plan (HCSP) restored by the Appointing Authority.

A Local Union and an Appointing Authority may develop sick leave incentive programs with the approval of the Union and the Employer.

Section 3. Sick Leave Use. An employee shall be granted sick leave with pay to the extent of the employee's accumulation for absences necessitated by the following conditions:

A. **Employee.**

1. Illness or disability, including the period of time that a doctor certifies a female employee unable to work because of pregnancy.
2. Medical, chiropractic, or dental care.
3. Exposure to contagious disease which endangers the health of other employees, clients, or the public.
4. Employees with a disability requiring the use of a service dog may use sick leave and/or vacation leave to attend the initial training for service dog handling. Employees who do not have sufficient leave accruals to attend the initial training for service dog handling shall be credited up to forty (40) hours of vacation leave to be used for this purpose. Such credit shall be reduced proportionately as vacation leave is accumulated.

B. **Others.** Sick leave granted under paragraphs 1 and 4 below shall be for such reasonable periods as the employee's attendance may be necessary. Leaves granted under 2 and 3 below shall be limited to not more than five (5) days to arrange for necessary nursing care for members of the family or birth or adoption of a child.

1. Illness of a spouse, dependent children/step-children/foster-children (including wards, and children for whom the employee is legal guardian), or parent/step-parent who is living in the same household of the employee; illness of a minor child whether or not the child lives in the same household of the employee.
2. Birth or adoption of a child.
3. To arrange for necessary nursing care for members of the family, as specified in Section 3B 1 above.

4. To accompany spouse, minor or dependent children/step-children/ foster children (including wards or children for whom the employee is legal guardian) to dental or medical appointments.
5. With fourteen (14) calendar days' notice, to accompany parents to routine dental or medical appointments.

See also Appendix N, Letter dated August 15, 2014, regarding employee usage of accrued sick leave for the illness and injury of certain family members.

Sick leave hours shall not be used during the payroll period in which the hours are accrued.

Employees using leave under this Article may be required to furnish a statement from a medical practitioner upon the request of the Appointing Authority when the Appointing Authority has reasonable cause to believe that an employee has abused or is abusing sick leave.

The Appointing Authority may also request a statement from a medical practitioner if the Appointing Authority has reason to believe the employee is not physically fit to return to work or has been exposed to a contagious disease which endangers the health of other employees, clients or the public.

Requests to furnish a statement from a medical practitioner may be oral or written. Oral requests shall be reduced to writing as soon as practicable. The written requests shall state the reason(s) for the request as well as the period of time that the employee will be required to furnish the statement. All such requests shall be prospective.

Any sick leave documentation which shows the specific reasons for use shall be restricted to persons on a need to know basis.

Employee sick leave accruals earned while on paid leave may be used by the employee with the approval of the supervisor without returning to work prior to the use of accrued sick leave.

An employee on extended sick leave who has used all of their sick leave accumulation and who still meets the criteria for sick leave use, shall have the right to use the vacation leave to the extent of the employee's vacation accumulation. Such employee shall not be required to exhaust vacation leave accruals prior to an unpaid disability leave under Article 10.

The abuse of sick leave shall constitute just cause for disciplinary action.

Any medical examination required by the Appointing Authority under Article 11, Section 3D shall be at no cost to the employee and the Appointing Authority shall receive a copy of the medical report. Upon request, the employee shall receive a copy of the medical report.

Section 4. Requests. Whenever practicable, employees shall submit written requests for sick leave, on forms furnished by the Appointing Authority, in advance of the period of absence. When advance notice is not possible, employees shall notify their supervisor by telephone or other means at the earliest opportunity. Supervisors shall respond promptly and shall answer all written requests in writing. Written requests for sick leave shall only state which category of leave specified in Section 3A and B is to be used. However, the supervisor may orally inquire into the specific reason for the request.

Section 5. Sick Leave Charges. An employee using sick leave shall be charged for only the number of hours they were scheduled to work during the period of sick leave. Holidays that occur during sick leave periods shall be paid as a holiday and not charged as a sick leave day.

Any employee incurring an on the job injury shall be paid the employee's regular rate of pay for the remainder of the work shift. Any necessary sick leave charges for employees so injured shall not commence until the first scheduled work day following the injury.

Section 6. Transfer to Another Appointing Authority. An employee who transfers or is transferred to another Appointing Authority without an interruption in service shall carry forward accrued and unused sick leave.

ARTICLE 10 - LEAVES OF ABSENCE

Section 1. Application for Leave. All requests for leaves of absence or extensions thereof shall be submitted in writing by the employee to the employee's immediate supervisor as soon as the need for such leave or extension is known. Extension may be requested orally with prompt written confirmation when the need for the submission is not known in time for a written request. The request shall state the reason for and the anticipated duration of the leave of absence.

Section 2. Authorization for Leave. Authorization for or denial of a leave of absence shall be furnished to the employee in writing by the supervisor. All requests for a leave of absence shall be answered by the supervisor promptly, including, upon request by the employee, a statement of the Appointing Authority's intent regarding whether or not the employee's position will be filled permanently. No leave of absence request shall be unreasonably denied and no employee shall be required to exhaust vacation leave accruals prior to a leave of absence except as required under Section 4F, Personal Leave.

When the Appointing Authority approves an unpaid leave of absence for an employee, the Appointing Authority shall advise the employee in writing of the steps the employee must take to continue insurance coverages.

When more than one (1) employee requests a discretionary leave and the Appointing Authority determines that a discretionary leave or leaves may be granted, such leave or leaves shall be granted on the basis of State Seniority to the most senior employee making such request, provided the Appointing Authority may deny such request of a senior employee(s) if the Appointing Authority determines that the senior employee(s) has special skills or knowledge that are needed to function properly and efficiently. No employee shall be permitted to exercise seniority more than once in any five (5) year period to receive priority consideration for a discretionary leave of absence. However, this restriction on the use of seniority would not preclude the employee from being granted additional leaves of absence where seniority for such leave is not an issue. The Appointing Authority reserves the right at any time to deny or limit the number of discretionary leaves as provided above.

Section 3. Paid Leaves of Absence. Paid leaves of absences granted under this Article shall not exceed the employee's normal work schedule.

A. **Bereavement Leave**. The use of a reasonable period of sick leave shall be granted in cases of death of the spouse, the domestic partner (same and opposite sex), or parents and grandparents of the spouse, or the parents/step-parents, grandparents, guardian, children,

grandchildren, brothers, sisters, wards, or stepchildren of the employee. In addition, bereavement leave limited to one (1) regularly scheduled shift shall be granted in the case of the death of the parent of the employee's minor child.

Time off to attend the funeral of individuals not listed above shall be charged against vacation leave if the employee's supervisor has approved the time off and such approval shall not result in any additional costs.

The supervisor shall make a reasonable effort to adjust the hours of an employee in order to permit their attendance at the funeral of a co-worker.

B. **Court Appearance Leave.** Leave shall be granted for appearance before a court, legislative committee, or other judicial or quasi-judicial body in response to a subpoena or other direction of proper authority for job related purposes other than those instituted by the employee or the exclusive representative. Leave shall also be granted for attendance in court in connection with an employee's official duty, which shall include any necessary travel time. Such employee shall be paid for the employee's regular rate of pay but shall remit to their Appointing Authority the amount received, exclusive of expenses, for serving as a witness, as required by the court.

   Unpaid leave shall be granted for other appearances before a court, judicial or quasi-judicial body in response to a subpoena.

C. **Educational Leave**. Leave shall be granted for educational purposes if such education is required by the Appointing Authority.

D. **Jury Duty Leave**. Leave shall be granted for service upon a jury. "Service upon a jury" includes time when the employee is impaneled for actual service or is required by the Court to be present for potential selection for service. During any other time, the employee shall report to work. Employees whose scheduled shift is other than a day shift shall be reassigned to a day shift during the period of service upon a jury.

E. **Military Leave.** In accordance with Minnesota Statutes 192.26, up to fifteen (15) working days leave per calendar year shall be granted to members of the National Guard or military or naval reserves of the United States or of the State of Minnesota who are ordered or authorized by the appropriate authorities to engage in training or active service.

   The employee, upon receiving written notification of duty, must notify their immediate supervisor within three (3) calendar days of receiving that written notification.

F. **Voting Time Leave**. Any employee who is eligible to vote in any statewide primary general election, tribal election, or at any election to fill a vacancy in the office of a representative in Congress or in the office of state senator or state representative, may absent themselves from work for the purpose of voting during such election day provided the employee has made prior arrangements for such absence with their immediate supervisor.

G. **Emergency Leave**. The Commissioner of Minnesota Management & Budget, after consultation with the Commissioner of Public Safety, may excuse State employees from duty with full pay in the event of a natural or man made emergency, if continued operation would involve a threat to the health or safety of individuals. Absence with pay shall not exceed sixteen (16) working hours at any one time unless the Commissioner of Minnesota Management & Budget authorizes a longer duration.

H. **Blood Donation Leave**. Leave shall be granted to employees to donate blood at an onsite and Appointing Authority endorsed program.

I. **Election Judge Leave**. Upon twenty (20) calendar days advance request, leave shall be granted for purposes of serving as an election judge in any election.

J. **Transition Leave**. At the Appointing Authority's discretion an employee under notice of permanent layoff may be granted up to one hundred and sixty (160) hours of paid leave, ending at the date of layoff. Hours of leave may be granted at any time throughout the layoff notice period and shall not be subject to the Application and Reinstatement provision of this Article.

K. **Transition Leave as a Result of Non-Certification**. An employee who is non-certified from one Appointing Authority and who has rights to a previous position with another Appointing Authority may be placed on paid transition leave by that receiving Appointing Authority for up to forty (40) hours from the effective date of the non-certification.

L. **Investigatory Leave**. See Article 16, Discipline and Discharge.

M. **Paid Administrative Leave**. At the Appointing Authority's discretion, an employee may be placed on paid administrative leave for up to thirty (30) calendar days when the employee has been involved in a critical incident, when the employee is being stalked or is a victim of domestic violence, and with written notice to the Local Union when the employee's continued presence in the workplace poses a risk to the employee or the organization, or while recovering from the side effects of an AIDS cocktail. The Commissioner of Minnesota Management & Budget may authorize the leave to be extended for a period not greater than another thirty (30) calendar days, unless the Local Union has agreed to an extension(s) of longer duration. It is the Appointing Authority's policy to return an employee to active duty status as soon as is practical and prudent.

N. **Paid Parental Leave.**

1. **Length of Leave**. Paid parental leaves of absence of up to six (6) consecutive weeks shall be granted to eligible state employees who request such leave following the birth or adoption of a child.

2. **Eligibility**. Employees are eligible if they meet eligibility criteria for Family and Medical Leave Act ("FMLA") leave, which generally means the employee has been employed by the Employer for twelve (12) months and has worked at least 1,250 hours during the year immediately preceding the leave. Paid parental leave ("PPL") is available to employees who experience the following qualifying events:

- an employee or their spouse/partner gives birth to the employee's child;
- a child is placed in the employee's home for adoption; or
- a child is placed in the employee's home to adjudicate parentage in cases of surrogacy when the employee is the intended parent.

3. **Use**. Eligible employees must complete PPL within six (6) months of the qualifying event. At the Appointing Authority's discretion, employees may be allowed intermittent or reduced schedule use of leave, which must be completed within twelve (12) months of the qualifying event. PPL not used within the required timeframe shall not be carried over or cashed out.

4. **Interaction with Other Leaves.** Paid parental leave will run concurrently with any unpaid leave(s) that parents may be entitled to under other provisions of this Agreement or provided

by law. Employees shall not receive other types of paid leave provided by this Agreement (e.g., sick, vacation, compensatory time) for hours for which they are receiving PPL.

Section 4. Unpaid Leaves of Absence.

A. **Unclassified Service Leave**. Leave may be granted to any classified employee to accept a position in the unclassified service of the State of Minnesota.

B. **Educational Leave**. Leave may be granted to any employee for educational purposes.

C. **Medical Leave**. Leaves of absence up to one (1) year shall be granted to any permanent employee who, as a result of an extended illness or injury, has exhausted their accumulation of sick leave. Upon the request of the employee, such leave may be extended. An employee who becomes disabled while on layoff or other leave of absence shall have the right to apply for and receive medical leave status so the employee becomes eligible for disability pension.

D. **Parenthood Leave**. A Parenthood leave of absence shall be granted to a natural parent or an adoptive parent, who requests such leave in conjunction with the birth or adoption of a child. The leave shall commence on the date requested by the employee and shall continue up to six (6) months provided, however, that such leave may be extended up to a maximum of one (1) year by mutual consent between the employee and the Appointing Authority. An employee may commence this leave at any time in the first three (3) months following the birth or adoption of a child.

E. **Military Leave**. In accordance with Minnesota Statutes 192.261 and federal law, leave shall be granted to an employee who voluntarily or involuntarily enters into active military service, active duty for training, initial active duty for training, inactive duty training or full-time National Guard duty in the armed forces of the United States for the period of military service, not to exceed five (5) years.

   At an employee's request, an employee on unpaid military leave shall be allowed to supplement such leave with vacation leave in accordance with law. Any vacation leave used must have been accumulated prior to the start of the military leave.

F. **Personal Leave**. Leave may be granted to any employee, upon request, for personal reasons. No such leave shall be granted for the purpose of securing other employment, except as provided in this Article. Employees may be required to exhaust vacation leave accruals prior to personal leaves of absence of less than ten (10) working days.

G. **Precinct Caucus or Convention**. Upon ten (10) days advance request, leave shall be granted to any employee for the purpose of attending a political party caucus or political convention.

H. **Union Leave**. Upon the written request of the Union, leave shall be granted to employees who are elected or appointed by the Union to serve on a Union Negotiating Team. Local Union Stewards, Local Union Officers, Union Officers or other employees who may be elected or appointed by the Union or Local Union to perform duties for the exclusive representative shall be granted time off, provided that the granting of such time off does not adversely affect the operations of the employee's department or agency.

   Upon the written request of the Union, leave shall be granted to employees who are appointed full time representatives of the Union. Annually, the Appointing Authority may request the Union to confirm the employee's continuation on Union Leave.

   Leave time for service on a Union Master Negotiating Team/Assembly, supplemental negotiations, Agency meet and confers, and attendance at meet and confers established by

this Agreement shall be considered as paid leave for purposes of vacation leave and sick leave accrual. Leave time for service on a Union Master Negotiating Team and attendance at meet and confers established by this Agreement shall also be considered as paid leave for purposes of eligibility for holiday pay.

I. **Leave for Related Work**. Leave not to exceed one (1) year may be granted to an employee to accept a position of fixed duration outside of State service which is funded by a government or private foundation grant and which is related to the employee's current work.

J. **Volunteer Firefighter/Emergency Medical Technician/Natural Disaster Leave.** Employees, who notify their supervisor in advance that they are emergency medical technicians or members of volunteer fire departments, may be granted leave to respond to calls. Leave may also be granted to Red Cross, Civil Defense or First Responder volunteers in the event of a natural disaster or other catastrophe. This leave does not apply to any Unit 4 employee employed in direct care of residents or patients or in regular supervision of inmates, residents or students.

K. **Elder Care Leave**. Leave may be granted to any employee, upon request, to care for or to arrange for care for parents of the employee or the employee's spouse.

Section 5. Statutory Leaves. A list of statutory leaves is contained in Appendix L to this Agreement. Statutory leaves are subject to change or repeal and are not grievable or arbitrable under the provisions of Article 17 of this Agreement.

Section 6. Reinstatement after Leave. An employee on an approved leave of absence is required to contact the Appointing Authority if an extension is being requested. Failure to contact the Appointing Authority about an extension prior to the end of the approved leave shall be deemed to be a voluntary resignation, and the employee shall be severed from State service. The Local Union and the Appointing Authority may agree to waive the five (5) month reassignment restriction in order to temporarily fill the position of an employee on unpaid Military Leave until s/he returns from active duty. Any employee returning from an approved leave of absence as covered by this Article shall be entitled to return to employment in their former position or another position in their former class/class option in their seniority unit, or a position of comparable duties and pay within their seniority unit. Employees returning from extended leaves of absence (one (1) month or more) shall notify their Appointing Authority at least two (2) weeks prior to their return from leave. Employees may return to work prior to the agreed upon termination date with the approval of the Appointing Authority. Employees returning from an unpaid leave of absence shall be returned at the same rate of pay the employee had been receiving at the time the leave of absence commenced plus any automatic adjustments that would have been made had the employee been continuously employed during the period of absence. (See also Article 12, Section 7A, regarding return from a leave of absence to a vacancy.)

ARTICLE 11 - JOB SAFETY

Section 1. General. It shall be the policy of the Appointing Authority to provide for the health and safety of its employees by providing safe working conditions, safe work areas, and safe work methods. In the application of this policy, the prevention of accidents, the creation and maintenance of clean, sanitary, and healthful restrooms and eating facilities shall be the continuing commitment of the Appointing Authority. The employees shall have the responsibility to use all provided safety equipment and procedures in their daily work and failure to use this

equipment and procedures may result in disciplinary action. Employees shall cooperate in all safety and accident prevention programs.

Section 2. Local Safety Committee. There shall be established in each department and/or principal place of employment (for example: institutions, hospitals, colleges, transportation department areas, Department of Natural Resources regions, etc.) a joint Safety Committee composed of Appointing Authority representatives selected by the Appointing Authority and employee representatives selected by the Union, one from each bargaining unit represented by the Union but at a minimum, a total of two (2) representatives. If more than one (1) exclusive representative exists in the department or principal place of employment, the Union will attempt to work out an arrangement with the other exclusive bargaining representative(s) to insure their input to the Committee. The chair of the Committee shall be appointed by the Appointing Authority. The Appointing Authority may consider having co-chairs, one management and one labor. The Safety Committee shall meet at least quarterly or as may be legally required and meetings shall be scheduled by the Safety Officer. Additional meetings may be called by the Safety Officer or by the Local Union or Appointing Authority as the need may arise. All Safety Committee meetings shall be held during normal day shift working hours on the Appointing Authority's premises and without loss of pay.

The function of the Safety Committee will be to review reports of property damage and personal injury accidents and alleged hazardous working conditions, to provide support for a strong safety program, to review building security issues, and to review and recommend safety policies to the Appointing Authority. Normally, the Committee shall acknowledge in writing receipt of reports of alleged hazardous working conditions within thirty (30) calendar days of their submission. A copy of the Committee's recommendations, if any, to the Appointing Authority regarding the disposition of such reports shall also be provided to the individual who filed the report with the Committee. In addition, the Safety Committee will provide the filing party with a copy of the Appointing Authority's response and/or proposed actions, if any. At the request of the Local Union or Safety Committee, hazard assessments will be made available for review.

Each Local Safety Committee in a facility with a laundry and/or a kitchen shall perform a routine heat survey to check temperature, humidity, and exhaust and fan systems in the laundries and kitchens. The Employer agrees to coordinate technical assistance to the Local Safety Committee upon request.

A Local Union Officer or Safety Committee member shall be entitled to participate in any work site formal occupational inspections conducted by the Safety Committee or by State or Federal OSHA Inspectors without loss of pay. Notice of such inspections or safety related inspections by other public officials shall be promptly given to the Local Union President and to the Chairperson of the Safety Committee along with the written reports of results, if any.

Normally, State owned or leased worksites shall be inspected at least once per year. Such inspections for worksites in locations where there is no Local Safety Committee may be accomplished by a representative of the Appointing Authority and a representative of the Local Union stationed at that worksite.

Section 3. Employee Safety.

A. All incidents of workplace violence, unsafe equipment or job conditions shall be brought to the attention of the immediate supervisor, or in their absence, the next higher level of supervision. Should the unsafe condition not be corrected within a reasonable time, the equipment or job

practice shall be brought to the attention of the Safety Committee. Additionally, employees shall report any exposure to known or suspected carcinogens in writing on a separate form. A copy of the form shall be sent to the Local Safety Committee. Employees have the right to file complaints with the State Department of Labor and Industry OSHA Division. Alleged violations of OSHA standards are not subject to the grievance procedure.

B. Any protective equipment or clothing, e.g., safety glasses or other types of eye protection (including prescription lenses and frames when required), safety helmets, safety vests, welding gloves and aprons, safety shoes, ear protection, protective gloves, etc., shall be provided and maintained by the Appointing Authority whenever such equipment is required as a condition of employment either by the Appointing Authority, by OSHA, or by the Federal Mine Safety and Health Administration. The employee shall have the responsibility to use all such provided protective equipment.

C. All employees who are injured or who are involved in an accident during the course of their employment shall file a first report of injury and/or an accident report, on forms furnished by the Appointing Authority, no matter how slight the incident. A summary of the first report of injury and/or accident report shall be furnished to the Safety Committee. All such injuries shall be reported to the employee's immediate supervisor and any necessary medical attention, including transportation if required, shall be arranged. The Appointing Authority shall provide assistance to employees in filling out all necessary Workers' Compensation forms, when requested.

D. Any medical examination required by the Appointing Authority shall be at no cost to the employee and the Appointing Authority shall receive a copy of the medical report. Upon request, the employee shall receive a copy of the medical report.

E. During every four (4) hour period in which an employee spends all their time on a computer, the employee will be given a five (5) minute alternative work assignment or if this is not practicable, a five (5) minute rest period scheduled to interrupt continuous operation of the machine. This five (5) minute rest period is in addition to the formal rest period provided in Article 5, is not cumulative, and cannot be used at the beginning or end of a shift, formal rest breaks, or a lunch period.

F. Any pregnant employee assigned to operate a computer or assigned direct care work with Department of Human Services residents/patients/clients, Faribault Residential Academies and Resource Center students, Department of Veterans Affairs' residents/patients, or Department of Corrections' inmates, may request reassignment to alternate work within their seniority unit. The Appointing Authority will attempt to accommodate such a request. Such reassignment shall not be subject to the provisions of Article 12, Section 4. In the event that such reassignment is not practicable, the employee shall have the right to request an unpaid leave of absence, pursuant to Article 10, Section 4F.

G. **Right to Refuse Work**. Consistent with M.S. 182.654, Subd. 11, employees have the right to refuse work in certain circumstances as specified in the statute.

H. When infectious or contagious diseases are diagnosed among the inmate, resident or Academy student population, upon request of the Local Union, the Appointing Authority shall meet promptly with the Local Union to determine what steps, if any, are necessary to educate employees about the diseases and to determine what steps, if any, are necessary to safeguard the health and safety of the employees as well as the inmates, residents, and students.

I. Upon request of the Union or Local Union, the Appointing Authority shall conduct an annual health survey for the purpose of identifying the incidence of known occupational hazards for those employees who by nature of their jobs face serious health dangers through continued exposure to radiation, and toxic or hazardous chemicals.

Section 4. Meet and Confer on Assaultive Behavior. Upon request of the Local Union, the Appointing Authority and/or designees shall meet and confer with the Local Union regarding employee safety issues related to work-related assault or injury.

Section 5. Right to Know Training. The Employer and Appointing Authorities agree to work with the Union and Local Unions to provide required Right to Know training to all employees. Training will be given to employees who are routinely exposed to hazardous substances, harmful physical agents, and infectious agents.

Section 6. Building Safety. Upon the occurrence of any condition threatening a building or the area around it, immediate action shall be taken by the Appointing Authority to safeguard personnel, documents, and funds. A building emergency plan shall be developed by the Appointing Authority. The plan for building emergencies shall specify areas to be used for safety from the elements. It shall also specify actions to be taken by all occupants in all emergency situations. No employee shall be required to participate in any search for an explosive or incendiary device against their wish, nor suffer any loss of pay because of any building evacuation in an emergency situation. The plans will also address the Appointing Authority's responsibility for employee training requirements and the need and frequency of exercising their plans. The evaluation of the emergency exercise will occur at the next meeting of the local safety committee following the exercise.

Section 7. Policy on Computer Ergonomics. The Computer Ergonomics Policy adopted by the Statewide Safety Committee is contained in Appendix L. This policy is not subject to the grievance and arbitration provisions contained in Article 17 of this Agreement.

ARTICLE 12 - VACANCIES, FILLING OF POSITIONS

Section 1. Vacancies.

A. **Defined**. A vacancy is defined as an opening in the classified service for a non-temporary (more than six (6) months) position, the assemblage of a seasonal work crew if defined as such in Supplemental Agreements, or a shift opening in the seniority unit, which the Appointing Authority determines to fill. A vacancy may be created by death, resignation, dismissal, transfer out of the seniority unit, permanent reassignment to a new work location thirty-five (35) miles or more distant, retirement, leave of absence expected to be longer than six (6) months, permanent disability, promotions, demotions, successful bid, or the creation of a new position or shift or seasonal work crew and the Appointing Authority determines that such vacancy is to be filled.

B. **Exceptions**.

1. A vacancy is not created when State departments are merged or combined or when employees are transferred from one State department to another State department by Executive Order or Legislative Act.

2. When an Appointing Authority becomes responsible for a function administered by another governmental agency, a quasi-public or private enterprise, employees being

absorbed into the bargaining unit shall be placed in comparable positions without creating vacancies.

Section 2. Employment Condition. "Employment condition" means any limitation on continuous employment caused by the number of hours of work assigned to an employee, and their appointment status. Hours of work may be full time, part time, or intermittent. Appointment status may be unlimited, temporary, emergency, or seasonal.

A. **Hours of Work.**

1. **Full-Time Employee.** "Full-time employee" means an employee who is normally scheduled to work 80 hours in a biweekly payroll period.
2. **Part-time Employee.** "Part-time employee" means an employee who is normally scheduled to work fewer than 80 hours in a biweekly payroll period.
3. **Intermittent Employee.** "Intermittent employee" means an employee who works an irregular and uncertain schedule which alternately begins, ceases, and begins again as the needs of the agency require.

B. **Appointment Status.**

1. **Unlimited Employee.** "Unlimited employee" means an employee who is appointed with no definite ending date.
2. **Temporary Employee.** "Temporary employee" means an employee who is appointed with a definite ending date. A temporary employee's term of employment may not exceed a total of 12 months in any 24-month period in any one agency.
3. **Seasonal Employee.** "Seasonal employee" means an employee who is appointed for no more than ten months during any 12 consecutive months but who is expected to return to work year after year.
4. **Emergency Employee.** "Emergency employee" means an employee who is appointed for no more than 45 aggregate working days in any 12-month period for any single Appointing Authority.

Section 3. Work Areas. The Appointing Authority may define and/or redefine work areas provided that such work areas are based upon reasonable staffing and/or operational needs of the Appointing Authority and do not unreasonably diminish the bidding rights of employees. Upon request, the Appointing Authority will provide to the Local Union a list of current work areas.

Section 4. Reassignment.

A. **Within a Work Area.** The Appointing Authority shall have the right to assign and reassign duties among employees in a class within a work area. This includes the right to reassign employees to an unfilled position in the same class and same employment condition and shift and work area provided such reassignment is within thirty-five (35) miles. Any reassignment under this subdivision is not a vacancy as defined in Section 1 of this Article.

B. **Between Work Areas or Shifts**. If no vacancy has been created (or if a vacancy has been created or a shift opening occurs, and the Appointing Authority determines to fill the vacancy or shift opening without adding another employee) and it is necessary to reassign an employee within thirty-five (35) miles, the Appointing Authority shall request volunteers from among employees in the same class (or option) and same employment condition and work area/or

shift from which the reassignment is to be made. If one or more employees volunteer for the reassignment, the most senior qualified volunteer shall be reassigned. If there are no volunteers, the least senior qualified employee in the same class (or option) and same employment condition and work area/or shift from which the reassignment is to be made shall be reassigned. In addition, and upon request, the Appointing Authority shall provide to the Local Union President the name of any employee reassigned pursuant to Section 4B.

C. **Temporary Reassignment.** Notwithstanding the above, the Appointing Authority may temporarily reassign any employee to another work area and/or shift for five (5) consecutive months or less. With mutual agreement between the Local and the Appointing Authority, such reassignment may extend up to twelve (12) months. At the end of the reassignment, the reassigned employee shall return to their former position, unless the position has been abolished, in which case the employee shall return to their former work area and shift.

Section 5. Job Posting. [Note: When posting Unit 6 positions, refer to both this Article and Appendix O for an explanation of position qualifications.] Whenever a vacancy occurs the Appointing Authority shall post for a minimum of seven (7) calendar days, a description of the vacancy on all employee bulletin boards where employees in the seniority unit in the class in which the vacancy exists are stationed, or through such procedures as are otherwise agreed upon between the Appointing Authority and the Union. Such other procedures may include the use of electronic means of posting. Upon mutual agreement of the Appointing Authority and Local Union, the vacancy need not be posted if no one is eligible to bid. When the seven (7) calendar day posting requirement would be met on a Saturday, Sunday or holiday, the expiration date of the posting shall be the day following the weekend or holiday. The posting description shall be dated and shall contain the name of the class (or option), a general description of the duties, the qualifications for the position (if Unit 6), the work area of the position, the shift, if applicable, the normal hours of work, and the initial days off. A copy of the posting shall be furnished to the Local Union President.

A posted vacancy may be canceled during the posting period but may only be canceled after the posting period for lack of funds. Upon request, the Appointing Authority shall furnish the Local Union with documentation of the lack of funds. Any vacancy for which eligible bids have been received and which has not been canceled shall be filled in accord with contract procedures within four (4) calendar weeks of the posting date.

For informational purposes only, each Appointing Authority within a multi-seniority unit agency shall maintain a list of, or copies of, job postings of vacancies in other seniority units within the agency.

Section 6. Eligibility for Bidding. Permanent non-probationary classified employees in a different employment condition or different shift from the posted vacancy or in a work area different from the posted vacancy shall be eligible to bid for any vacancy within their class (or class option or another class option within that class for which they are qualified as determined by the Appointing Authority) and seniority unit. However, for the purposes of bidding, an unlimited part-time employee, including those still on probation, who is not eligible for the full Employer insurance contribution (less than 75%) may bid to an unlimited part-time vacancy with full Employer insurance contribution (75% or above) and an unlimited part-time employee, including those still on probation, in a less than 50% position may bid on a 50% or greater unlimited part-time vacancy, including within a period of six (6) months following the date upon which an employee exercised a successful bid. A probationary part-time employee shall serve a new probationary period following the date upon which the employee exercised a successful bid.

Any employee who has successfully filled a vacancy via a bid other than a seasonal work crew vacancy shall not be entitled to bid on another vacancy for a period of six (6) months following the date upon which the employee exercised the bid. However, a permanent non-probationary classified employee who is part-time unlimited, part-time seasonal or full-time seasonal may bid on a full-time unlimited vacancy at any time.

Eligible employees may bid on filling of a posted vacancy by submitting a written or electronic application to the Appointing Authority which must be received on or before the expiration date of the posting to receive consideration.

An employee who is away from their work location on assignment or approved vacation in excess of seven (7) calendar days, may submit an advance bid for individual vacancies posted during their absence. The advance bid shall indicate the division, section, classification/class option, employment condition and location of the position. Such advance bid shall be valid for the period of the absence or four (4) weeks, whichever is less. The employee shall be responsible for submitting the advance bid to the supervisor who is responsible for the posting.

Employees on seasonal layoff or permanent layoff shall be eligible to bid for any vacancy in the classification and seniority unit from which the employee was laid off. The employee is responsible to be aware of vacancies. The Appointing Authority shall not consider such a bid if acceptance would create a layoff or bumping situation or would prevent the recall of a more senior employee who was permanently laid off from the same class, employment condition and principal place of employment/location.

Section 7. Filling Positions. Vacant positions shall be filled as follows:

[Note: When filling Unit 6 positions, refer to both this Article and Appendix O for an explanation of "position qualified."]

A. **Bidding**. Selection of employees to fill a posted vacancy shall be made from among eligible bidders in order of Classification Seniority (State Seniority for Units 4 and 6), provided the senior employee's ability and capacity to perform the job are relatively equal to that of other bidders. Bidders for Unit 6 positions must be position-qualified. [Note: for a posted vacancy in a Junior/Senior Plan, Classification Seniority is the combined Class Seniority of classes in the Junior/Senior Plan.]

   Vacancies shall be filled by the posting and bidding process until there is no bid or until a maximum of three (3) such vacancies have been filled, whichever comes first. However, when a vacancy can be filled by an employee who has received notice of permanent layoff, only one (1) vacancy shall be filled by the posting and bidding process.

   All bidders for a vacancy shall be notified, orally or in writing, of the acceptance or rejection of their bid in a timely manner.

   When an employee returns from an approved leave of absence and there is a vacancy, the employee shall be reinstated to that vacancy, provided that no employee with more Classification Seniority (State Seniority for Units 4 and 6) has bid on the position. If a more senior employee has successfully bid on the position, the employee returning from the approved leave of absence shall be selected for the position vacated by the successful bidder. (See also Article 10, Section 6, regarding return from a leave of absence.)

Notwithstanding the above, the Appointing Authority shall not consider bids by employees for vacancies if acceptance of a bid would create a layoff or a bumping situation nor accept a bid from an employee in a different employment condition if acceptance of the bid would prevent the recall of an employee from the Seniority Unit Layoff List laid off from the same class, employment condition and location.

B. **Seniority Unit Layoff List**. Selection shall next be made from the Seniority Unit Layoff List unless the vacancy is being filled by an employee with more classification seniority who has received notice of permanent layoff.

   1. **Same Employment Condition.** Selection shall next be made from employees (position-qualified for Unit 6) on the Seniority Unit Layoff List in order of Classification Seniority (State Seniority for Units 4 and 6) if such a list exists pursuant to Article 15, Section 3H. No new appointments shall be made in a seniority unit in a class (or option) and employment condition for which a Seniority Unit Layoff List exists until all employees (must be position-qualified for Unit 6) on such list have been offered the opportunity to accept the position.

   2. **Different Employment Condition.** Selection shall next be made from employees (position-qualified for Unit 6) on the Seniority Unit Layoff List in order of Classification Seniority (State Seniority for Units 4 and 6) for the class (or option) and seniority unit in which the vacancy exists who were laid off from an employment condition other than that of the vacancy to be filled. Selection shall be limited to the geographic area (within thirty-five (35) miles) of the position from which the employee was laid off.

C. **Claiming.** Prior to accepting a claim, the agency has the option of filling the vacancy with a seniority unit employee (position-qualified for Unit 6) who has received notice of permanent layoff and has more state seniority than any claimer. If this option is not chosen, see Article 15, Section 3D3(g) regarding employee requests to claim positions in other seniority units to avoid layoff or bumping. However, if the agency must choose among claimers (position-qualified for Unit 6), seniority shall not be a consideration.

D. **Class (or Class Option) Layoff List**. If the vacancy is not filled through the claiming process or with a seniority unit employee who has received notice of permanent layoff, selection shall next be made from among employees on the Class (or Class Option) Layoff List. Selection from employees on this list shall not be unreasonably denied. Unit 6 employees selected off a Class Layoff List must be position-qualified.

E. **Other**. If the vacancy remains unfilled, the Appointing Authority shall have the option of filling the vacancy by the use of any of the following methods:

   1. **Routine Service.** If a promotion is to be made to a routine service position, selection shall be made from among employees within the same seniority unit in which the vacancy exists who have expressed interest in the Routine Service position in the order of State Seniority, provided the senior employee's ability and capacity to perform the job are relatively equal to that of other applicants certified from the list or referred for Routine Service appointment; or,

   2. **Voluntary Demotion.**

   3. **Voluntary Transfer.**

   4. **Reinstatement.**

   5. **Multi-Source Recruitment and Selection System.** If a promotion is to be made using the State's multi-source recruitment and selection system, selection shall be made from among

employees within the same seniority unit in which the vacancy exists, whose names are in the applicant pool in the order of State Seniority, provided the senior employee's ability and capacity to perform the job are relatively equal to that of other applicants in the applicant pool.

6. **Workers' Compensation Referrals.** Employees who have an active workers' compensation claim and have qualified for transfer or demotion will be referred along with qualified applicants from the agency. The Appointing Authority may appoint any of the applicants referred. If there are no qualified applicants from the agency, only the names of employees who have an active workers' compensation claim and have qualified for transfer or demotion will be referred. The Appointing Authority may fill the vacancy by other means only after demonstrating to the Commissioner of Minnesota Management & Budget that none of the workers' compensation referrals are available, able or qualified to perform the duties of the vacancy.
7. **Other.** The Appointing Authority may also use any other appointment procedure pursuant to statute.

Upon request, the Appointing Authority shall provide to the Local Union President the name of the applicant selected, the method used to select the applicant and any lists of applicants in the applicant pool used in the selection process.

When new classes (or class options) are established in the State service and in the seniority unit, employees within that seniority unit shall be afforded the opportunity to compete for appointment to vacancies in the new class through the selection process.

During the application of the posting, bidding and job filling process, the Appointing Authority may temporarily assign employees or make temporary appointments to vacancies to fulfill operational needs.

Section 8. Effects of Changes in Position Allocations on the Filling of Positions. When the allocation of a position has been changed as the result of changes in the organizational structure of an agency or abrupt changes in the duties and responsibilities of the position, such positions shall be considered vacant under the provisions of this Article and filled in accord with Sections 5, 6 and 7.

Section 9. Effects of Reallocations on the Filling of Positions. When the allocation of a position has been changed as the result of changes over a period of time in the kind, responsibility, or difficulty of the work performed in a position, such situation shall be deemed a reallocation.

A reallocated position shall not be considered a vacancy under the provisions of this Article if the action leading to the change in the allocation of the position did not clearly result from the assignment of the incumbent to work out of class in a manner so as to by-pass the selection process, assignment of the incumbent to a vacancy in a new position which had not been allocated to a class, or other action taken without regard to the appropriate selection process.

When the reallocated position is not a vacancy, the incumbent employee shall be appointed to the reallocated position provided the employee has performed satisfactorily in the position and possesses any licensure, certification, or registration which may be required.

When the reallocated position is a vacancy or when the incumbent employee has not performed satisfactorily in the position or does not possess the required licensure, certification, or registration, the position shall be filled as provided in Sections 5, 6, and 7 of this Article.

When the incumbent is ineligible to be appointed to the reallocated position as provided above, the employee shall be removed from the position within thirty (30) calendar days from the date of notification to the Appointing Authority. If the employee cannot be reassigned, transferred, promoted, or demoted, the layoff provisions of this Agreement shall apply.

Employees may submit requests for job audits directly to Minnesota Management & Budget or to an agency human resource office with delegated authority. An employee who has had a formal audit request submitted on their position shall be notified in writing of its receipt by the appropriate agency Human Resources Office.

Except for reallocations resulting from a study of an agency or division thereof initiated by Minnesota Management & Budget or an Appointing Authority, if the incumbent of a position which is reallocated upward receives a probationary appointment to a reallocated position, pay for the reallocated position shall commence fifteen (15) calendar days after the receipt in Minnesota Management & Budget or an agency human resource office with delegated authority of a reallocation request determined by Minnesota Management & Budget or the delegated agency to be properly documented, and it shall continue from that date until the effective date of the probationary appointment.

The decision of the Commissioner of Minnesota Management & Budget or an agency with delegated authority on the reallocation of any position shall not be subject to the grievance and arbitration provision of this Agreement.

An employee who is demoted as a result of a reallocation shall have their name placed on the Seniority Unit and Class (or Class Option) Layoff Lists for the class from which they were reallocated.

The Employer shall provide the Union with information about reallocations of bargaining unit employees.

Section 10. Probationary Period.

A. **Required Probationary Period**. Except as provided below, all unlimited appointments to positions in the classified service shall be for probationary period specified in Section 10C.

   No probationary period shall be required for a recall from a Seniority Unit Layoff List, or (for any employee laid off after October 23, 1995) for a recall from a Seniority Unit Layoff List within two (2) years of the date of layoff, or a transfer in the same class under the same Appointing Authority, or a transfer or demotion to a previously held class under the same Appointing Authority, or for those employees identified in Section 10B below where no prior written notice of the probationary period requirement was given to the employee.

   The Appointing Authority and the Local Union may agree to an extension of the probationary period not to exceed three (3) months.

B. **Discretionary Probationary Period.** An Appointing Authority may, with prior written notice to the employee, require a probationary period as specified in Section 10C for transfers and demotions to a new Appointing Authority or to classes in which the employee has not previously served, reemployment, reinstatement, recall from a Class (Class Option) Layoff List, or (for any employee laid off after October 23, 1995) recall from a Seniority Unit Layoff List more than two (2) years after the date of layoff.

C. **Length of Probationary Period**.

1. **50% or Greater Time Employees.** All probationary periods for all unlimited and seasonal employees who work 50% or more time shall be six (6) months. Any absence in excess of a total of ten (10) consecutive working days shall be added to the duration of the probationary period.

2. **Intermittents and Less Than 50% Time Employees.** All probationary periods shall be one thousand forty-four (1,044) working hours or a maximum of one (1) year. Working hours shall include hours actually worked. The probationary period under this Section shall be no less than six (6) months. Working hours shall also include paid holidays, compensatory time off taken, and paid leave taken in increments of less than the employee's normal work day.

3. **Reallocated Positions.** Notwithstanding 1 and 2 above, an incumbent appointed to a reallocated position shall serve a probationary period of three (3) months.

4. **Employees placed on layoff or seasonal layoff** prior to the completion of their probationary period shall be required to complete the probationary period upon return from the layoff or seasonal layoff.

5. **Time served on a temporary or a provisional appointment** (up to a maximum of one-half (1/2) of the probationary period) shall be credited toward the completion of the probationary period in the same position, class and seniority unit provided there is no break in service of more than one (1) payroll period, or provided the only break in service is an emergency appointment.

6. **Employees promoted or transferred prior to the completion of their probationary period.** If the employee does not successfully complete probation in the higher class, the employee shall return to the former class and resume the probationary period at the point it was interrupted.

   For probationary periods that begin on or after the effective date of this Agreement, employees who promote or transfer prior to the completion of their probationary period and are required to serve a new probationary period, shall complete their probationary period in the previous class on the same date that they successfully complete their probationary period in the new class and/or agency. If the employee does not successfully complete probation in the new class and/or agency, the employee shall return to the former class and/or agency and resume the probationary period at the point it was interrupted.

7. **Employees demoted during or at the end of a probationary period** shall have the time in the higher class count toward the probationary period in the class to which such employees are demoted, except as provided in 6 above.

D. **Probationary Evaluation**. During the probationary period, the Appointing Authority shall conduct a minimum of one (1) performance counseling review of the employee's work performance at the approximate mid-point of the probationary period and furnish the employee with a written copy of the evaluation. Whenever practicable, intermittent employees shall have an initial performance review ninety (90) working days into their appointment. Employees shall be informed of areas of needed improvement.

E. **Trial Period.** Employees who have been appointed to a new class or transferred and required to serve a probationary period shall have a trial period of fifteen (15) calendar days for the purpose of evaluation. During this trial period, the employee may elect to return to the former position. An employee who returns to a former class under this section shall accrue seniority as if continually employed in the former class.

F. **Non-Certification**. An Appointing Authority who does not certify a probationary employee shall notify the employee in writing with a copy to the Local Union of the reasons for the non-certification. The Union shall have the right to challenge such reasons through the third step of the grievance procedure. However, for any grievance other than non-certification, employees with permanent status in another class and serving a subsequent probationary period shall not be denied use of Article 17 through the arbitration process.

The employee who is non-certified shall be returned to their former class within the seniority unit from where the employee came, and if a vacancy exists, to the same geographic area. An employee who returns to a former class under this section shall accrue seniority as if continually employed in the former class. If there is no vacancy in the employee's former class and seniority unit, the layoff provisions of this Agreement shall apply. An employee who is non-certified following recall from a Seniority Unit Layoff List shall be returned to the layoff list for the time remaining.

See also, Article 15, Layoff and Recall, Section 3.D.3.g. Claiming.

Section 11. Performance Evaluations. See Article 18, Section 11, Performance Evaluations.

ARTICLE 13

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ARTICLE 14

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ARTICLE 15 - LAYOFF AND RECALL

Section 1. Layoff. An Appointing Authority may lay off an employee by reason of abolition of the position, shortage of work or funds, or other reasons outside the employee's control which do not reflect discredit on the service of the employee.

Any reduction in hours of a less than full-time employee, except for intermittents, which would place the employee outside the bargaining unit shall constitute a layoff and shall be implemented in accord with the provisions of this Article.

Section 2. Labor-Management Cooperation. When an Appointing Authority initiates a planning process or management study which is anticipated to result in layoff, the Appointing Authority will meet and confer with the Local Union during the decision planning phase and again during the implementation planning phase. The Appointing Authority and the Local Union shall enter into negotiations regarding a Memoranda of Understanding upon request of either party to modify this Agreement regarding the implementation plans which shall include, but are not limited to, the following:

- Length of layoff notice;
- Job and retraining opportunities;
- Alternative placement methods;

- Early retirement options pursuant to M.S. 43A.24, Subd. 2(i);
- Bumping/vacancy options for part-time employees to preserve their insurance eligibility or contribution; and
- Other methods of mitigating layoff or their effect on employees.

Section 3. Permanent Layoff.

A. **Determination of Position(s).** The Appointing Authority shall determine the position(s) in the class or class option, if one exists, and employment condition and work location which is to be eliminated.

B. **Advance Notice.** In the event a permanent layoff in the classified service of seniority unit employees becomes necessary, the Appointing Authority shall notify the Union and the Local Union President of the classification(s), number of positions and the employment condition(s) to be eliminated at least thirty (30) calendar days whenever practicable, but at least twenty-one (21) calendar days prior to the effective date of the anticipated layoff. At least twenty-one (21) calendar days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the layoff, including the reason(s) therefor and the estimated length of the layoff

period, to all affected employee(s) and to the Local Union President. The Appointing Authority may establish a date, no more than seven (7) calendar days prior to the effective date of the layoff, by which employees must choose the layoff option they will exercise. This date shall be indicated in the written notice of the layoff.

The written notice of a permanent layoff shall include a list of existing and anticipated vacant positions that an employee may accept in accord with Section 3D of this Article, a statement explaining the procedure to contact Minnesota Management & Budget to apply for vacant positions, and notice of the need to indicate interest in temporary work. The written notice of a permanent layoff shall also include a general reference to the employee's claiming rights. The Appointing Authority shall provide the employee with information needed to apply for unemployment insurance and forms for continuing insurance coverage and forms to indicate availability for class and seniority unit recall.

C. **Layoff Notification.** The Appointing Authority shall send a layoff notice to the employee in the position to be eliminated. The layoff notice shall be provided to the employee in person whenever practicable and shall otherwise be sent by priority mail. At the Appointing Authority's discretion, an employee under notice of permanent layoff may be granted up to one hundred and sixty (160) hours of paid leave, ending at the date of layoff. Hours of leave may be granted at any time throughout the layoff notice period and shall not be subject to the Application and Reinstatement provisions of Article 10.

Upon request, an Appointing Authority shall provide an employee on notice of layoff assistance in searching for State employment.

Provisional, temporary and emergency employees shall be terminated before any layoff of probationary or permanent employees in the same class, employment condition and geographic location/principal place of employment.

Provisional employees shall be separated in inverse order of the date of their provisional appointment.

D. **Procedure.** The following provisions are all subject to the conditions for bumping or accepting vacancies which are contained in Section 3E. In all cases, the employee exercising an option is restricted to those positions within the same seniority unit (except in Option 3g, claiming). Employees may only bump within the same employment condition (except in Options 3f and h). Employees may be offered vacancies within their seniority unit in a different employment condition. However, the employee's refusal to accept a vacancy in a different employment condition shall not result in the forfeiture of other layoff options. For layoffs related to Unit 6 positions, refer to both this Article and Appendix O for an explanation of "position-qualified."

1. The employee in the position to be eliminated shall either:

   a. Bump the least senior employee in the same class (or class option or another class option within that class for which the employee is determined by the Employer to be qualified) and the same shift within their work area within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6). This bumped employee shall bump the least senior employee in the work area within thirty-five (35) miles of the employee's current work location regardless of shift (employee must be position-qualified if Unit 6); or

   b. Accept a vacancy in the same class (or class option or another class option within that class for which the employee is determined by the Employer to be qualified) within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6); or

   c. Accept a vacancy within thirty-five (35) miles of the employee's current work location in an equal class in which the employee previously served (employee must be position-qualified if Unit 6).

2. If options "1b" and "1c" above are not available, and the employee chooses not to accept option "1a", or option "1a" is not available, the employee shall either:

   a. Bump the least senior employee in the same class (or class option or another class option within that class for which the employee is determined by the Employer to be qualified) within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6); or,

   b. Accept a vacancy in an equal class in which the employee has not previously served and for which the employee is determined by the Employer to be qualified and within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6).

3. If neither "2a" nor "2b" above is available or if only "2a" above is available, the employee may choose any of the following options:

   a. **Layoff.**

   b. **Vacancy Within Thirty-Five (35) Miles.** Accept a vacancy in a lower class in which the employee has previously served or for which the employee is determined to be qualified by the Employer within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6);

   c. **Vacancy Outside Thirty-Five (35) Miles.**

      (1) **Same/Equal Class.** Accept a vacancy in the same class (or class option or another class option within that class for which the employee is determined to be qualified by the Employer), or in an equal class in which the employee has previously served

or for which the employee is determined to be qualified by the Employer more than thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6);

(2) **Lower Class.** Accept a vacancy in a lower class in which the employee has previously served or for which the employee is determined to be qualified by the Employer more than thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6);

d. **Bump Within Thirty-Five (35) Miles.**

(1) **Equal Class.** Bump the least senior employee in an equal class (or class option) in which the employee previously served (or another class option within the class for which the employee is determined to be qualified by the Employer) within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6);

(2) **Lower Class.** Bump the least senior employee in a lower class (or class option) in which the employee previously served (or another class option within the class for which the employee is determined to be qualified by the Employer) within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6).

e. **Bump Outside Thirty-Five (35) Miles.**

(1) **Same/Equal Class.** Bump the least senior employee in the same class (or class option) or the least senior employee in an equal class (or class option) in which the employee previously served (or another class option within that class for which the employee is determined to be qualified by the Employer) more than thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6);

(2) **Lower Class.** Bump the least senior employee in a lower class (or class option) in which the employee previously served (or another class option within that class for which the employee is determined to be qualified by the Employer) more than thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6).

f. **Bump Temporary Appointment.** Bump any employee on a temporary appointment in the same class who has more than thirty (30) calendar days remaining on such appointment and is within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6). The temporary employee bumped shall be separated.

g. **Claiming.** An employee may request to transfer or demote to a non-temporary classified vacancy in another seniority unit in the same, transferable, or lower class (or class option) in which the employee previously served or for which the employee is determined to be qualified by the Employer, and the receiving Appointing Authority shall not unreasonably deny the request (for Unit 6, the employee must be position-qualified). Employees may not request a transfer or demotion to another Appointing Authority if such a vacancy is available to the employee at a pay level equal to the requested vacancy within thirty-five (35) miles of the employee's current work location which the current Appointing Authority determines to fill or if the employee has previously requested and has been offered a vacancy under this provision in the same

or an equal class in the same employment condition within thirty-five (35) miles of the current position.

Eligibility for claiming under this provision begins on the date of the written layoff notice and continues until the actual date of layoff or forty-five (45) days, whichever is greater. If the claiming period extends beyond the date of layoff, no severance or vacation liquidation will be paid until the end of the claiming period. The employee's name will be placed on the Seniority Unit Layoff List but will not be placed on the Class (or Class Option) Layoff List until the end of the claiming period. If the claiming period extends beyond the layoff date, employees may waive their post-layoff claiming rights and the Appointing Authority shall authorize payment of any severance and vacation liquidation and employees will be eligible for placement on appropriate layoff lists.

If the employee successfully claims but cannot be appointed until after the scheduled layoff date, the current Appointing Authority shall place the employee on unpaid leave or, upon mutual agreement, vacation leave until the new appointment begins. Vacation leave usage is not subject to Section 3 of Article 8.

For employees who transfer or demote to another seniority unit under this provision and who do not successfully complete the probationary period, the following shall apply:

(1) If the layoff notice period has expired, the employee shall be placed on layoff from their original seniority unit, class, employment condition, and location. Such employees are not subject to 3A - 3G of this Article but shall become eligible to be placed on layoff lists in accord with 3H on the effective date of the non-certification.

(2) If the layoff notice period has not expired, the employee shall be returned to their original seniority unit, class, employment condition, and location for the remainder of the notice period. Such employees shall not claim additional positions.

h. **Bump in Different Employment Condition Within Thirty-five (35) Miles.** An unlimited full-time or unlimited part-time employee may exercise this option only if 1a and 2a above are not available. An unlimited full-time employee may bump the least senior employee in the unlimited part-time employment condition and an unlimited part-time employee may bump the least senior employee in the unlimited full-time employment condition in the same class (or class option or another option within that class for which the employee is determined to be qualified by the Employer) within thirty-five (35) miles of the employee's current work location (employee must be position-qualified if Unit 6).

E. **Conditions for Bumping or Accepting Vacancies**. The following shall govern bumping and accepting vacancies pursuant to Section 3A-D:

1. In all cases of bumping, the employee exercising bumping rights must have greater Classification Seniority (when bumping into a position in Unit 2, 3, or 7) or State Seniority (when bumping into a position in Unit 4 or 6) in the class into which the employee is bumping than the employee who is to be bumped.

2. An employee who does not have sufficient Classification Seniority (State Seniority for Units 4 and 6) to bump into a previously held class shall not forfeit the right to exercise Classification Seniority (State Seniority for Units 4 and 6) to bump into the next previously held class in the same seniority unit.

3. Any employee who has the option to fill a vacancy in the same class or in a class in which the employee previously served must possess more Classification Seniority (State Seniority for Units 4 and 6) than bidders, if any, to fill the vacancy.
4. Any employee who has the option to fill a vacancy in a class in which the employee has not previously served shall fill the vacancy only if there are no bidders.
5. When a vacancy exists in a class into which the employee has a right to bump and which is in the employee's current employment condition, the employee must accept the vacancy prior to exercising the option to bump except Option D1a.
6. If more than one employee (must be position-qualified if Unit 6) opts to fill a vacancy or bump another employee, the employee with the greater Seniority (Classification Seniority or State Seniority whichever is applicable) shall have priority in exercising that option.
7. When two (2) or more employees in the same class (or class option) and employment condition are being simultaneously laid off, the Union and the Appointing Authority may mutually agree to selection of layoff options among the affected employees.
8. Any non-temporary employee bumped pursuant to this Section shall be laid off in accord with Section 3A - D of this Article.

The Appointing Authority need not consider bids by employees for vacancies if acceptance of a bid would create a layoff or a bumping situation nor a bid from an employee in a different employment condition if acceptance of the bid would prevent the recall of an employee from the Seniority Unit Layoff List laid off from the same class, employment condition, and location.

See also Appendix T - Layoff Worksheet

F. **Rights of Employees Returning to the Bargaining Unit**. Employees who have accepted positions in a bargaining unit not represented by the Union or positions excluded from any bargaining unit shall have bumping rights into a position in a bargaining unit represented by the Union in a class in which the employee previously served and for which the employee is determined to be qualified by the Employer only under the following conditions:

1. The employee may bump only into a position under the same Appointing Authority. For purposes of this Section only, Appointing Authority in the Department of Transportation is the same as seniority unit.
2. The employee shall have exhausted all bumping rights within their own bargaining unit or, if not in a bargaining unit, within the applicable framework.
3. The employee shall fill a vacancy in a class in which they have previously served or for which they are determined to be qualified by the Employer and for which there are no bidders prior to bumping any employee in a bargaining unit represented by the Union. Employees in bargaining units represented by the Union shall be able to fill a vacancy prior to the vacancy being filled by an employee from a bargaining unit not represented by the Union.

All bumps under this part are subject to the general conditions provided for in this Article.

G. **Layoff Lists.**

1. **Seniority Unit Layoff List.** The names of employees who have been laid off or have accepted a demotion or another employment condition in lieu of layoff, or been demoted as a result of a reallocation, shall be automatically placed on a Seniority Unit Layoff List for

the seniority unit, class (or class option), geographic location and employment condition from which they were demoted, laid off or reallocated downward, in the order of their Classification Seniority (State Seniority for Units 4 and 6).

Employees may also indicate on a written or electronic document provided by the Appointing Authority, other employment conditions and geographic locations for which they are available. Employees who were not able to bump, transfer, or demote to a previously held class(es) in lieu of layoff shall be placed on the Seniority Unit Layoff List for the previously held bargaining unit class(es) for which they have indicated availability. Employees shall indicate on a written or electronic document provided by the Appointing Authority, the class(es), geographic location(s) and employment condition(s) for which they are available. Employees may change their availability by notifying Minnesota Management & Budget in writing. Names shall be retained on the Seniority Unit Layoff List for a minimum of one (1) year or for a period of time equal to the employee's State Seniority, to a maximum of four (4) years.

2. **Class (or Class Option) Layoff List.** If employees provide the required information, the names of such employees shall also be placed on a Class (or Class Option) Layoff List for the class (or class option) from which they were demoted in lieu of layoff, laid off, or reallocated downward in order of their Classification Seniority (State Seniority for Units 4 and 6). Employees who were not able to bump, transfer, or demote to previously held class(es) in lieu of layoff shall also be placed on the Class (or Class Option) Layoff List for the previously held bargaining unit class(es) for which they have indicated availability. Names shall be retained on the Class (or Class Option) Layoff List for a minimum of one (1) year or for a period of time equal to the employee's Classification Seniority (State Seniority for Units 4 and 6), to a maximum of three (3) years.

   In order to be placed on the Class (or Class Option) Layoff List, the employee shall indicate, in writing on a document provided by the Appointing Authority, the geographic location(s) and the employment condition(s) for which they would accept employment. The employee may change their availability by notifying Minnesota Management & Budget.

H. **Seniority Unit Vacancies.** For a period of ninety (90) calendar days after an employee has been permanently laid off from State service, the employee may apply for vacant positions in an equal or lower classification in their former seniority unit and if they qualify for the position, the employee's name shall be considered on the basis of State Seniority in the manner provided in Article 12, Section 7E5.

I. **Recall.** Employees shall be recalled from layoff in the order in which their names appear on the Seniority Unit Layoff List as provided in Section 3H of this Article (employee must be position-qualified if Unit 6).

An employee on either the Seniority Unit or Class Layoff List shall be notified of recall by written personal notice (receipted) or certified mail (return receipt required) sent to the employee's last known address at least fifteen (15) calendar days prior to the reporting date. The employee shall notify the Appointing Authority by certified mail (return receipt required) within five (5) calendar days of receipt of notification, of intent to return to work and shall report for work on the reporting date unless other arrangements are made. It shall be the employee's responsibility to keep the Appointing Authority informed of the employee's current address.

The Appointing Authority may temporarily assign employee(s) to any vacancies or openings to fulfill operating requirements during the period while the recall process is taking place.

J. **Removal From Layoff Lists.** Employees shall be removed from all layoff lists for any of the following reasons:

1. Recall to a permanent position from either layoff list except that an employee recalled to a permanent position in a different seniority unit or a different employment condition shall remain on the Seniority Unit Layoff List for their former location and employment condition only. If an employee is recalled to a previously held bargaining unit class, then they shall remain on the Seniority Unit and Class Layoff lists for former class(es) in a higher salary range than the class to which the employee was recalled. An employee who is recalled to a different seniority unit and who does not successfully complete the probationary period, shall be restored to the Seniority Unit Layoff List for the remainder of the time period originally provided in Section 3H.
2. Failure to accept recall to a position which meets the availabilities specified by the employee except that employees who fail to accept recall from the Class (or Class Option) Layoff List shall be removed only from that list. An employee who fails to accept recall to an employment condition for which the employee indicated availability shall remain on the Seniority Unit Layoff List for their former employment condition only. An employee who fails to accept recall to a previously held bargaining unit class from the Class Layoff list for which the employee indicated availability shall remain on the Seniority Unit Layoff list for that class, and the Seniority Unit and Class Layoff lists for all classes in a higher salary range.
3. Appointment to a permanent position in a class which is equal to or higher than the one for which the employee is on layoff list(s). If the employee is non-certified in this position, the employee's name will be placed back on the layoff list(s) for the time remaining.
4. Resignation, retirement or termination from State service.

Section 4. Seasonal Layoff.

A. **Determination of Position(s).** The Appointing Authority shall determine the position(s) in the class or class option, if one exists, and employment condition and principal place of employment which are affected.

B. **Advance Notice.** The Appointing Authority shall notify the Union and the Local Union President of the classification(s), number of positions and employment condition(s) to be seasonally laid off at least fourteen (14) calendar days prior to the effective date of the anticipated layoff. At least fourteen (14) calendar days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the seasonal layoff to all employee(s) about to be seasonally laid off and to the Local Union President. The written notice of a seasonal layoff to seasonal employees shall include the reason for the seasonal layoff, anticipated date of recall, the anticipated length of the work season subsequent to the layoff, and notice of the need to indicate interest in temporary work.

C. **Layoff Order.** Seasonal employees shall be seasonally laid off in inverse order of Classification Seniority (State Seniority for Units 4 and 6) within the employment condition, seniority unit and principal place of employment of the affected position(s) unless waived by mutual agreement between the employee and the Appointing Authority.

D. **Record of Employees on Seasonal Layoff.** Each Appointing Authority shall maintain its own record of employees on seasonal layoff for recall purposes.

E. **Recall from Seasonal Layoff.**

Seasonal employees shall be recalled in the order of Classification Seniority (State Seniority for Units 4 and 6) to the seniority unit, employment condition, and principal place of employment from which they were laid off.

An employee on seasonal layoff shall be notified of recall by written personal notice (receipted), or certified mail (return receipt required) sent to the employee's last known address, at least fifteen (15) calendar days prior to the reporting date. The employee shall notify the Appointing Authority by certified mail (return receipt required) within five (5) calendar days of receipt of notification, of intent to return to work and shall report for work on the reporting date unless other arrangements are made. It shall be the employee's responsibility to keep the Appointing Authority informed of the employee's current address.

F. **Removal from the Seasonal Layoff Record.**

Seasonal employees shall be removed from the seasonal layoff record for any of the following reasons:

1. Failure to accept recall to a seasonal position.
2. Conversion of the employee to permanent layoff as defined in Section 4G.
3. Resignation, retirement, or termination from State service.
4. Acceptance of a full-time or part-time unlimited position.

G. **Conversion to Permanent Layoff.**

A seasonal employee shall be on permanent layoff in the following circumstances:

1. The principal place of employment is abolished;
2. There is no anticipated date of recall;
3. The employee is not recalled from seasonal layoff within sixty (60) calendar days of the anticipated date of recall.

A seasonal employee who is permanently laid off shall have the right to exercise all the options under Section 3D.

Section 5. Temporary or Emergency Positions. If a position is to be filled by a temporary or emergency appointment, the appointment shall be offered to employees in the following order prior to filling the position by any other means:

A. Employees who are permanently laid off and not employed by the State if the position is in the same class, seniority unit, and geographic area from which they were laid off in order of Classification Seniority (State Seniority for Units 4 and 6);

B. Employees who are permanently laid off and not employed by the State if the position is in the same seniority unit and geographic area from which they were laid off and the employee is determined to be qualified for the appointment by the Appointing Authority in the order of State Seniority;

C. Seasonal employees who are seasonally laid off if the position is in the same class and principal place of employment from which they were seasonally laid off in the order of Classification Seniority (State Seniority for Units 4 and 6);

D. Seasonal employees who are seasonally laid off if the position is in the same principal place of employment from which they are seasonally laid off and the employee is determined to be qualified for the appointment by the Appointing Authority in the order of State Seniority.

In order to be eligible for emergency and temporary appointments, an employee must indicate in writing an interest to the Appointing Authority at the time of layoff.

The notice provisions of Section 3C and Section 4E shall not apply for filling such positions.

Employees accepting such positions shall be eligible employees for purposes of holidays, vacation leave and sick leave, provided such employees were eligible for those benefits in their immediately preceding appointment. Employees who were eligible for and enrolled in insurance coverage in their immediately preceding appointment will be eligible for those same coverages and at the same level of Employer contribution which they were previously receiving at the time of their layoff. This section shall not supersede the provisions of Article 19, Section 2B1 and Section 3C1. Such employees shall be eligible to bid only on vacancies in the class and seniority unit from which they were permanently or seasonally laid off under the provisions of Article 12, Section 6 of this Agreement. Upon expiration of the appointment, the employee shall return to full layoff status.

Section 6. Limited Interruptions of Employment. Any interruption in employment not in excess of seven (7) consecutive calendar days or any reduction from an employee's normal work hours which continues two (2) calendar weeks or less shall not be considered a layoff. Such limited interruption or reduction in hours may occur as a result of adverse weather conditions, shortage of material or equipment, or for other unexpected or unusual reasons.

Prior to implementing a limited interruption of employment or a reduction in hours, the Appointing Authority, whenever practicable, shall meet with the Local Union to discuss the need for such action.

When the limited interruption of work or reduction in hours does not affect all employees in a class, employment condition, shift, and work location, the least senior employee(s) affected shall have their work interrupted or hours reduced. Limited interruption of work or reduction in hours shall not be instituted for the purpose of subcontracting work normally performed by the affected bargaining unit employees.

In the event limited interruptions of employment occur, employees shall, upon request, be entitled to advance of hours up to their scheduled hours in order to provide the employee with up to eighty (80) hours of earnings for a pay period. Advance of hours shall be allowed up to the maximum number of hours of an employee's accumulated and unused vacation leave. If an employee elects to draw such advances, the employee shall not be permitted to reduce the employee's vacation accumulation below the total hours advanced. However, no employee after the first six (6) months of Continuous Service shall be denied the right to use vacation time during a limited interruption of employment as long as vacation hours accrued exceed the hours that the employee has been advanced under this Section. All overtime hours worked subsequent to such advances shall be credited against the employee's aggregate advance of hours until the advance is reduced to zero (0). Employees may use compensatory time in lieu of vacation to provide a full paycheck. An Appointing Authority may require employees who have accrued compensatory time to use such time before the use of vacation. Such employees may choose not to make up the lost hours.

On the payroll period ending closest to November 1st of each year, all employees who have received such advances and have not worked sufficient overtime hours to reduce the advances to zero (0) will have their advances reduced to zero (0) by reduction of the employee's accumulated and unused vacation leave.

Section 7. Subcontracting. In the event the Appointing Authority finds it necessary to subcontract out work now being performed by employees that may result in a displacement of employees, the Local Union shall be notified no less than ninety (90) calendar days in advance. During this ninety (90) day period, the Appointing Authority shall meet with the Local Union and discuss ways and means of minimizing any impact the subcontracting may have on the employees.

Section 8. Voluntary Reduction in Hours. Appointing Authorities may allow employee(s) to take unpaid leaves of absence to reduce layoffs otherwise necessary. If it is necessary to limit the number of employees in a work unit on unpaid leave at the same time, the Appointing Authority shall determine whether conflicts shall be resolved among classes or within a particular class based upon staffing needs. In either event, leave shall be granted on the basis of State Seniority within the employee's work unit.

Such employees taking leaves of absence under this Section shall continue to accrue vacation and sick leave and be eligible for paid holidays and insurance benefits as if the employees had been actually employed during the time of leave. If a leave of absence is for one (1) full pay period or longer, any holiday pay shall be included in the first payroll period warrant after return from the leave of absence. Upon return from leave, the employee shall return to their former position.

Section 9. Exclusion. The provisions of this Article shall not apply to unclassified employees.

ARTICLE 16 - DISCIPLINE AND DISCHARGE

Section 1. Purpose. Disciplinary action may be imposed upon an employee only for just cause.

Section 2. Union Representation. The Appointing Authority shall not meet with an employee for the purpose of questioning, in person or by a phone interview, the employee during an investigation that may lead to discipline without first offering the employee an opportunity for union representation, and such meeting shall not take place until a Union representative is available or is released by their supervisor. Any employee waiving the right to such representation must do so in writing prior to the questioning, however, in the case of a phone interview, an employee may initially waive the right to representation orally. A copy of such waiver shall be promptly furnished to the Local Union President or Steward. The employee shall be advised of the nature of the allegation(s) prior to questioning. However, if any employee is being questioned during an investigation of resident/patient abuse, the employee, upon request, shall have the right to union representation. If an employee is being questioned for any other purpose, the employee shall be given a general overview of the nature of the investigation. Upon request, an employee shall be provided a copy of the transcript of their interview, if available, and/or be allowed to listen to a tape of their interview, if any.

Section 3. Disciplinary Procedure. Disciplinary action or measures shall include only the following:

1. oral reprimand (not grievable);
2. written reprimand;
3. suspension;

4. suspension – equivalent reduction of vacation balance*
5. demotion; and
6. discharge.

* The Appointing Authority may subtract vacation hours from the employee's accumulated vacation balance. In order to implement this type of suspension, the employee who is being disciplined must have at least fifty (50) hours of vacation in their vacation bank before the discipline is issued.

The maximum amount of vacation that may be reduced in lieu of an unpaid suspension is limited to the equivalent of three (3) working days. In the case of those employees working twenty-four (24) hour shifts, the amount of vacation reduction for each suspension is limited to twenty-four (24) hours.

An unpaid suspension and a suspension – equivalent reduction of vacation balance may be combined into one discipline at the Appointing Authority's discretion.

If the Appointing Authority has reason to discipline an employee, it shall be done in a manner that shall not embarrass the employee before other employees or the public. Oral reprimands shall be identified as such. Oral reprimands cannot be referenced in future disciplines provided that no further disciplinary action has been taken against an employee for one (1) year from the date of the oral reprimand. Any reference to an oral reprimand will be removed from the supervisor's file after one year if there is no further disciplinary action taken.

When any disciplinary action more severe than an oral reprimand is intended, the Appointing Authority shall, before or at the time such action is taken, notify the employee in writing of the specific reason(s) for such action, and shall provide the Local Union with copies of any written notices of disciplinary action.

An employee who has been notified by their Appointing Authority that they are being investigated for possible disciplinary action shall be informed, in writing, of the status of the investigation upon its conclusion.

Section 4. Investigatory Leave. The Appointing Authority/designee may place an employee who is the subject of a disciplinary investigation on an investigatory leave with pay provided a reasonable basis exists to warrant such leave.

Section 5. Discharge. The Appointing Authority shall not discharge any permanent employee without just cause. If the Appointing Authority feels there is just cause for discharge, the employee and the Local Union shall be notified, in writing, that the employee is to be discharged and shall be furnished with the reason(s) therefor and the effective date of the discharge. The employee may request an opportunity to hear an explanation of the evidence against them, to present their side of the story and is entitled to union representation at such meeting, upon request. The right to such meeting shall expire at the end of the next scheduled work day of the employee after the notice of discharge is delivered to the employee unless the employee and the Appointing Authority agree otherwise. The discharge shall not become effective during the period when the meeting may occur. The employee shall remain in pay status during the time between the notice of discharge and the expiration of the meeting. However, if the employee was not in pay status at the time of the notice of discharge, for reasons other than an investigatory leave, the requirement to be in pay status shall not apply.

Section 6. Appeal Procedures. Any disciplinary action imposed upon an employee may be processed as a grievance through the regular grievance procedure as provided in Article 17. However, oral reprimands are excluded from the grievance procedure.

The Union shall have the right to take up a suspension, demotion, and/or discharge as a grievance at the third step of the grievance procedure and the matter shall be handled in accord with this procedure through the arbitration step if deemed necessary.

The termination of unclassified employees is not subject to the arbitration provisions of Article 17 (Grievance Procedure).

Section 7. Personnel Files.

A. **Materials in File.** 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 record.

   An oral reprimand shall not become a part of an employee's personnel record. Investigations which do not result in disciplinary actions shall not be entered into the employee's personnel record. A written record of all disciplinary actions other than oral reprimands shall be entered into the employee's personnel record. All disciplinary entries in the personnel office record shall state the corrective action expected of the employee.

   Each employee shall be furnished with a copy of all evaluative and disciplinary entries into the personnel office record and shall be entitled to have the employee's written response included therein.

   Documentation regarding any wage garnishment action against an employee shall not be placed in the employee's personnel file.

   Only the personnel office record may be used as evidence in any disciplinary action or hearing. This does not limit, restrict, or prohibit the Appointing Authority from submitting supportive documentation or testimony, either oral or written, in any disciplinary hearing, nor does it so limit the Union.

   Any disciplinary material removed from a personnel file under this section may be referenced by the Employer in a future disciplinary action for purposes of notice, but cannot be used by the Employer to demonstrate progressive discipline.

   Formal grievances filed by the Union in accordance with the provisions of Article 17, Grievance Procedure, shall not be retained in the employee’s personnel file. This includes the grievance form and the Settlement and Release document. However, this material may be stored in the Human Resources Office and will be subject to the provisions of the Minnesota Government Data Practices Act.

B. **Employee/Union Access to File.** The contents of an employee's personnel office record shall be disclosed to the employee upon request and to the employee's Union representative upon the written request of the employee. In the event a grievance is initiated under Article 17, the Appointing Authority shall provide a copy of any items from the employee's personnel office record upon the request of the employee. Up to ten (10) copies of such material shall be without cost to the employee, Local Union, or Union. A supervisor’s file is subject to the release provisions of the Minnesota Government Data Practices Act.

C. **Removing Materials from File.** Upon the employee's request, the following documentation shall be removed from the employee's personnel file:

1. A written reprimand provided that no further disciplinary action has been taken against the employee for eighteen (18) months from the date of the written reprimand;
2. A written record of a suspension of ten (10) days or less provided that no further disciplinary action has been taken against the employee for three (3) years from the effective date of the suspension;
3. A written requirement to provide a medical statement (and any such statements) due to suspected sick leave abuse, provided that the employee has not received such a requirement for one (1) year from the expiration of the previous requirement.
4. A "letter of expectation," which is not discipline, provided that the employee has performed satisfactorily for six (6) months from the date of the "letter of expectation."

Upon request, disciplinary letters which have met the contractual conditions of removal from the employee's personnel file shall also be removed from the supervisor's file.

A written request to remove a document from a personnel file under this section shall not be placed in the file.

Materials removed pursuant to this section shall be provided to the employee.

Section 8. Resignations. An employee shall have the right to withdraw a written resignation within three (3) calendar days of its submission.

ARTICLE 17 - GRIEVANCE PROCEDURE

Section 1. Grievance Procedure. A grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

Employees are encouraged to attempt to resolve the occurrence of any grievance on an informal basis with the employee's immediate supervisor at the earliest opportunity. If the matter is not resolved by informal discussion, it shall be settled in accord with the following procedure.

If an employee/former employee pursues an appeal procedure under M.S. 197.46 (or other applicable Veterans Preference law), the employee/former employee shall be precluded from making an appeal under the following grievance procedure.

Section 2. Processsing Grievances.

A. **Release-time.** Union Representatives and the grievant, as specified in "B" below, shall be allowed a reasonable amount of time, without loss of pay, during working hours while on the Appointing Authority's premises to investigate or process grievances in steps 1 through 3. Union representatives and the grievant shall not leave work or disrupt departmental routine to discuss grievances without first requesting permission from their immediate supervisor, which shall not be unreasonably withheld.

B. **Representatives.**

Step 1: Up to two (2) of the following Union Representatives may participate: Union Steward, Chief Steward, Union President, Union Vice-President, with or without the grievant.

Steps 2 and 3**:** Up to three (3) of the same Union Representatives may participate with or without the grievant. In addition, the Union Staff Representative may participate in Step 3.

Upon agreement of the Union and the Employer, the Local Union Steward, Chief Steward, President, and Vice-President need not be from the same seniority unit or bargaining unit as the grieving employee.

C. **See Appendix J** entitled "Appointing Authority/Designee's Duty to Furnish Information to Exclusive Representatives Regarding Contract Grievances."

D. **Steps.**

STEP 1: The designated Union Representative(s), with or without the employee, shall attempt to resolve the matter with the employee's immediate supervisor within twenty-one (21) calendar days after the employee, through the use of reasonable diligence, should have had knowledge of the first occurrence of the event giving rise to the grievance. The supervisor shall then attempt to resolve the matter and shall respond to the Union Representative within seven (7) calendar days.

STEP 2: If the grievance has not been resolved to the satisfaction of the Local Union within seven (7) calendar days after the immediate supervisor's response is due, it may be presented in writing by the designated Union Representative to the next level of supervision which has been designated by the Appointing Authority to process grievances. The written grievances shall state the nature of the grievance, the facts upon which it is based, the provision(s) of the Agreement allegedly violated, and the relief requested. The designated Appointing Authority Representative shall arrange a meeting with the Union Representative(s) to discuss the grievance within seven (7) calendar days. A written response shall be forwarded to the Union Representative within seven (7) calendar days of the meeting.

STEP 3: If the grievance still remains unresolved, it may be presented to the Appointing Authority or designated representative by the designated Union Representative within seven (7) calendar days after the Step 2 response is due. The Appointing Authority or designee shall arrange a meeting with the designated Union Representative(s) within seven (7) calendar days. The Appointing Authority or designee shall respond to the Union Representative and the Union staff representative in writing within seven (7) calendar days.

STEP 4: If the grievance remains unresolved after the response of the Appointing Authority is due, the Union shall have sixty (60) calendar days in which to submit a letter to the State Negotiator and the Appointing Authority stating its desire to proceed to arbitration. Within five (5) calendar days after the Union has notified the State Negotiator that it desires to proceed with the arbitration of the grievance the parties shall determine the arbitrator to hear the arbitration by the method provided for in Section 3 of this Article. Except as provided in the procedures for Section 4, expenses for the arbitrator's services and the proceedings shall be borne by the losing party, however, each party shall be responsible for compensating its

own representatives and witnesses. If either party cancels an arbitration hearing or asks for a last minute postponement that leads to the arbitrator's making a charge, the canceling party or the party asking for the postponement shall pay this charge. The decision of the arbitrator shall be final and binding upon the parties. Except as provided in the procedures for Section 4, the arbitrator shall be requested to issue their decision within thirty (30) calendar days after the conclusion of testimony and argument. 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 and makes a copy available without charge to the other party and the arbitrator.

E. The Union and the Employer agree to meet and confer to review the grievance procedure as it applies to small agencies and boards.

Section 3. Arbitration. Except as indicated in Section 4 below, all arbitrations arising under this Agreement shall be conducted by an Arbitrator to be selected by mutual agreement of the Employer and the Union. If the parties fail to mutually agree upon the arbitrator, the parties shall request a list of at least five (5) arbitrators from the Bureau of Mediation Services. Both the Employer and the Union shall have the right to strike names from the list. A coin shall be flipped to determine which party shall strike the first name. The other party shall then strike one (1) name and the process shall be repeated and the remaining person shall be the arbitrator.

Section 4. Expedited Arbitration. The parties agree to utilize an expedited arbitration procedure for mutually identified grievances in the interest of achieving swift and economical resolution of those grievances.

Section 5. Arbitrator's Authority. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. They shall consider and decide only the specific issue or issues submitted to them in writing by the parties of this Agreement, and shall have no authority to make a decision on any other matter not so submitted to them. The arbitrator shall be without power to make decisions contrary to, inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The decision shall be based solely upon the arbitrator's interpretation and application of the expressed terms of this Agreement and to the facts of the grievance presented.

Section 6. Time Limits. If a grievance is not presented within the time limits set forth above or the time limits set forth in a Supplemental Agreement, it shall be considered "waived." If a grievance is not appealed to the next step or steps within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Appointing Authority's last answer. If the Appointing Authority or its agents does not answer a grievance or an appeal thereof within the specified time limits, the Union or its agents 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 Appointing Authority or its agents and the Union or its agents in each step and such extension will not be unduly denied. By mutual agreement of the Appointing Authority and the Union, the parties may waive Steps 1, 2 and/or 3.

By mutual agreement of the parties, time limits may be extended for the purpose of entering an employee into an Employee Assistance Program. Requests by the Union or Appointing Authority to so extend time limits shall not be unreasonably denied. All such agreements shall be in writing and signed by both the Union or its agents and the Appointing Authority or its agents.

ARTICLE 18 - WAGES

Section 1. Salary Ranges.

A. **Salary Range Assignments**. The salary ranges for classes covered by this Agreement shall be those contained in Appendices E-1 and E-2. In the event that bargaining unit employees are to be assigned to newly created or newly added bargaining unit classes during the life of this Agreement, the salary range for such class shall be established by Minnesota Management & Budget which will advise the Union in advance of final establishment. The salary range established by the Department shall be based on comparability and internal consistency between classes in the salary plan.

   All salary ranges shall have a minimum first step of $15.00 per hour. All progression within the ranges shall continue to progress at the same percentage within the range from the $15.00 per hour. Supported workers are excluded from this minimum first step provision.

B. **Range Reassignments.** The Employer may assign a class to a higher salary range during the life of this Agreement after consultation with the Union. Upon request of the Union, the Employer will meet and negotiate regarding movement of current employees to the higher salary range. The Union may cancel this provision with seven (7) calendar days advance written notice to the Employer.

Section 2. Conversion. Effective July 1, 2017, all employees shall be assigned to the same relative step within the salary range for their respective class as specified in Appendix E-1, except as set forth below.

Employees who are paid at a rate which exceeds the maximum rate established for their class prior to the implementation of this Agreement, but whose rate falls within the new range for their class, shall be assigned to the maximum of the new range.

In the event the July 1, 2017, maximum rate set forth in Appendix E-1 is equal to or less than the employee's salary as of June 30, 2017, no adjustment shall be made, but employees assigned to these classes shall suffer no reduction in pay.

Section 3. First Year Wage Adjustment. Effective July 1, 2019, all salary ranges and rates shall be increased by two and one-quarter percent (2.25%), rounded to the nearest cent. The compensation grids for classes covered by this Agreement are contained in Appendix E-1. Employees shall convert to the new compensation grid as provided in Section 2.

Section 4. Second Year Wage Adjustment. Effective July 1, 2020, all salary ranges and rates shall be increased by two and one-half percent (2.50%), rounded to the nearest cent. Salary increases provided by this Section shall be given to all employees including those employees whose rates of pay exceed the maximum rate for their class. The compensation grids for classes covered by this Agreement are contained in Appendix E-2. Conversion to the new compensation grid shall not change an employee's eligibility for step progression increases.

Section 5. Progression. Progression step increases may be granted for employees with progression dates if they are eligible for progression steps according to the provisions of this section.

All step increases authorized by this Section shall be granted on a semi-annual or annual basis based on satisfactory performance. Step increases shall be effective at the beginning of the pay period nearest to the employee's progression date, as defined below.

Individual progression dates for those employed prior to July 1, 2007 shall be as determined on July 1, 2007 pursuant to the provisions of the 2007-2009 Collective Bargaining Agreement. The progression date for employees hired or promoted on or after July 1, 2007 shall be the last date of hire or promotion.

Appointing Authorities may withhold step increases because of unsatisfactory performance with written notice to the employee. Increases so withheld may subsequently be granted upon certification by the Appointing Authority that the employee has achieved a satisfactory level of performance. Granting an employee a delayed performance increase shall not change the employee's progression date. If an Appointing Authority fails to give the employee written notice that a step increase is to be withheld prior to the employee's progression date, the increase shall be granted.

A. **Compensation Grids 3-4-6, 7, and 7C**. Employees in classes covered by compensation grids 3-4-6, 7, and 7C shall advance to the next higher step in their salary range on their progression date. Advancement to the second, third, and fourth steps shall occur semi-annually from the employee's progression date. Employees at or beyond the fourth step shall advance to the next higher step annually thereafter until the maximum rate of pay is attained.

B. **Compensation Grid 7 – DVS Exam and Inspection Specialist, DVS Exam and Inspection Specialist Senior, and Driver Improvement Specialist.** Employees in the classes DVS Exam and Inspection Specialist, DVS Exam and Inspection Specialist Senior, and Driver Improvement Specialist shall advance to the next higher step in their salary range on their progression date. Advancement from step one to step two shall occur semi-annually. Employees at or beyond the second step shall advance to the next higher step in their salary range annually until the maximum rate of pay is attained.

C. **Compensation Grid 2.** Employees in classes covered by compensation grid 2 shall advance to the next higher step in their salary range on their progression date. Advancement to the second, third, fourth, and fifth steps shall occur semi-annually. Employees at the fifth step shall advance to step six in their salary range annually.

D. **Compensation Grids 2A and 3A.** Employees in classes covered by compensation grid 2A and 3A shall advance to the next higher step in their salary range on their progression date. Advancement through the salary range shall occur semi-annually or annually in accordance with the requirements specified on the compensation grid for that class, until the maximum rate of pay is attained.

E. **Compensation Grid TSS (Transportation Specialist Series).** Employees in classes covered by the TSS compensation grid shall advance to the next higher step in their salary range on their progression date. Advancement through the salary range shall occur semi-annually in accordance with the requirements specified on the compensation grid for that class, until the maximum rate of pay is attained.

   Individual progression dates for those employed prior to October 1, 2007 shall be as determined on October 1, 2007 pursuant to the provisions of the 2007-2009 Collective Bargaining Agreement. The progression date for employees hired or promoted on or after October 1, 2007 shall be the last date of hire or promotion.

F. **Compensation Grid 4A - Human Services Technician.** Employees in the class covered by compensation grid 4A shall advance to the next higher step in their salary range on their progression date. Advancement through the salary range shall occur annually until step fifteen (15) is attained. Advancement from step fifteen (15) to the maximum step of the salary range

shall occur semi-annually. Beginning on July 1, 2018 employees in the class covered by compensation grid 4A will advance to the next higher step in their salary range semi-annually. Employees whose anniversary date falls between January 1 and June 30 will be entitled to the semi-annual step increase that falls between July 1, 2018 and December 31, 2018.

Section 6. Salary Upon Class Change.

A. **Promotion.** Employees who are promoted during the life of this Agreement shall be granted a salary increase of at least one (1) step or shall be paid at the minimum of the higher range, whichever is greater.

B. **Voluntary Transfer.** An employee who transfers within the same class shall receive no salary adjustment. An employee who transfers between classes shall receive the minimum adjustment necessary to bring their salary to the minimum rate of the new class. However, an employee receiving a rate of pay in excess of the range maximum shall continue to receive that rate of pay.

C. **Voluntary Demotion.** An employee who takes a voluntary demotion shall retain their present salary unless that salary exceeds the maximum rate of pay for the new position, in which case the employee's salary shall be adjusted to the new maximum. However, an employee may continue to receive a rate of pay in excess of that maximum upon the recommendation of the Appointing Authority and approval of the Commissioner of Minnesota Management & Budget.

D. **Demotion in Lieu of Layoff.** Any employee who demotes as part of the layoff procedure in Article 15 of this Agreement shall retain their current rate of pay or the rate of pay at the top of the pay range of the class to which they demote, whichever is less. However, an employee may continue to receive a rate of pay in excess of the maximum upon the recommendation of the Appointing Authority and approval of the Commissioner of Minnesota Management & Budget. Employees covered by this Agreement who demote within a seniority unit as a result of a single layoff shall be treated consistently.

E. **Non-Certification During Probationary Period.** An employee who is not certified to permanent status and returns to their former class shall have their salary restored to the same rate of pay the employee would have received had they remained in the former class.

F. **Salary Over Maximum on Reallocation.** If a position is reallocated or recompared to a class with a lower salary range maximum, and the salary of the employee exceeds the maximum of the new range, the employee shall be placed in the new class and shall retain their current salary. In addition, the employee shall receive any across-the-board wage increase as provided by this Agreement.

G. **Exception for Clerical Consolidation Transition.** All employees who were converted to a new consolidated clerical class effective July 8, 1998, (or were reallocated or had a change of allocation to a consolidated clerical class between the dates of July 8, 1998, and June 30, 1999), are eligible for across-the-board increases even if their salary is above the salary range maximum. This exception applies until the employee moves to a new classification.

Section 7. Shift Differential. The shift differential for employees working on assigned shifts which begin before 6:00 A.M. or which end at or after 7:00 P.M. shall be sixty-five cents ($0.65) per hour for all hours worked on that shift. Such shift differential shall be in addition to the employee's regular rate of pay and shall be included in all payroll calculations, but shall not apply during periods of paid leave.

Employees working the regular day schedule who are required to work overtime or who are called back to work for special projects shall not be eligible for the shift differential.

Section 8. Work Out of Class. When an employee is expressly assigned to perform substantially all of the duties of a position allocated to a different class that is temporarily unoccupied and the work-out-of-class assignment exceeds ten (10) consecutive work days in duration, the employee shall be paid for all such hours at the employee's current salary when assigned to work in a class which is a transfer or demotion. For a class which is a promotion, an employee shall receive an increase to the minimum rate of the new class or at least one (1) step higher than the employee's current salary, whichever is greater.

If an employee is assigned to work out of class but does not meet the ten (10) consecutive work day standard, and within five (5) working days the employee is subsequently assigned to work out of class to the same assignment, the previous time served on work out of class will count towards meeting the ten (10) consecutive work day standard.

When an employee is assigned to serve in a class for which the employee is on a layoff list, the employee shall be paid as provided above or the maximum step previously achieved by the employee, whichever is greater.

If the Appointing Authority determines to make a work-out-of-class assignment of six (6) or more consecutive months to a higher class represented by the Union, the Appointing Authority shall appoint the most senior capable and available employee among or within classes and among or within work areas as determined by the Appointing Authority.

Section 9. Severance Pay. All employees who have accrued twenty (20) years or more continuous State service shall receive severance pay upon any separation from State service except for discharge for cause. Employees with less than twenty (20) years continuous State service shall receive severance pay upon retirement at or after age 65; death; or layoff, except for seasonal layoffs. Employees who separate from State service for reasons other than discharge after ten (10) years of continuous State service and who are immediately entitled at the time of separation to receive an annuity under a State retirement program shall, notwithstanding an election to defer payment of the annuity, also receive severance pay.

Employees who separate from State service with twenty (20) or more years of continuous State service and are eligible to receive severance pay will have one hundred percent (100%) of severance pay converted to the MSRS administered Health Care Savings Plan (HCSP). Employees with less than twenty (20) years of continuous State service who are eligible to receive severance pay upon retirement or retirement at or after age sixty-five (65) will have one hundred percent (100%) of severance pay converted to the MSRS administered Health Care Savings Plan (HCSP).

At the time of separation, if the employee has been approved exemption from participation in the Health Care Savings Plan (HCSP) from the plan administrator, then the employee will receive any payment due in cash. Employees who meet the criteria to receive severance pay into a Health Care Savings Plan (HCSP) will have one hundred percent (100%) of severance and one hundred percent (100%) of vacation pay converted to the MSRS administered Health Care Savings Plan (HCSP). Separating employees whose combined vacation, severance and compensatory time liquidation are less than five hundred dollars ($500), will receive such payments in cash. The MSRS administered Health Care Savings Plan (HCSP) does not apply to permanent or seasonal layoffs. In the case of the death of an employee, severance, vacation and compensatory time liquidation shall be made in cash.

Upon the effective date of the 2015-2017 collective bargaining agreement, severance pay shall be equal to thirty-five (35%) percent of the employee's accumulated but unused sick leave hours times the employee's regular rate of pay at the time of separation.

Employees who have been laid off and received severance pay and are reappointed to State service are eligible for additional severance only if they meet the continuous State service requirement.

Employees who have received severance as a result of continuous State service and are reappointed to State service, are eligible for additional severance upon separation.

Severance for eligible employees returning to state service shall be computed upon the difference between the amount of accumulated but unused sick leave restored to the employee's credit at the time the employee was reappointed and the amount of accumulated but unused sick leave at the time of the employee's separation.

Such severance pay shall be excluded from retirement deductions and from any calculations in retirement benefits and shall be paid over a period not to exceed two (2) years from termination of employment. In the event that a terminated employee dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lacking same, to the deceased's estate.

Section 10. Injured on Duty Pay. An employee who, in the ordinary course of employment, while acting in a reasonable and prudent manner and in compliance with the established rules and procedures of the Appointing Authority, incurs a disabling injury stemming from the aggressive and/or intentional and overt act of a person, or which is incurred while attempting to apprehend or take into custody such person, shall receive compensation in an amount equal to the difference between the employee's regular rate of pay and benefits paid under Workers' Compensation, without deduction from the employee's accrued sick leave. Such compensation shall not exceed an amount equal to three hundred (300) times the employee's regular hourly rate of pay per disabling injury.

An employee who, in ordinary course of employment, while acting in a responsible and prudent manner and in compliance with the established rules and procedures of the Appointing Authority, incurs a disabling injury stemming from the aggressive and/or intentional and overt act of a person, or which is incurred while attempting to apprehend or take into custody such person, that requires the employee to seek medical attention during or immediately following their shift shall be compensated a lump sum payment for the time until admission and/or discharge not to exceed four (4) hours. If transport to a secondary medical facility is required, up to an additional four (4) hours shall be granted. This provision becomes effective upon the successful ratification of the 2019 – 2021 contract by the legislature and will sunset upon its expiration.

Section 11. Performance Evaluations. Employees shall be given the opportunity to sign the performance evaluation, but such signing does not indicate acceptance or rejection of the evaluation. The employee shall be the final signature and shall receive a copy of the performance evaluation at the time they sign it. Performance evaluations shall not be signed or presented by another employee covered by this Agreement. If the Appointing Authority adds comments to the performance evaluation after the evaluation has been signed by the employee, the Appointing Authority shall notify the employee of the change. The employee shall have twenty (20) calendar days from the date of the receipt of the finalized appraisal to file a written response in the employee's personnel file.

Pursuant to Minnesota Management & Budget Administrative Procedure No. 20, an employee may appeal their performance rating to the Appointing Authority within thirty (30) calendar days of the official date of rating. The decision of the Appointing Authority is final. At the employee's request a Union Representative may be present during the appeal meeting(s).

Upon request, an employee is entitled to a copy of their current position description. Upon request of a local union, an Appointing Authority shall develop an internal appeal system to review disputes regarding the accuracy of position descriptions. The Appointing Authority shall meet and confer with the local union prior to implementation of the appeal system. Such position descriptions shall not be grievable.

Section 12. Health and Dental Premium Accounts. The Employer agrees to provide eligible employees with the option to pay for the employee portion of health and dental premiums on a pretax basis as permitted by law or regulation.

Section 13. Medical/Dental Expense Account. The Employer agrees to allow insurance eligible employees to participate in a medical and dental expense reimbursement program to cover co-payments, deductibles and other medical and dental expenses or expenses for services not covered by health or dental insurance on a pre-tax basis as permitted by law or regulation, up to the maximum amount of salary reduction contributions allowed per calendar year under Section 125 of the Internal Revenue Code or other applicable federal law.

Section 14. Dependent Care Expense Account. The Employer agrees to provide insurance eligible employees with the option to participate in a dependent care reimbursement program for work-related dependent care expenses on a pretax basis as permitted by law or regulation.

Section 15. Deferred Compensation. The Employer agrees to provide employees covered by this Agreement with a state-paid contribution to the deferred compensation program under M.S. 352.96. The state-paid contribution shall be in an amount matching the employee's contribution on a dollar for dollar basis not to exceed one hundred and seventy-five dollars ($175) per employee in each fiscal year of the Agreement.

An employee may choose to convert some or all of their compensatory time bank one time during each fiscal year at a time of their choosing using the employee self-service system so long as the total hours converted in a fiscal year do not exceed one hundred (100).

Section 16. Voluntary Shift Bonus for HSTs and LPNS. At the Appointing Authority's discretion, an HST or LPN who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of one hundred dollars ($100.00) in addition to their regular compensation for hours worked.

ARTICLE 19 – INSURANCE

Section 1. State Employee Group Insurance Program (SEGIP). During the life of this Agreement, the Employer agrees to offer a Group Insurance Program that includes health, dental, life, and disability coverages equivalent to existing coverages, subject to the provisions of this Article.

All insurance eligible employees will be provided access to an electronic summary of benefits (SOB) or certificate of coverage (COC) for each insurance product. These documents shall be provided no less than biennially and prior to the beginning of the insurance year.

Section 2. Eligibility for Group Participation. This section describes eligibility to participate in the Group Insurance Program.

A. **Employees - Basic Eligibility.** Employees may participate in the Group Insurance Program if they are scheduled to work at least 1044 hours in any twelve consecutive months, except for: (1) emergency, or temporary classified, or intermittent employees; (2) student workers; and (3) interns.

B. **Employees - Special Eligibility.** The following employees are also eligible to participate in the Group Insurance Program:

   1. **DNR Employees.** An employee of the Department of Natural Resources may meet the basic eligibility requirement for participation in the Group Insurance Program based on a combination of seasonal and temporary project employment. Eligibility commences after completion of three (3) years of continuous service in which the basic eligibility requirements are met; continues until the employee completes a year in which the basic eligibility requirements are not met; and commences again after the employee meets or is anticipated to meet the basic eligibility requirements in one (1) year.

   2. **Employees with a Work-related Injury/Disability.** An employee who was off the State payroll due to a work-related injury or a work-related disability may continue to participate in the Group Insurance Program as long as such an employee receives workers' compensation payments or while the workers' compensation claim is pending.

   3. **Totally Disabled Employees.** Consistent with M.S. 62A.148, certain totally disabled employees may continue to participate in the Group Insurance Program.

   4. **Separated Employees Under M.S. 43A.27.** Pursuant to M.S. 43A.27, Subdivision 3a(1), an employee who separates or retires from State service and who, at the time of separation has five (5) or more years of allowable pension service and is entitled to immediately receive an annuity under a State retirement program and, who is not eligible for regular (non-disability) Medicare coverage, may continue to participate in the health and dental coverages offered through the Group Insurance Program.

   Consistent with M.S. 43A.27, Subdivision 3a(2), an employee who separates or retires from State service and who, at the time of separation is at least fifty (50) years of age and at least fifteen (15) years of State service may continue to participate in the health and dental coverages offered through the Group Insurance Program. Retiree coverage must be coordinated with Medicare.

C. **Dependents.** Eligible dependents for the purposes of this Article are as follows:

   1. **Spouse.** The spouse of an eligible employee (if legally married under Minnesota law). For the purposes of health insurance coverage, if that spouse works full-time for an organization employing more than one hundred (100) people and elects to receive either credits or cash (1) in place of health insurance or health coverage or (2) in addition to a health plan with a seven hundred and fifty dollar ($750) or greater deductible through their employing organization, they are not eligible to be a covered dependent for the purposes of this Article. If both spouses work for the State or another organization participating in the State's Group Insurance Program, neither spouse may be covered as a dependent by the other, unless one spouse is not eligible for a full Employer Contribution as defined in Section 3A.

Effective January 1, 2015 if both spouses work for the State or another organization participating in the State's Group Insurance Program, a spouse may be covered as a dependent by the other.

2. **Children.**

   a. **Health and Dental Coverage:** A dependent child is an eligible employee's child to age twenty-six (26).

   b. **Dependent Child:** A "dependent child" includes an employee's (1) biological child, (2) child legally adopted by or placed for adoption with the employee, (3) step-child, and (4) foster child who has been placed with the employee by an authorized placement agency or by a judgment, decree, or other court order. For a step-child to be considered a dependent child, the employee must be legally married to the child's legal parent or legal guardian. An employee (or the employee's spouse or jointly) must have permanent, full and sole legal and physical custody of the foster child.

   c. **Coverage Under Only One Plan:** For purposes of (a) and (b) above, if the employee's adult child (age 18 to 26) works for the State or another organization participating in the State's Group Insurance Program, the child may not be covered as a dependent by the employee unless the child is not eligible for a full Employer Contribution as defined in Section 3A.

      Effective January 1, 2015 for purposes of (a) and (b) above, if the employee's adult child (age 18 to 26) works for the State or another organization participating in the State's Group Insurance Program, the child may be covered as a dependent by the employee.

3. **Grandchildren.** A dependent grandchild is an eligible employee's unmarried dependent grandchild who:

   a. Is financially dependent upon the employee for principal support and maintenance and has resided with the employee continuously from birth, or

   b. Resides with the employee and is dependent upon the employee for principal support and maintenance and is the child of the employee's unmarried child (the parent) to age nineteen (19).

   If a grandchild is legally adopted or placed in the legal custody of the grandparent, they are covered as a dependent child under Section 2C (2) and (4).

4. **Disabled Child.** A disabled dependent child is an eligible employee's child or grandchild regardless of marital status, who was covered and then disabled prior to the limiting age or any other limiting term required for dependent coverage and who continues to be incapable of self-sustaining employment by reason of developmental disability, mental illness or disorder, or physical disability, and is chiefly dependent upon the employee for support and maintenance, provided proof of such incapacity and dependency must be furnished to the health carrier by the employee or enrollee within thirty one (31) days of the child's attainment of the limiting age or any other limiting term required for dependent coverage. The disabled dependent is eligible to continue coverage as long as they continue to be disabled and dependent, unless coverage terminates under the contract.

5. **Qualified Medical Child Support Order.** A child who would otherwise meet the eligibility requirements and is required to be covered by a Qualified Medical Child Support Order (QMCSO) is considered an eligible dependent.

6. **Child Coverage Limited to Coverage Under One Employee.** If both spouses work for the State or another organization participating in the State's Group Insurance Program, either spouse, but not both, may cover the eligible dependent children or grandchildren. This restriction also applies to two divorced, legally separated, or unmarried employees who share legal responsibility for their eligible dependent children or grandchildren.

D. **Continuation Coverage.** Consistent with state and federal laws, certain employees, former employees, dependents, and former dependents may continue group health, dental, and/or life coverage at their own expense for a fixed length of time. As of the date of this Agreement, state and federal laws allow certain group coverages to be continued if they would otherwise terminate due to:

   a. termination of employment (except for gross misconduct);

   b. layoff;

   c. reduction of hours to an ineligible status;

   d. dependent child becoming ineligible due to change in age, student status, marital status, or financial support (in the case of a foster child or stepchild);

   e. death of employee;

   f. divorce or legal separation; or

   g. a covered employee's enrollment in Medicare.

Section 3. Eligibility for Employer Contribution. This section describes eligibility for an Employer Contribution toward the cost of coverage.

A. **Full Employer Contribution - Basic Eligibility.** Employees covered by this Agreement who are scheduled to work at least seventy-five (75) percent of the time are eligible for the full Employer Contribution. This means:

   1. Employees who are scheduled to work at least eighty (80) hours per pay period for a period of nine (9) months or more in any twelve (12) consecutive months.

   2. Employees who are scheduled to work at least sixty (60) hours per pay period for twelve (12) consecutive months, but excluding part-time or seasonal employees serving on less than a seventy-five (75) percent basis.

B. **Partial Employer Contribution - Basic Eligibility.** The following employees covered by this Agreement receive the full Employer Contribution for basic life coverage, and at the employee's option, a partial Employer Contribution for health and dental coverages if they are scheduled to work at least fifty (50) percent but less than seventy-five (75) percent of the time. This means:

   1. Employees who hold part-time appointments and who are scheduled to work at least forty (40) hours but less than sixty (60) hours per pay period for twelve (12) consecutive months.

   2. Employees who hold part-time appointments or seasonal employees and who are scheduled to work at least one thousand forty four (1044) hours over a period of any twelve (12) consecutive months.

   The partial Employer Contribution for health and dental coverages is seventy-five (75) percent of the full Employer Contribution for both employee only and dependent coverage.

C. **Quarterly Look Back:** Part time unlimited employees who:

1. are anticipated to work at least sixty (60) hours per pay period in an insurance eligible appointment for three (3) months or who have worked for at least sixty (60) hours per pay period in an insurance eligible appointment for three (3) months and who are anticipated to continue to work at that level in an insurance eligible appointment shall be eligible for the full Employer Contribution.
2. are anticipated to work at least forty (40) hours but not more than sixty (60) hours per pay period in an insurance eligible appointment for three (3) months or who have worked for at least forty (40) hours but not sixty (60) hours per pay period in an insurance eligible appointment for three (3) months and who are anticipated to continue to work at that level in an insurance eligible appointment shall be eligible for a partial Employer Contribution.

Employees shall be reviewed quarterly to determine the actual number of hours worked and hours anticipated to be worked. If the employee does not continue to meet the above standards, the employee's insurance eligibility status shall be changed to the appropriate level.

D. **Special Eligibility.** The following employees also receive an Employer Contribution:

1. **DNR Employees**. An employee of the Department of Natural Resources may meet the basic requirements for a full or partial Employer Contribution based on a combination of seasonal and temporary project employment, as described in Section 2B1.
2. **Employees on Layoff.** A classified employee who receives an Employer Contribution, who has three (3) or more years of continuous service, and who has been permanently or seasonally laid off, remains eligible for an Employer Contribution and all other benefits provided under this Article for an extended benefit eligibility period of six (6) months from the date of layoff.

   Seasonal Layoff. The calculation in determining the six (6) months duration of eligibility for an Employer contribution begins on the date the employee is seasonally laid off.

   Permanent Layoff. The calculation in determining the six (6) month duration of eligibility for an Employer contribution begins on the date the employee is permanently laid off or accepts an appointment in lieu of layoff without a break in service with a lesser employer-paid insurance contribution than the employee was receiving in the appointment from which the layoff occurred and is no longer actively employed in the appointment from which the layoff occurred.

   In the event the employee, while on permanent or seasonal layoff, is rehired to any state job classification with a lesser employer-paid insurance contribution than the employee is receiving under the six (6) months of insurance continuation, the employee shall continue to receive the Employer contribution toward the employer-paid insurance for the duration of the six (6) months.

   However, notwithstanding the paragraph above, in the event the employee successfully claims another state job in any agency and classification which is insurance eligible without a break in service, and is subsequently non-certified or involuntarily separated, the six (6) month duration for the Employer contribution toward insurance benefits will begin at the time the employee is non-certified or otherwise involuntarily separated and is no longer actively employed by the Employer.

In no event shall an extended benefit eligibility period be longer than a total of six (6) months. Further, an employee must be receiving an Employer Contribution under Section 3 (A) or (B) at the time of layoff in order to be eligible for the six (6) months continuation of insurance.

3. **Work-related Injury/Disability**. An employee who receives an Employer Contribution and who is off the State payroll due to a work-related injury or a work-related disability remains eligible for an Employer Contribution as long as such an employee receives workers' compensation payments. If such employee ceases to receive workers' compensation payments for the injury or disability and is granted a medical leave under Article 10, they shall be eligible for an Employer contribution during that leave.

4. **Corrections Early Retirement Incentive**.

   a. **Corrections Early Retirement Incentive Options**. Any employee who is employed in a classification covered by the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) shall be eligible to retire under one of the following Corrections Early Retirement Incentive programs if the conditions for eligibility as set forth in Section 3C4b below are met.

      1) **Pre-Fifty-Five Corrections Early Retirement Incentive**. Any employee who attains the age of fifty (50) after the effective date and before the expiration date of the contract and who is employed in a classification covered by the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) who retires at or after their fiftieth (50th) birthday but before their fifty-fifth (55th) birthday shall be entitled to participate in the Pre-Fifty-Five (55) Corrections Early Retirement Incentive in accordance with the provisions set forth in Section 3C4b below.

         Notwithstanding any changes in coverage in accordance with this or any subsequent Agreement, the Employer contribution for health and dental insurance shall be equal to one hundred twenty (120) times the amount of the monthly Employer contribution applicable to that employee at the time of their retirement, divided by the number of months until the employee attains the age of sixty-five (65).

      2) **Post-Fifty-Five Corrections Early Retirement Incentive**. Any employee who attains the age of fifty-five (55) after the effective date and before the expiration date of the contract and who is employed in a classification covered by the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) may opt during the pay period in which their fifty-fifth (55th) birthday occurs or any time thereafter until the employee attains the age of sixty-five (65) to participate in the Post-Fifty-Five Corrections Early Retirement Incentive in accordance with the provisions set forth in Section 3C4b below.

   b. **Conditions for Eligibility**.

      1) **CERP Employees Who Are Covered By This Agreement Before July 1, 2009**. CERP Employees who are in a classification covered by this agreement before July 1, 2009 shall be subject to the following conditions for eligibility:

         a) Employees exercising either of these options must be eligible for insurance coverage under the provisions of this Article.

b) Employees exercising either of these options shall be provided with the Employer Contribution toward the health and dental insurance which the employee had in place on the day before they retired. For employees retiring directly from an unpaid medical leave, coverage must have been continued throughout the leave in order to qualify for the Employer Contribution. Such employees shall receive the level of Employer Contribution they were eligible for the day before their unpaid leave began.

c) Employees eligible to receive an Employer contribution for health and dental coverage immediately prior to taking advantage of the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) shall continue to receive an Employer contribution for themselves and their enrolled dependents until the employee attains the age of sixty-five (65).

d) An employee who retires with no Employer contribution for dependent coverage or who terminates dependent coverage following retirement may add a dependent in accordance with Section 5B1; however, that employee shall not subsequently be eligible for an Employer contribution for dependent coverage except when the dependent is the employee's spouse and the spouse immediately at the time of their retirement is enrolled in SEGIP and receiving an Employer contribution for health and dental coverage.

e) Receipt of the Corrections Early Retirement Incentive benefits is contingent upon completion of all the required forms and continued payment of the required premium.

f) Employees on an unpaid leave of absence in excess of one (1) year, excluding military and medical leaves, shall be subject to the provisions in Section 3C4b2) below.

2) **Employees Who Are Covered By This Agreement On or After July 1, 2009.** Employees who promote, demote, transfer, or who are appointed to a classification covered by this agreement on or after July 1, 2009 shall be subject to the conditions listed directly above in Section 3C4b1) and the following additional conditions for eligibility:

a) Employees must have a minimum cumulative total of ten (10) years of service in a classification covered by the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) at the time of their date of retirement. Any time spent in a classification that is not covered under the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) will not satisfy, and will not be combined with covered time to satisfy, the required time.

b) The employee must have been employed in a classification covered by the Correctional Employees Retirement Plan (M.S. §§352.91 and 352.911) for a minimum of five (5) years immediately preceding their date of retirement.

E. **Maintaining Eligibility for Employer Contribution.**

1. **General.** An employee who receives a full or partial Employer Contribution maintains that eligibility as long as the employee meets the Employer Contribution eligibility requirements, and appears on a State payroll for at least one (1) full working day during each payroll period. This requirement does not apply to employees who receive an

Employer Contribution while on layoff as described in Section 3D2, or while eligible for workers' compensation payments as described in Section 3D3.

2. **Unpaid Leave of Absence.** If an employee is on an unpaid leave of absence, then vacation leave, compensatory time, or sick leave cannot be used for the purpose of maintaining eligibility for an Employer Contribution by keeping the employee on a State payroll for one (1) working day per pay period.

3. **School Year Employment.** If an employee is employed on the basis of a school year and such employment contemplates absences from the State payroll during the summer months or vacation periods scheduled by the Appointing Authority which occur during the regular school year, the employee shall nonetheless remain eligible for an Employer Contribution, provided that the employee appears on the regular payroll for at least one (1) working day in the payroll period immediately preceding such absences.

4. **Special Leaves.** An employee who is on an approved FMLA leave or on a Voluntary Reduction in Hours as provided elsewhere in this Agreement maintains eligibility for an Employer Contribution.

Section 4. Amount of Employer Contribution. The Employer Contribution amounts and rules in effect on June 30, 2019 will continue through December 31, 2019.

A. **Contribution Formula - Health Coverage**.

1. **Employee Coverage.** For employee health coverage for the 2020 and 2021 plan years, the Employer contributes an amount equal to ninety-five percent (95%) of the employee-only premium of the Minnesota Advantage Health Plan (Advantage).

2. **Dependent Coverage.** For dependent health coverage for the 2020 and 2021 plan years, the Employer contributes an amount equal to eighty-five percent (85%) of the dependent premium of Advantage.

B. **Contribution Formula - Dental Coverage**.

1. **Employee Coverage.** For employee dental coverage, the Employer contributes an amount equal to the lesser of ninety percent (90%) of the employee premium of the State Dental Plan, or the actual employee premium of the dental plan chosen by the employee. However, for calendar years beginning January 1, 2019, the minimum employee contribution shall be thirteen dollars and fifty cents ($13.50) per month.

2. **Dependent Coverage.** For dependent dental coverage, the Employer contributes an amount equal to the lesser of fifty percent (50%) of the dependent premium of the State Dental Plan, or the actual dependent premium of the dental plan chosen by the employee.

C. **Contribution Formula - Basic Life Coverage**. For employee basic life coverage and accidental death and dismemberment coverage, the Employer contributes one-hundred percent (100%) of the cost.

Section 5. Coverage Changes and Effective Dates.

A. **When Coverage May Be Chosen**.

1. **Newly Hired Employees.** All employees hired to an insurance eligible position must make their benefit elections by their initial effective date of coverage as defined in this Article, Section 5C. Insurance eligible employees will automatically be enrolled in basic life coverage. If employees eligible for a full Employer Contribution do not choose a health plan administrator and a primary care clinic by their initial effective date, and do not waive

medical coverage, they will be enrolled in a Benefit Level Two clinic (or Level One, if available) that meets established access standards in the health plan with the largest number of Benefit Level One and Two clinics in the county of the employee's residence at the beginning of the insurance year. If an employee does not choose a health plan administrator and primary care clinic by their initial effective date, but was previously covered as a dependent immediately prior to their initial effective date, they will be defaulted to the plan administrator and primary care clinic in which they were previously enrolled.

2. **Eligibility Changes.** Employees who become eligible for a full Employer Contribution must make their benefit elections within thirty (30) calendar days of becoming eligible. If employees do not choose a health plan administrator and a primary care clinic and do not waive coverage within this thirty (30) day timeframe, they will be enrolled in a Benefit Level Two clinic (or Level One, if available) that meets established access standards in the health plan with the largest number of Benefit Level One and Two clinics in the county of the employee's residence at the beginning of the insurance year.

   If employees who become eligible for a partial Employer Contribution choose to enroll in insurance, they must do so within thirty (30) days of becoming eligible or during open enrollment.

An employee may change their health or dental plan if the employee changes to a new permanent work or residence location and the employee's current plan is no longer available. If the employee has family coverage and if the new residence location is outside of the current plan's service area, the employee shall be permitted to switch to a new plan administrator and new Benefit Level within thirty (30) days of the residence location change. The election change must be due to and correspond with the change in status. An employee who receives notification of a work location change between the end of an open enrollment period and the beginning of the next insurance year, may change their health or dental plan within thirty (30) days of the date of the relocation under the same provisions accorded during the last open enrollment period. An employee or retiree may also change health or dental plans in any other situation in which the Employer is required by the applicable federal or state law to allow a plan change.

3. **Waiving Medical Coverage. Effective July 1, 2017** Employees may choose to waive medical coverage. If an employee is eligible for the full employer contribution and desires to waive medical coverage, the employee must submit a Waiver of Medical Coverage form and provide proof of other coverage by the end of the employee's enrollment period. If an employee does not submit the form and proof by the end of the employee's enrollment period, the employee will be enrolled in medical coverage, with the next opportunity to waive coverage during Open Enrollment or upon a permitted Qualified Life Event. If an employee waives medical coverage, the employee can elect it again during the next Open Enrollment or midyear upon a permitted Qualified Life Event.

B. **When Coverage May be Changed or Cancelled**.

1. **Changes Due to a Life Event.** After the initial enrollment period and outside of any open enrollment period, an employee may elect to change health or dental coverage (including adding or canceling coverage) and any applicable employee contributions in the following situations (as long as allowed under the applicable provisions, regulations, and rules of the federal and state law in effect at the beginning of the plan year).

The request to change coverage must be consistent with a change in status that qualifies as a life event, and does not include changing health or dental plans, which may only be done under the terms of Section 5A above. Any election to add coverage must be made within thirty (30) days following the event, and any election to cancel coverage must be made within sixty (60) days following the event. (An employee and a retired employee may add dependent health or dental coverage following the birth of a child or dependent grandchild, or following the adoption of a child, without regard to the thirty (30) day limit.) These life events (for both employees and retirees) are:

a. A change in legal marital status, including marriage, death of a spouse, divorce, legal separation and annulment.

b. A change in number of dependents, including birth, death, adoption, and placement for adoption.

c. A change in employment status of the employee, or the employee's or retiree's spouse or dependent, including termination or commencement of employment, a strike or lockout, a commencement of or return from an unpaid leave of absence, a change in worksite, and a change in working conditions (including changing between part-time and full-time or hourly and salary) of the employee, the employee's or retiree's spouse or dependent which results in a change in the benefits they receive under a cafeteria plan or a health or dental plan.

d. A dependent ceasing to satisfy eligibility requirements for coverage due to attainment of age or otherwise no longer meets the eligibility requirements under Section 2C.

e. A change in the place of residence of the employee, retiree or their spouse or dependent that is not in the health plan service administrator's service area.

f. Significant cost or coverage changes (including coverage curtailment and the addition of a benefit package).

g. Family Medical Leave Act (FMLA) leave.

h. Judgments, decrees or orders.

i. A change in coverage of a spouse or dependent under another Employer's plan.

j. Open enrollment under the plan of another Employer.

k. Health Insurance Portability and Accountability Act (HIPAA) special enrollment rights for new dependents and in the case of loss of other insurance coverage.

l. A COBRA-qualifying event.

m. Loss of coverage under the group health plan of a governmental or educational institution (a State's children's health insurance program, medical care program of an Indian tribal government, State health benefits risk pool, or foreign government group health plan).

n. Entitlement to Medicare or Medicaid.

o. Any other situations in which the group health or dental plan is required by the applicable federal or state law to allow a change in coverage.

2. **Canceling Dependent Coverage During Open Enrollment.** In addition to the above situations, dependent health or dependent dental coverage may also be cancelled for any reason during the open enrollment period that applies to each type of plan (as long as

allowed under the applicable provisions, regulations and rules of the federal and state law in effect at the beginning of the plan year).

3. **Canceling Employee Coverage**. A part-time employee may also cancel employee coverage within sixty (60) days of when one of the life events set forth above occurs.

4. **Effective Date of Benefit Termination.** Medical, dental and life coverage termination will take effect on the first of the month following the loss of eligible employee or dependent status. Disability benefit coverage terminations will take effect on the day following loss of eligible employee status.

C. **Effective Date of Coverage**.

1. **Initial Effective Date**. The initial effective date of coverage under the Group Insurance Program is the thirty-fifth (35th) day following the employee's first day of employment, re-hire, or reinstatement with the State. The initial effective date of coverage for an employee whose eligibility has changed is the date of the change. An employee must be actively at work on the initial effective date of coverage, except that an employee who is on paid leave on the date State-paid life insurance benefits increase is also entitled to the increased life insurance coverage. In no event shall an employee's dependent's coverage become effective before the employee's coverage.

   If an employee is not actively at work due to employee or dependent health status or medical disability, medical and dental coverage will still take effect. (Life and disability coverage will be delayed until the employee returns to work.)

2. **Delay in Coverage Effective Date**.

   a. **Basic Life**. If an employee is not actively at work on the initial effective date of coverage, coverage will be effective on the first day of the employee’s return to work. The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence or layoff.

   b. **Medical and Dental.** If an employee is not actively at work on the initial effective date of coverage due to a reason other than hospitalization or medical disability of the employee or dependent, medical and dental coverage will be effective on the first day of the employee’s return to work.

      The effective date of a change in coverage is not delayed in the event that, on the date the coverage change would be effective, an employee is on an unpaid leave of absence or layoff.

   c. **Optional Life and Disability Coverages**. In order for coverage to become effective, the employee must be in active payroll status and not using sick leave on the first day following approval by the insurance company. If it is an open enrollment period, coverage may be applied for but will not become effective until the first day of the employee's return to work.

D. **Open Enrollment**.

1. **Frequency and Duration**. There shall be an open enrollment period for health coverage in each year of this Agreement, and for dental coverage in the first year of this Agreement. Each year of the Agreement, all employees shall have the option to complete a Health Assessment. Open enrollment periods shall last a minimum of fourteen (14) calendar days

in each year of the Agreement. Open enrollment changes become effective on January 1 of each year of this Agreement. Subject to a timely contract settlement, the Employer shall make open enrollment materials available to employees at least fourteen (14) days prior to the start of the open enrollment period.

2. **Eligibility to Participate**. An employee eligible to participate in the State Employee Group Insurance Program, as described in Sections 2A and 2B, may participate in open enrollment. In addition, a person in the following categories may, as allowed in section 5D1 above, make certain changes: (1) a former employee or dependent on continuation coverage, as described in Section 2D, may change plans or add coverage for health and/or dental plans on the same basis as active employees; and (2) an early retiree, prior to becoming eligible for Medicare, may change health and/or dental plans as agreed to for active employees, but may not add dependent coverage.

3. **Materials for Employee Choice**. Each year prior to open enrollment, the Appointing Authority will give eligible employees the information necessary to make open enrollment selections. Employees will be provided a statement of their current coverage each year of the contract.

E. **Coverage Selection Prior to Retirement.** An employee who retires and is eligible to continue insurance coverage as a retiree may change their health or dental plan during the sixty (60) calendar day period immediately preceding the date of retirement. The employee may not add dependent coverage during this period. The change takes effect on the first day of the month following the date of retirement.

Section 6. Basic Coverages.

A. **Employee and Family Health Coverage**.

1. **Minnesota Advantage Health Plan (Advantage).** The health coverage portion of the State Employee Group Insurance Program is provided through the Minnesota Advantage Health Plan (Advantage), a self-insured health plan offering four (4) Benefit Level options. Provider networks and claim administration are provided by multiple plan administrators. Coverage offered through Advantage is determined by Section 6A2.

2. **Coverage Under the Minnesota Advantage Health Plan.** From July 1, 2019 through December 31, 2019, health coverage under the SEGIP will continue at the level in effect on June 30, 2019. Effective January 1, 2020, Advantage will cover eligible services subject to the copayments, deductibles and coinsurance coverage limits stated. Services provided through Advantage are subject to the managed care procedures and principles, including standards of medical necessity and appropriate practice, of the plan administrators. Coverage details are provided in the Advantage Summary of Benefits.

   a. **Benefit Options.** Employees must elect a plan administrator and primary care clinic. Those elections will determine the Benefit Level through Advantage. Enrolled dependents must elect a primary care clinic that is available through the plan administrator chosen by the employee.

      1) **Plan Administrator**. Employees must elect a plan administrator during their initial enrollment in Advantage and may change their plan administrator election only during the annual open enrollment and when permitted under Section 5. Dependents must be enrolled through the same plan administrator as the employee.

2) **Benefit Level.** The primary care clinics available through each plan administrator are assigned a Benefit Level. The Benefit Levels are outlined in the benefit chart below. Primary care clinics may be in different Benefit Levels for different plan administrators. Family members may be enrolled in clinics that are in different Benefits Levels. Employees and their dependents may change to clinics in different Benefit Levels during the annual open enrollment. Employees and their dependents may also elect to move to a clinic in a different Benefit Level within the same plan administrator up to two (2) additional times during the plan year. Unless the individual has a referral from their primary care clinic, there are no benefits for services received from providers in Benefit Levels that are different from that of the primary care clinic in which the individual has enrolled.

3) **Primary Care Clinic**. Employees and each of their covered dependents must individually elect a primary care clinic within the network of providers offered by the plan administrator chosen by the employee. Employees and their dependents may elect to change clinics within their clinic's Benefit Level as often as the plan administrator permits and as outlined above.

4) **Advantage Benefit Chart for Services Incurred During Plan Years 2020 and 2021.**

2020 and 2021Benefit Provision	**Benefit Level 1 The member pays:**	**Benefit Level 2 The member pays:**	**Benefit Level 3 The member pays:**	**Benefit Level 4 The member pays:**
Deductible for all services except drugs and preventive care (S/F)	$250/$500	$400/$800	$750/$1,500	$1,500/$3,000
Office visit copay/urgent care (copay waived for preventive services) For 2020 1) Having taken health assessment and opted-in for health coaching	1) $30	1) $35	1) $65	1) $85
2) Not having taken health assessment or not having opted-in for health coaching For 2021 The incentive is changed and the only available copay option is copay #2.	2) $35	2) $40	2) $70	2) $90

2020 and 2021Benefit Provision	Benefit Level 1 The member pays:	Benefit Level 2 The member pays:	Benefit Level 3 The member pays:	Benefit Level 4 The member pays:
In-Network Convenience Clinics and Online Care (deductible waived)	$0	$0	$0	$0
Emergency room copay	$100	$100	$100	N/A – subject to Deductible and 25% Coinsurance to OOP maximum
Facility copays • Per inpatient admission (waived for admission to Center of Excellence) • Per outpatient surgery	$100 $60	$200 $120	$500 $250	N/A – subject to Deductible and 25% Coinsurance to OOP maximum N/A – subject to Deductible and 25% Coinsurance to OOP maximum
Coinsurance for MRI/CT scan services	10%	15%	25%	N/A – subject to Deductible and 30% Coinsurance to OOP maximum
Coinsurance for services NOT subject to copays	5% (95% coverage after payment of deductible)	5% (95% coverage after payment of deductible)	20% (80% coverage after payment of deductible)	25% for all services to OOP maximum after deductible
Coinsurance for lab, pathology and X-ray (not included as part of preventive care and not subject to office visit or facility copayments)	10% (90% coverage after payment of deductible)	10% (90% coverage after payment of deductible)	20% (80% coverage after payment of deductible)	25% for all services to OOP maximum after deductible
Coinsurance for durable medical equipment	20% (80% coverage after payment of 20% coinsurance)	20% (80% coverage after payment of 20% coinsurance)	20% (80% coverage after payment of 20% coinsurance)	25% for all services to OOP maximum after deductible

2020 and 2021Benefit Provision	Benefit Level 1 The member pays:	Benefit Level 2 The member pays:	Benefit Level 3 The member pays:	Benefit Level 4 The member pays:
Copay for three-tier prescription drug plan	Tier 1: $18 Tier 2: $30 Tier 3: $55	Tier 1: $18 Tier 2: $30 Tier 3: $55	Tier 1: $18 Tier 2: $30 Tier 3: $55	Tier 1: $18 Tier 2: $30 Tier 3: $55
Maximum drug out-of-pocket limit (S/F)	$1,050/$2,100	$1,050/$2,100	$1,050/$2,100	$1,050/$2,100
Maximum non-drug out-of-pocket limit (S/F)	$1,700/$3,400	$1,700/$3,400	$2,400/$4,800	$3,600/$7,200

b. **Office Visit Copayments.** In 2020, the level of the office visit copayment applicable to an employee and dependents is based upon whether the employee has completed the on-line Health Assessment during open enrollment and has agreed to opt-in for health coaching.

In 2021, employees will receive a $70 first-dollar credit to their individual deductible (regardless of whether the employee is enrolled in single or family coverage), conditional upon completion of qualifying activities in the State of Wellbeing program by the deadline. (The $70 employee individual deductible credit replaces the copayment reduction.)

c. **Services Received From, or Authorized By, a Primary Care Physician within the Primary Care Clinic.** Under Advantage, the health care services outlined in the benefits charts above shall be received from, or authorized by a primary care physician within the primary care clinic. Preventive care, as outlined in the Summary of Benefits, is covered at one hundred (100) percent for services received from or authorized by the primary care clinic. The primary care clinic shall be selected from approved clinics in accordance with the Advantage administrative procedures. Unless otherwise specified in 6A2, services not received from, or authorized by, a primary care physician within the primary care clinic may not be covered. Unless the individual has a referral from their primary care clinic, there are no benefits for services received from providers in Benefit Levels that are different from that of the primary care clinic in which the individual has enrolled.

d. **Services Not Requiring Authorization by a Primary Care Physician Within the Primary Care Clinic.**

1) **Eye Exams**. Limited to one (1) routine examination per year for which no copay applies.

2) **Outpatient Emergency and Urgicenter Services Within the Service Area.** The emergency room copay applies to all outpatient emergency visits that do not result in hospital admission within twenty-four (24) hours. The urgicenter copay is the same as the primary care clinic office visit copay.

3) **Emergency and Urgently Needed Care Outside the Service Area.** Professional services of a physician, emergency room treatment, and inpatient hospital services are covered at eighty percent (80%) of the first two thousand dollars ($2,000) of the charges incurred per insurance year, and one-hundred percent (100%) thereafter.

The maximum eligible out-of-pocket expense per individual per year for this benefit is four hundred dollars ($400). This benefit is not available when the member's condition permits them to receive care within the network of the plan in which the individual is enrolled.

4) **Ambulance.** The deductible and coinsurance for services not subject to copays applies.

e. **Prescription Drugs.**

1) **Copayments and Annual Out-of-Pocket Maximums.**

For the first and second year of the contract:

Tier 1 Copayment: Eighteen dollar ($18) copayment per prescription or refill for a Tier 1 drug dispensed in a thirty (30) day supply.

Tier 2 Copayment: Thirty dollar ($30) copayment per prescription or refill for a Tier 2 drug dispensed in a thirty (30) day supply.

Tier 3 Copayment: Fifty-five dollar ($55) copayment per prescription or refill for a Tier 3 drug dispensed in a thirty (30) day supply.

Out of Pocket Maximum: There is an annual maximum eligible out-of-pocket expense limit for prescription drugs of one thousand and fifty dollars ($1,050) per person or two thousand one hundred dollars ($2,100) per family.

2) **Insulin**. Insulin will be treated as a prescription drug subject to a separate copay for each type prescribed.

3) **Brand Name Drugs.** If the subscriber chooses a brand name drug when a bioequivalent generic drug is available, the subscriber is required to pay the standard copayment plus the difference between the cost of the brand name drug and the generic. Amounts above the copay that an individual elects to pay for a brand name instead of a generic drug will not be credited toward the out-of-pocket maximum.

f. **Special Service Networks**. The following services must be received from special service network providers in order to be covered. All terms and conditions outlined in the Summary of Benefits apply.

1) Mental health services – inpatient or outpatient.

2) Chemical dependency services – inpatient and outpatient.

3) Chiropractic services.

4) Transplant coverage.

5) Cardiac services.

6) Home infusion therapy.

7) Hospice.

g. **Individuals whose permanent residence and principal work location are outside the State of Minnesota and outside of the service areas of the health plans participating in Advantage**. If these individuals use the plan administrator's national preferred provider organization in their area, services will be covered at Benefit Level Two. If a

national preferred provider is not available in their area, services will be covered at Benefit Level Two through any other provider available in their area. If the national preferred provider organization is available but not used, benefits will be paid at the POS level described in paragraph "i" below. All terms and conditions outlined in the Summary of Benefits will apply.

h. **Children living with an ex-spouse outside the service area of the employee's plan administrator.** Covered children living with former spouses outside the service area of the employee's plan administrator, and enrolled under this provision as of December 31, 2003, will be covered at Benefit Level Two benefits. If available, services must be provided by providers in the plan administrator's national preferred provider organization. If the national preferred provider organization is available but not used, benefits will be paid at the POS level described in paragraph "i" below.

i. **Individuals Whose Permanent Residence is Outside the State of Minnesota and Outside the Service Areas of the Health Plans Participating in Advantage**. (This category includes employees temporarily residing outside Minnesota on temporary assignment or paid leave (including sabbatical leaves) and all dependent children (including college students) and spouses living out of area.) The point of service (POS) benefit described below is available to these individuals. All terms and conditions outlined in the Summary of Benefits apply. This benefit is not available for services received within the service areas of the health plans participating in Advantage.

   1) **Deductible.** There is a three hundred fifty dollar ($350) annual deductible per person, with a maximum deductible per family per year of seven hundred dollars ($700).

   2) **Coinsurance.** After the deductible is satisfied, seventy percent (70%) coverage up to the plan out-of-pocket maximum designated below.

j. **Lifetime maximums and non-prescription out-of-pocket maximums.** Coverage under Advantage is not subject to a per person lifetime maximum.

   In the first and second years of the contract, coverage under Advantage is subject to a plan year, non-prescription drug, out-of-pocket maximum of one thousand seven hundred dollars ($1,700) per person or three thousand four hundred dollars ($3,400) per family for members whose primary care clinic is in Cost Level 1 or Cost Level 2; two thousand four hundred dollars ($2,400) per person or four thousand eight hundred dollars ($4,800) per family for members whose primary care clinic is in Cost Level 3; and three thousand six hundred dollars ($3,600) per person or seven thousand two hundred dollars ($7,200) per family for members whose primary care clinic is in Cost Level 4.

k. **In-Network Convenience Clinics and Online Care**. Services received at in-network convenience clinics and online care are not subject to a copayment in each year of the Agreement. First dollar deductibles are waived for convenience clinic and online care visits. (Note that prescriptions received as a result of a visit are subject to the drug copayment and out-of-pocket maximums described above at 6A2(4)e).)

3. **Benefit Level Two Health Care Network Determination**. Issues regarding the health care networks for the 2020 insurance year shall be negotiated in accordance with the following procedures:

a. At least twelve (12) weeks prior to the open enrollment period for the 2020 insurance year the Employer shall meet and confer with the Joint Labor/Management Committee on Health Plans in an attempt to reach agreement on the Benefit Level Two health care networks.

b. If no agreement is reached within five (5) working days, the Employer and the Joint Labor/Management Committee on behalf of all of the exclusive representatives shall submit a list of providers/provider groups in dispute to a mutually agreed upon neutral expert in health care delivery systems for final and binding resolution. The only providers/provider groups that may be submitted for resolution by this process are those for which, since the list for the 2019insurance year was established, Benefit Level Two access has changed, or those that are intended to address specific problems caused by a reduction in Benefit Level Two access.

   Absent agreement on a neutral expert, the parties shall select an arbitrator from a list of five (5) arbitrators supplied by the Bureau of Mediation Services. The parties shall flip a coin to determine who strikes first. One-half (1/2) of the fees and expenses of the neutral shall be paid by the Employer and one-half (1/2) by the Exclusive Representatives. The parties shall select a neutral within five (5) working days after no agreement is reached, and a hearing shall be held within fourteen (14) working days of the selection of the neutral.

c. The decision of the neutral shall be issued within two (2) working days after the hearing.

4. **Coordination with Workers' Compensation.** When an employee has incurred an on-the-job injury or an on-the-job disability and has filed a claim for workers' compensation, medical costs connected with the injury or disability shall be paid by the employee's health plan, pursuant to M.S. 176.191, Subdivision 3.

5. **Health Promotion and Health Education**. Both parties to this Agreement recognize the value and importance of health promotion and health education programs. Such programs can assist employees and their dependents to maintain and enhance their health, and to make appropriate use of the health care system. To work toward these goals:

   a. **Develop Programs**.

      1) The Employer will develop and implement health promotion and health education programs, subject to the availability of resources. Each Appointing Authority will develop a health promotion and health education program consistent with the Minnesota Management & Budget policy. Upon request of any exclusive representative in an agency, the Appointing Authority shall jointly meet and confer with the exclusive representative(s) and may include other interested exclusive representatives. Agenda items shall include but are not limited to smoking cessation, weight loss, stress management, health education/self-care, and education on related benefits provided through the health plan administrators serving state employees.

      2) **Pilot Programs**. The Employer may develop voluntary pilot programs to test the acceptability of various risk management programs. Incentives for participation in such programs may include limited short-term improvements to the benefits outlined in this Article. Implementation of such pilot programs is subject to the review and approval of the Joint Labor-Management Committee on Health Plans.

b. **Health Plan Specification**. The Employer will require health plans participating in the Group Insurance Program to develop and implement health promotion and health education programs for State employees and their dependents.

c. **Employee Participation**. The Employer will assist employees' participation in health promotion and health education programs. Health promotion and health education programs that have been endorsed by the Employer (Minnesota Management & Budget) will be considered to be non-assigned job-related training pursuant to

Administrative Procedure 21. Approval for this training is at the discretion of the Appointing Authority and is contingent upon meeting staffing needs in the employee's absence and the availability of funds. Employees are eligible for release time, tuition reimbursement, or a pro rata combination of both. Employees may be reimbursed for up to one hundred (100) percent of tuition or registration costs upon successful completion of the program. Employees may be granted release time, including the travel time, in lieu of reimbursement.

d. **Health Promotion Incentives.** The Joint Labor-Management Committee on Health Plans shall develop a program which provides incentives for employees who participate in a health promotion program. The health promotion program shall emphasize the adoption and maintenance of more healthy lifestyle behaviors and shall encourage wiser usage of the health care system.

6. **Post Retirement Health Care Benefit.** Employees who separate from State service and who, at the time of separation are insurance eligible and entitled to immediately receive an annuity under a State retirement program, shall be entitled to a contribution of two hundred fifty dollars ($250) to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan. Employees who have a HCSP waiver on file shall receive a two hundred fifty dollars ($250) cash payment. If the employee separates due to death, the two hundred fifty dollars ($250) is paid in cash, not to the HCSP. An employee who becomes totally and permanently disabled on or after January 1, 2008, who receives a State disability benefit, and is eligible for a deferred annuity under a State retirement program is also eligible for the two hundred fifty dollar ($250) contribution to the MSRS Health Care Savings Plan. Employees are eligible for this benefit only once.

B. **Employee Life Coverage**.

1. **Basic Life and Accidental Death and Dismemberment Coverage**. The Employer agrees to provide and pay for the following term life coverage and accidental death and dismemberment coverage for all employees eligible for an Employer Contribution, as described in Section 3. Any premium paid by the State in excess of fifty thousand dollars ($50,000) coverage is subject to a tax liability in accord with Internal Revenue Service regulations. An employee may decline coverage in excess of fifty thousand dollars ($50,000) by filing a waiver in accord with Minnesota Management & Budget procedures. The basic life insurance policy will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.

Employee's Annual Base Salary	Group Life Insurance Coverage	Accidental Death and Dismemberment Principal Sum
$10,000 - $15,000	$15,000	$15,000
$15,001 - $20,000	$20,000	$20,000

Employee's Annual Base Salary	Group Life Insurance Coverage	Accidental Death and Dismemberment Principal Sum
$20,001 - $25,000	$25,000	$25,000
$25,001 - $30,000	$30,000	$30,000
$30,001 - $35,000	$35,000	$35,000
$35,001 - $40,000	$40,000	$40,000
$40,001 - $45,000	$45,000	$45,000
$45,001 - $50,000	$50,000	$50,000
$50,001 - $55,000	$55,000	$55,000
$55,001 - $60,000	$60,000	$60,000
$60,001 - $65,000	$65,000	$65,000
$65,001 - $70,000	$70,000	$70,000
$70,001 - $75,000	$75,000	$75,000
$75,001 - $80,000	$80,000	$80,000
$80,001 - $85,000	$85,000	$85,000
$85,001 - $90,000	$90,000	$90,000
Over $90,000	$95,000	$95,000

2. **Extended Benefits**. An employee who becomes totally disabled before age 70 shall be eligible for the extended benefit provisions of the life insurance policy until age 70. Employees who were disabled prior to July 1, 1983 and who have continuously received benefits shall continue to receive such benefits under the terms of the policy in effect prior to July 1, 1983.

Section 7. Optional Coverages.

A. **Employee and Family Dental Coverage**.

1. **Coverage Options.** Eligible employees may select coverage under any one of the dental plans offered by the Employer, including health maintenance organization plans, the State Dental Plan, or other dental plans. Coverage offered through health maintenance organization plans is subject to change during the life of this Agreement upon action of the health maintenance organization and approval of the Employer after consultation with the Joint Labor/Management Committee on Health Plans. However, actuarial reductions in the level of HMO coverages effective during the term of this Agreement, including increases in copayments, require approval of the Joint Labor/Management Committee on Health Plans. Coverage offered through the State Dental Plan is determined by Section 7A2.

2. **Coverage Under the State Dental Plan**. The State Dental Plan will provide the following coverage:

   a. **Copayments**. Effective January 1, 2020, the State Dental Plan will cover allowable charges for the following services subject to the copayments and coverage limits stated. Higher out-of-pocket costs apply to services obtained from dental care providers not in the State Dental Plan network. Services provided through the State Dental Plan are subject to the State Dental Plan's managed care procedures and principles, including standards of dental necessity and appropriate practice. The plan

shall cover general cleaning two (2) times per plan year and special cleanings (root or deep cleaning) as prescribed by the dentist.

Service	In-Network	Out-of-Network
Diagnostic/Preventive	100%	50% after deductible
Fillings	80% after deductible	50% after deductible
Endodontics	80% after deductible	50% after deductible
Periodontics	80% after deductible	50% after deductible
Oral Surgery	80% after deductible	50% after deductible
Crowns	80% after deductible	50% after deductible
Implants	80% after deductible	50% after deductible
Prosthetics	80% after deductible	50% after deductible
Prosthetic Repairs	80% after deductible	50% after deductible
Orthodontics	80% after deductible	50% after deductible

b. **Deductible**. An annual deductible of fifty dollars ($50) per person and one hundred fifty dollars ($150) per family applies to State Dental Plan non-preventive services received from in-network providers. An annual deductible of one hundred twenty-five dollars ($125) per person applies to State Dental Plan services received from out of network providers. The deductible must be satisfied before coverage begins.

c. **Annual Maximums**. State Dental Plan coverage is subject to a two thousand dollar ($2000) annual maximum benefit payable (excluding orthodontia and preventive services) per person. "Annual" means per insurance year.

d. **Orthodontia Lifetime Maximum**. Orthodontia benefits are subject to a three thousand dollar ($3,000) lifetime maximum benefit.

B. **Life Coverage**.

1. **Employee.** An employee may purchase up to five hundred thousand dollars ($500,000) additional life insurance, in increments established by the Employer, subject to satisfactory evidence of insurability. A new employee may purchase up to two (2) times annual salary in optional employee life coverage by their initial effective date of coverage as defined in this Article, Section 5C without evidence of insurability. An individual may only be covered on one state sponsored life coverage policy. A retired employee who returns to state service with optional employee life coverage in place or who has already received a paid-up benefit are not eligible for optional employee life coverage. An employee who becomes eligible for insurance may purchase up to two (2) times annual salary in optional employee life coverage without evidence of insurability within thirty (30) days of the initial effective date as defined in this Article.

2. **Spouse.** An employee may purchase up to five hundred thousand dollars ($500,000) life insurance coverage for their spouse in increments established by the Employer, subject to satisfactory evidence of insurability. An individual may only be covered on one state sponsored life coverage policy. A retired employee who returns to state services with optional spouse life coverage in place or who has already received a paid-up benefit is not eligible for optional spouse life coverage. A new employee may purchase either five thousand dollars ($5,000) or ten thousand dollars ($10,000) in optional spouse life

coverage by their initial effective date of coverage as defined in this Article, Section 5C without evidence of insurability. An employee who becomes eligible for insurance may purchase either five thousand dollars ($5,000) or ten thousand dollars ($10,000) in optional spouse coverage without evidence of insurability within thirty (30) days of the initial effective date as defined in this Article.

3. **Children/Grandchildren**. An employee may purchase life insurance in the amount of ten thousand dollars ($10,000) as a package for all eligible children/grandchildren (as defined in Section 2C2 and 2C3 of this Article). An individual may only be covered on one policy, by one employee participating in the State Employee Group Insurance Program. For a new employee, child/grandchild coverage requires evidence of insurability if application is made after the initial effective date of coverage as defined in this Article, Section 5C. An employee who becomes eligible for insurance may purchase child/grandchild coverage without evidence of insurability if application is made within thirty (30) days of the initial effective date as defined in this Article. Child/grandchild coverage commences immediately from the moment of live birth up to age twenty-six (26).

4. **Accelerated Life.** The additional employee, spouse and child life insurance policies will include an accelerated benefits agreement providing for payment of benefits prior to death if the insured has a terminal condition.

5. **Waiver of Premium.** In the event an employee becomes totally disabled before age seventy (70), there shall be a waiver of premium for all life insurance coverage that the employee had at the time of disability.

6. **Paid Up Life Policy**. At age sixty-five (65) or the date of retirement, an employee who has carried optional employee life insurance for the five (5) consecutive years immediately preceding the date of the employee's retirement or age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen (15) percent of the smallest amount of optional employee life insurance in force during that five (5) year period. The employee's post-retirement death benefit shall be effective as of the date of the employee's retirement or the employee age sixty-five (65), whichever is later. Employees who retire prior to age sixty-five (65) must be immediately eligible to receive a state retirement annuity and must continue their optional employee life insurance to age sixty-five (65) in order to remain eligible for the employee post-retirement death benefit.

   An employee who has carried optional spouse life insurance for the five (5) consecutive years immediately preceding the date of the employee's retirement or spouse age sixty-five (65), whichever is later, shall receive a post-retirement paid-up life insurance policy in an amount equal to fifteen (15) percent of the smallest amount of optional spouse life insurance in force during that five (5) year period. The spouse post-retirement death benefit shall be effective as of the date of the employee's retirement or spouse age sixty-five (65), whichever is later. The employee must continue the full amount of optional spouse life insurance to the date of the employee's retirement or spouse age sixty-five (65), whichever is later, in order to remain eligible for the spouse post-retirement death benefit.

   Each policy remains separate and distinct, and amounts may not be combined for the purpose of increasing the amount of a single policy.

C. **Disability Coverage**.

1. **Short-Term Disability Coverage**. An employee may purchase short-term disability coverage that provides benefits of from three hundred dollars ($300) to five thousand dollars ($5,000) per month, up to two-thirds (2/3) of an employee's salary, for up to one hundred eighty (180) days during total disability due to a non-occupational accident or a non-occupational sickness. Benefits are paid from the first day of a disabling injury or from the eighth day of a disabling sickness. For a new employee, coverage applied for by the initial effective date of coverage as defined in this Article, Section 5C does not require evidence of insurability. For an employee who becomes eligible for insurance, coverage applied for within thirty (30) days of the initial effective date does not require evidence of insurability. An employee who is insurance eligible and moves from a temporary position to a permanent position will be allowed to enroll in short-term disability coverage within thirty (30) days of the event without providing evidence of insurability.

2. **Long-Term Disability Coverage.** New employees may enroll in long-term disability insurance by their initial effective date of coverage. Employees who become eligible for insurance may enroll in long-term disability insurance within thirty (30) days of their initial effective date as defined in this Article, Section 5C. An employee who is insurance eligible and moves from a temporary position to a permanent position will be allowed to enroll in long-term disability coverage within thirty (30) days of the event without providing evidence of insurability. The terms are the same as for employees who wish to add/increase during the annual open enrollment. During open enrollment only, an employee may purchase long-term disability coverage that provides benefits of from three hundred dollars ($300) to seven thousand dollars ($7,000) per month, based on the employee's salary, commencing on the 181st calendar day of total disability, and not subject to evidence of insurability but with a limited term pre-existing condition exclusion. Employees should be aware that other wage replacement benefits, as described in the certificate of coverage (i.e., Social Security Disability, Minnesota State Retirement Disability, etc.), may result in a reduction of the monthly benefit levels purchased. In any event, the minimum is the greater of three hundred dollars ($300) or fifteen (15) percent of the amount purchased. The minimum benefit will not be reduced by any other wage replacement benefit. In the event that the employee becomes totally disabled before age seventy (70), the premiums on this benefit shall be waived.

D. **Accidental Death and Dismemberment Coverage.** An employee may purchase accidental death and dismemberment coverage that provides principal sum benefits in amounts ranging from five thousand dollars ($5,000) to two hundred thousand dollars ($200,000). Payment is made only for accidental bodily injury or death and may vary, depending upon the extent of dismemberment. An employee may also purchase from five thousand dollars ($5,000) to twenty-five thousand dollars ($25,000) in coverage for their spouse, but not in excess of the amount carried by the employee.

E. **Vision Coverage.** A fully employee paid vision benefit will be available beginning January 1, 2021 subject to agreement by the subcommittee of the Joint Labor Management Insurance Committee to the benefit set determined through the state's Request for Proposal (RFP) process.

F. **Continuation of Optional Coverages During Unpaid Leave or Layoff.** An employee who takes an unpaid leave of absence or who is laid off may discontinue premium payments on optional policies during the period of leave or layoff. If the employee returns within one (1) year, the employee shall be permitted to pick up all optionals held prior to the leave or layoff. For purposes of reinstating such optional coverages, the following limitations shall be applicable.

For the first twenty-four (24) months of long-term disability coverage after such a period of leave or layoff during which long-term disability coverage was discontinued, any such disability coverage shall exclude coverage for pre-existing conditions. For disability purposes, a pre-existing condition is defined as any disability which is caused by, or results from, any injury, sickness or pregnancy which occurred, was diagnosed, or for which medical care was received during the period of leave or layoff. In addition, any pre-existing condition limitations that would have been in effect under the policy but for the discontinuance of coverage shall continue to apply as provided in the policy.

The limitations set forth above do not apply to leaves that qualify under the Family Medical Leave Act (FMLA).

ARTICLE 20 - EXPENSE ALLOWANCES

Section 1. General. The Appointing Authority may authorize travel at State expense for the effective conduct of the State's business. Such authorization must be granted prior to the incurrence of the actual expenses. Employees affected under this Article shall be reimbursed for such expenses that had been authorized by the Appointing Authority in accord with the terms of this Article.

Section 2. Automobile Expense. When a State-owned vehicle is not available and an employee is required to use their personal automobile to conduct authorized State business, the Appointing Authority shall reimburse the employee at the then current Federal IRS mileage reimbursement rate on the most direct route according to Transportation Department records. When a State-owned vehicle is offered and declined by the employee, mileage shall be paid at the rate of seven (7) cents per mile less than the current Federal IRS mileage reimbursement rate on the most direct route. However, if a State-owned vehicle is available, the Appointing Authority may require an employee to use the State car to conduct authorized State business. Deviations from

the most direct route, such as vicinity driving or departure from the employee's residence, shall be shown separately on the employee's daily expense record and reimbursed under the foregoing rates. Actual payment of toll charges and parking fees shall be reimbursed. An employee shall not be required by the Appointing Authority to carry automobile insurance coverage beyond that required by law.

When employees do not report to the office during the day or are required to make business calls before or after reporting to the office, their allowable mileage is the lesser of the mileage from their home to the first stop or from the office to the first stop; all mileage between points visited on state business during the day; and the lesser of the mileage from the last stop to their home or from the last stop to the office.

Employees accepting mobility assignments, as defined in Administrative Procedure 1.1, are not eligible for mileage reimbursement for the trip between their home and the mobility assignment.

Employees who use a specially equipped personal van or van-type vehicle on official State business shall be reimbursed at nine (9) cents per mile more than the IRS mileage rate. In order to qualify for this reimbursement rate, the vehicle must be equipped with a ramp, lift, or other level exchanging device designed to provide access for a wheelchair.

Reimbursement for use of a motorcycle on official State business shall be at a rate of thirty (30) cents per mile on the most direct route.

The Appointing Authority may authorize travel in personal aircraft when it is deemed in the best interest of the State. Mileage reimbursement shall be at the IRS mileage rate and shall be based on the shortest route based on direct air mileage between the point of departure and the destination.

Section 3. Commercial Transportation. When an employee is required to use commercial transportation (air, taxi, rental car, etc.) in connection with authorized business of an Appointing Authority, the employee shall be reimbursed for the actual expenses of the mode and class of transportation so authorized. Reasonable gratuities may be included in commercial travel costs.

Section 4. Overnight Travel. Employees in travel status who incur expenses for lodging shall be allowed actual reasonable costs of lodging, in addition to the actual cost of meals while away from their temporary or permanent work station, up to the maximums stated in Section 5 of this Article. Employees in travel status in excess of one (1) week without returning home shall be allowed actual cost not to exceed $16.00 per week for laundry and dry cleaning for each week after the first week.

Section 5. Meal Allowances. Employees assigned to be in travel status between the employee's temporary or permanent work station and a field assignment shall be reimbursed for the actual cost of meals including a reasonable gratuity. Employees must meet the following conditions to be eligible for meal reimbursement:

A. **Breakfast.** Breakfast reimbursements may be claimed only if the employee is on assignment away from their temporary or permanent work station in a travel status overnight or departs from home in an assigned travel status before 6:00 A.M.

B. **Noon Meal.** Lunch reimbursement may be claimed only if the employee is in travel status and is performing required work more than thirty-five (35) miles from their temporary or permanent work station and the work assignment extends over the normal noon meal period.

C. **Dinner.** Dinner reimbursement may be claimed only if the employee is away from their temporary or permanent work station in a travel status overnight or is required to remain in a travel status until after 7:00 P.M.

D. **Reimbursement Amount.** Maximum reimbursement for meals including tax and gratuity, shall be:

Breakfast	$ 9.00
Lunch	$11.00
Dinner	$16.00

For the following metropolitan areas, the maximum reimbursement shall be:

Breakfast	$11.00
Lunch	$13.00
Dinner	$20.00

The metropolitan areas are:

Atlanta	Chicago
Baltimore	Cleveland
Boston	Dallas/Fort Worth

Denver	New York City
Detroit	Philadelphia
Hartford	Portland, OR
Houston	San Diego
Kansas City	San Francisco
Los Angeles	Seattle
Miami	St. Louis
New Orleans	Washington D.C.

See Appendix R for details related to the boundaries of the above-mentioned metropolitan areas.

The metropolitan areas also include any location outside the forty-eight (48) contiguous United States.

Employees who meet the eligibility requirements for two (2) or more consecutive meals shall be reimbursed for the actual costs of the meals up to the combined maximum reimbursement for the eligible meals.

Section 6. Special Expenses. When prior approval has been granted by an Appointing Authority, special expenses, such as registration or conference fees, banquet tickets, or meals, incurred as a result of State business, shall also be reimbursed.

Section 7. Payment of Expenses. The Appointing Authority shall advance the estimated cost of travel expenses where the anticipated expenses total at least fifty dollars ($50.00), provided the employee makes such a request a reasonable period of time in advance of the travel date. Employees may request a State issued credit card. If the employee receives such a card, the Appointing Authority and the employee may mutually agree to use the card in place of the advance. Reimbursements shall be made within the payroll period following the payroll period in which the employee submits the expenses.

Section 8. Training Expenses.

A. **Assigned Training**. When the Appointing Authority assigns an employee to training and/or developmental activities, such activities shall be considered to be work assignments. Release time, reimbursement for tuition and expenses shall be in accord with the applicable Administrative Procedure on job-related training and with this Article.

B. **Non-Assigned Training.** The Appointing Authority may approve release time and reimbursement for non-assigned training in accord with the applicable Administrative Procedure on employee training. Any expenses for reimbursements shall be in accord with this Article.

C. **Travel Time.** Employees attending conferences, seminars, workshops or training at their own initiative shall not be compensated for more than eight (8) hours per day, unless required by state or federal law.

   Employees attending these events at the direction of the Appointing Authority shall be compensated for hours of attendance and travel time.

D. **Appeal Procedure**. Upon request of the Local Union, an Appointing Authority shall develop an internal appeal system to review the denial of a training request. A copy of the appeal and the determination shall be sent to the Local Union. Such determination shall not be grievable.

Section 9. Parking. Any parking fee increase to the employee in a State-owned lot shall be limited to the actual cost increase.

In addition, it is agreed that State agencies must offer the Local Union an opportunity to meet and confer prior to implementing changes in local parking policies and prior to the relocation of agency offices.

Employees cannot be charged for parking if they do not use parking. This does not apply to absences of less than one (1) month or in situations where the employee voluntarily continues to pay the parking fee.

Section 10. Certification and Licensure. If the Appointing Authority decides to implement a new licensure and/or certification requirement, the Appointing Authority shall, upon request of the Union, meet and confer on the subject of reimbursement of necessary expenses involved in obtaining the licensure or certification for current employees in the job classification.

ARTICLE 21 - RELOCATION ALLOWANCES

Section 1. Authorization.

A. **Eligibility.** Eligibility for reimbursement of relocation expenses shall be limited to those moves where the new work location is at least thirty-five (35) miles from the employee's current work location or the change in residence is required by an Appointing Authority as a condition of employment. The provisions of this Article shall not apply to employees who currently commute thirty-five (35) miles or more to their work location unless the employee's new work location is thirty-five (35) miles or more from the current work location.

   Employees who move to a new position as the result of a bid/expression of interest or who return to a former position during the trial period are not eligible for reimbursement of any relocation expenses.

   No reimbursement for relocation expenses shall be allowed unless the change of residence is completed within six (6) months or an extension has been approved by the Appointing Authority.

B. **Reimbursement.** The Appointing Authority shall reimburse relocation expenses, consistent with Section 2, to eligible employees who:

   - are required by an Appointing Authority to change residence as a condition of employment.
   - accept a promotion.
   - must accept a layoff option beyond thirty-five (35) miles because no vacancy or bumping option is available within thirty-five (35) miles.
   - are reassigned, transferred, or demoted to vacant positions in their State agency due to the abolishment (including transfer to another governmental jurisdiction or a private enterprise), removal to a new location, or removal to another State agency of all or a major portion of the operations of their Appointing Authority.

C. **Partial Reimbursement.** The Appointing Authority shall reimburse relocation expenses, except realtor's fees, to eligible employees who have a layoff option available within thirty-five (35)

miles of their work location but choose an option beyond thirty-five (35) miles to either maintain or take the least reduction in the hourly rate of pay.

The Appointing Authority shall reimburse moving and miscellaneous expenses, as provided in Sections 2C and D, to eligible employees who demote during the probationary period but after the trial period. Such employees are not eligible for reimbursement under Sections 2A and B.

D. **Discretionary Reimbursement.** The sending or receiving Appointing Authority may, at its sole discretion, reimburse any portion of relocation expenses to eligible employees in the following circumstances:

- Where an employee claims a vacant position in another seniority unit;
- Where an employee is assigned to a work-out-of-class assignment located more than thirty-five (35) miles from the employee's work location;
- When an employee accepts an appointment to a temporary unclassified position from the classified service and the temporary unclassified position is more than thirty-five (35) miles from the permanent classified service work location;
- Voluntary transfer.

The Appointing Authority may limit the type and/or amount of reimbursement but may not exceed the provisions of Section 2.

Section 2. Covered Expenses. Employees must have received prior authorization from their Appointing Authority before incurring any expenses authorized by this Article.

A. **Travel Status.** An employee eligible for relocation expenses pursuant to Section 1 shall be considered to be in travel status up to a maximum of ninety (90) calendar days or until the date of the move to the new permanent residence, whichever comes first, and shall be allowed standard travel expenses to return to their permanent residence, once a week while being lodged at their new station, or, by mutual agreement between the employee and the Appointing Authority, to travel between their permanent residence, and their new work station on a daily basis. If the first option is used, standard travel expenses for the employee's spouse shall be borne by the Appointing Authority for a maximum of two (2) trips not to exceed a total of seven (7) calendar days during the ninety (90) calendar day period. Employees shall not receive mileage reimbursement for daily commuting to work from the temporary residence.

B. **Temporary Living Expenses.** An employee may be reimbursed for the short-term rental of an apartment, house, or other residence instead of being reimbursed for hotel or motel room rental, with the written approval of the Appointing Authority, provided that the rental rate for the alternative housing is less than or comparable to hotel or motel rates and provided that the rental residence is available to all potential renters. When reviewing requests for rental of alternative short-term housing, Appointing Authorities may take into account the lower cost of groceries for the employee compared to reimbursement for restaurant meals.

C. **Realtor's Fees.** Realtor's fees for the sale of the employee's domicile, not to exceed $5,000, shall be paid by the Appointing Authority. Additional realtor's fees of up to $10,000 total may be paid at the discretion of the Appointing Authority.

D. **Moving Expenses.** The Appointing Authority shall pay the cost of moving and packing the employee's household goods. The employee shall obtain no less than two (2) bids for packing and/or moving household goods and approval must be obtained from the Appointing

Authority prior to any commitment to a mover to either pack or ship the employee's household goods. The Appointing Authority shall pay for the moving of house trailers if the trailer is the employee's domicile, and such reimbursement shall include the cost of transporting support blocks, skirts, and/or other attached fixtures.

E. **Documented Miscellaneous Expenses.** The employee shall be reimbursed up to a maximum of $1,000 for the necessary miscellaneous expenses directly related to the move. At their sole discretion, Appointing Authorities may authorize payment of additional relocation expenses incurred as the result of the work-related move up to the amount of $785. These expenses may include such items as: fees involved in the purchase of housing in the new location, disconnecting and connecting appliances and/or utilities, the cost of insurance for property damage during the move, the cost of moving up to two (2) cars, the reasonable transportation costs of the employee's family to the new work location at the time the move is made including meals and lodging (such expenses shall be consistent with the provisions of Article 20 (Expense Allowances), or other direct costs associated with rental, purchase, or sale of a residence, including, but not limited to, attorney fees, loan origination fees, abstract fees, title insurance premiums, appraisal fees, credit report fees and government recording and transfer fees; fees for inspections or other services required by law or local ordinances.

Reimbursable miscellaneous expenses do not include, among others, rental of the employee's permanent residence, costs for improvements to either the old or new home or reimbursable deposits required in connection with the purchase or rental of the residence, real estate taxes, mortgage interest differentials, points, assessments, homeowner association fees, homeowners or renters insurance, mortgage insurance, hazard insurance, automobile or driver's license reissue fees, utility or other refundable deposits, boarding of pets, and the purchase of new furnishings or personal effects.

Neither the State of Minnesota nor any of its agencies shall be responsible for any loss or damage to any of the employee's household goods or personal effects as a result of such a transfer.

ARTICLE 22 - WORK RULES

An Appointing Authority may establish and enforce reasonable work rules that are not in conflict with the provisions of this Agreement. Such rules shall be applied and enforced without discrimination. The Appointing Authority shall discuss and, upon request, meet regarding the changes in new or amended work rules with the Local Union, explaining the need therefor, and shall allow the Local Union reasonable opportunity to express its views prior to placing them in effect. Work rules will be labeled as new or amended and shall be posted on appropriate bulletin boards as far in advance of their effective date as practicable.

ARTICLE 23 - NON-DISCRIMINATION

The provisions of this Agreement shall be applied equally to all employees in each bargaining unit without discrimination as to age, sex, marital status, sexual preference, race, color, creed, disability, national origin, or political affiliation or as defined by statute or executive order. The Union shall share equally with the Appointing Authority the responsibility for applying this provision of the Agreement.

The Appointing Authority agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Appointing Authority or any Employer representative against any employee because of Union membership or non-membership or because of any employee activity in an official capacity on behalf of the Union, which is in accord with the provisions of this Agreement.

The Union accepts its responsibility as exclusive bargaining representative and agrees to represent all employees in each bargaining unit without discrimination, interference, restraint, or coercion because of membership or non-membership in the Union.

Employees covered by this Agreement shall perform their duties and responsibilities in a non-discriminatory manner as such duties and responsibilities involve other employees, the general public and/or clients.

See Appendix J entitled "Prohibition of Sexual Harassment."

ARTICLE 24 - MANAGEMENT RIGHTS

It is recognized that, except as expressly modified by this Agreement, the Employer retains all inherent managerial rights necessary to operate and direct the affairs of the Employer and its agencies in all its various aspects.

These rights include but are not limited to the right to determine policy, functions, and programs; determine and establish budgets; utilize technology; relieve employees due to lack of work or other legitimate reasons; determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; and select, and direct personnel.

Any terms of employment not specifically established or modified by this Agreement shall remain exclusively within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 25 - UNION RIGHTS

Section 1. Union Activities. With advance notice to the employee's immediate supervisor, the Appointing Authority agrees that during working hours, on the Appointing Authority's premises, and without loss of pay, the Local Union President or designated Union Representative shall be allowed reasonable time which does not unduly interfere with their normal duties to: post Union notices and announcements; transmit communications authorized by the Local Union or its Officers to the Employer or their representative; or consult with the Employer, their representatives, Local Union Officers, or other Union Representatives, concerning enforcement of any provisions of this Agreement.

See Article 10 for unpaid Union Leave provisions.

The Local Union shall be provided a reasonable amount of time at formal orientation programs to distribute the contract and steward list to new employees.

Section 2. Employee Bulletin Boards. The Appointing Authority shall furnish and maintain adequate bulletin board space in convenient places in the work areas to be used exclusively by the Union for posting pertinent Union information. It is specifically understood that posted materials

shall not advocate any course of action contrary to the provisions of this Agreement nor shall it contain material of a partisan political or inflammatory nature.

ARTICLE 26 - SAVINGS CLAUSE

This Agreement is intended to be in conformity with all applicable and valid federal and state laws and those rules or regulations promulgated thereunder having the force and effect of law which are in effect on the effective date of this Agreement. Should any Article, Section, or portion thereof of this Agreement be held unlawful and unenforceable, such decision shall apply only to the specific Article, Section, or portion thereof directly specified in the decision, and all other valid provisions shall remain in full force and effect.

Should the implementation of any provision or portion of this Agreement be delayed or withheld because of an applicable federal law, Executive Order, or regulation regarding wage and price controls, only such specific provision or portion shall be affected and the remainder of this Agreement shall continue in full force and effect. Any portion or provisions of this Agreement thus delayed or withheld shall become effective and be implemented at such time, in such amounts, and for such periods, retroactively and prospectively, as will be permitted by law at any time during the term of this Agreement or any extension thereof.

ARTICLE 27 - HOUSING

Section 1. Rental Rates. Any employee who is required by the Appointing Authority to live in a State owned residence as a condition of employment shall not be required to pay rent for the dwelling. Any employee who is not required by the Appointing Authority to live in a State owned residence as a condition of employment shall pay a fair rental rate established by the Appointing Authority for the dwelling.

In the event the Appointing Authority no longer requires an employee to live in a State owned residence as a condition of employment, the employee will be given a reasonable period of time of not less than six (6) months in which to find alternate housing if the employee so decides. However, the six (6) month time period shall not apply in the following situations:

- An employee resigns, retires, or is terminated from State service; or
- An employee accepts a different position in State service that does not require that they live in the State housing.
- The Appointing Authority shall advise all employees in writing if occupancy of a particular dwelling is a condition of employment.

Section 2. Utilities and Repairs. The Appointing Authority shall pay all taxes on State owned residences.

If the Appointing Authority requires an employee to maintain an office in the State owned residence, the Appointing Authority shall pay all utilities related to the operation of the office.

The employee occupying the residence will be responsible for changing storm windows and screens and routine maintenance of the grounds designated as residence property, but all necessary decorating, painting, and repairs shall be done by the Appointing Authority at no cost to the employee. Employees shall not alter any plumbing, wiring, or any roof, wall, or partition

without express written approval from the Appointing Authority and may be held responsible for any damage or alteration beyond ordinary wear.

Section 3. Garage Space. If available, garage space may be used by the employee for their private vehicle without cost to the employee. If State facilities are provided for this purpose, the employee shall not use State equipment or facilities for the repair or maintenance of the employee's vehicle.

ARTICLE 28 - NO STRIKE OR LOCKOUT

Section 1. No Strikes. The Union agrees that it will not promote or support any unlawful strike under the Minnesota Public Employment Labor Relations Act. A strike is lawful if conducted as provided under the provisions of M.S. 179A.18. A strike is defined under the Minnesota Public Employment Labor Relations Act as a "concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment." (M.S. 179A.01, Subdivision 6.)

Any employee who knowingly violates the provisions of this Section may be discharged or otherwise disciplined. Any employee so disciplined may elect to grieve the discipline under Article 17 (Grievance Procedure) of this Agreement.

Section 2. No Lockouts. No lockout, or refusal to allow employees to perform available work, shall be instituted by the Employer and/or its Appointing Authorities during the life of this Agreement.

ARTICLE 29 - LEGISLATIVE RATIFICATION

Section 1. Action Required. It is understood that this Agreement must be approved by the Ninetieth (90th) session of the Minnesota Legislature or by the Joint-Subcommittee on Employee Relations prior to implementation. The Employer shall draft all necessary ratification legislation required to implement fully the provisions of this Agreement. Legislation required by this Agreement shall include those items necessary to implement the provisions of written agreements between the State of Minnesota and the Union. The Union is not committed to support any provision of legislation which does not specifically relate to the provisions of this Agreement.

The Employer shall furnish the Union a copy of the ratification legislation and shall consult with the Union regarding the correctness of the proposed ratification legislation.

Section 2. Legislation. The Employer and the Union pledge their complete and active support toward early ratification by the Legislature on legislation submitted in accord with Section 1 of this Article. The Employer and the Union will not support any legislative action which would alter the express provisions of this Agreement in any manner.

ARTICLE 30 - BARGAINING UNIT ELIGIBLE WORK TRAINEES APPRENTICES

Section 1. Training/Apprenticeship Programs. Individuals appointed to work training and apprenticeship programs (pre-service trainees) pursuant to M.S. 43A.21 shall have their terms and conditions of employment governed exclusively by the provisions of the approved training

program submitted to Minnesota Management & Budget by the affected operating department of State government. Apprenticeship programs shall comply with any requirements of the Department of Labor and Industry.

Section 2. Benefits and Pay. Notwithstanding Section 1 above, such individuals shall be governed by the provisions of Article 7, Holidays, Article 8, Vacation Leave, Article 9, Sick Leave, and Article 19, Insurance, of this Agreement. In addition, such individuals shall receive any general wage adjustment(s) provided for the class for which they are training or serving an apprenticeship.

ARTICLE 31 - LABOR/MANAGEMENT COMMITTEES

Section 1. Purpose. The Employer and its Appointing Authorities, and the Union and its affiliated Local Unions, hereby endorse the goal of a mutually constructive, cooperative relationship between the parties. To help to promote and foster such a relationship, the parties agree to establish a structure of joint labor-management committees, at both statewide and agency levels.

Section 2. Statewide Committees. The parties agree to establish the following joint committees which shall function at the statewide level:

A. **Safety Committee.** This Committee shall be composed of no more than seven (7) representatives each from the Employer and the Union. The Committee shall meet at least quarterly or upon the call of the Union or the Employer.

   This Committee shall propose policies, programs and guidelines, as appropriate, in the following areas:

   - Compliance with OSHA standards;
   - Training programs for Local Safety Committees' members;
   - Right-to-Know Training;
   - Communicable diseases in the workplace and the prevention thereof;
   - Review workers' compensation claims experience and First Reports of Injury;
   - The appropriate handling of bomb threats;
   - Safety shoes;
   - Methods of distribution of safety related policies;
   - Review issues of computer safety; and
   - Additional issues of mutual concern.

   The Committee shall make recommendations to the Commissioner of Minnesota Management & Budget, who may then refer them to other appropriate State officials.

B. **Affirmative Action Committee.** The Committee shall be composed of eight (8) persons designated by the Employer and an equal number of persons designated by the Union.

   - The Committee shall meet as determined by the parties. This Committee shall study:
   - Affirmative action plans;

- Affirmative action goals and objectives, including specific procedures to promote achievement of hiring goals and protection of goals in event of layoff;
- Data, including labor market statistics to determine if protected class individuals are available for employment or exist in present State employment;
- Proposed solutions to existing problems brought to the Committee for review and discussion;
- Measures to provide maximum cooperation with goals and objectives determined by the Committee;
- Sexual harassment training;
- Possible methods of increasing employees' awareness of the types and effects of discrimination and the resources available to them to determine if they have been the object of discrimination; and
- Work with the ACCESS (Alliance for Collaboration and Cooperation in Employment and State Services), the Diversity Action Council and the Office of Diversity to develop statewide anti-discrimination and diversity training.

The Employer may, with the approval of the Union, add to the Safety Committee additional employees from other exclusive representatives.

Section 3. Local Labor/Management Committees. A Local Labor/Management Committee shall be established for each State agency and/or principal place of employment (for example: correctional facilities, regional treatment centers, colleges, Transportation Department districts, Department of Natural Resources regions). Local Committees shall be composed of no more than seven (7) representatives from each State agency and the Local Union(s).

The purpose of such Committees shall be to improve communications between the Appointing Authority and the Local Union and to serve as a forum in which issues of mutual concern can be discussed. The Committees shall have no authority to conduct negotiations on contractual issues nor are they intended to serve as a substitute for the Grievance Procedure of this Agreement.

Local Labor/Management Committees in existence on the effective date of this Agreement, may continue as currently constituted; however, such committees shall be governed by the general conditions expressed herein.

Local Labor/Management Committees shall meet at least quarterly, or as mutually agreed. Meetings shall be held during normal day shift working hours, and members shall receive no loss of pay for time spent at committee meetings. Travel and subsistences expenses incurred shall not be the responsibility of the Appointing Authority. However, reasonable travel time to and from committee meetings shall be without loss of pay, not to exceed the employee's regularly scheduled workday.

Local Labor/Management Committees may review and discuss agency training policies and expenditures, training on the use of new equipment and computer software, notice and training regarding new or revised laws and regulations, training on sexual harassment, issues related to assigned training, employee parking charges and other related subjects. The Committees may also discuss the issuance and administration of work rules, including dress codes, and designation of positions as “weather essential”. Where no uniform committee exists, upon request of the Local

Union or policy committee, the Appointing Authority or Agency shall meet and confer on uniform issues.

The parties shall include the matter of employee involvement in purchasing decisions on the agenda of at least one (1) meeting of the Labor/Management Committee during the term of this Agreement. (See June 30, 1991, letter in Appendix N.)

ARTICLE 32 – WORKERS' COMPENSATION

Section 1. Return to Work.

A. **Labor Management Committee.** Each Appointing Authority and Local Union shall establish a joint committee to discuss ways to facilitate the return to work of employees on Workers' Compensation. This Committee may be an existing Labor/Management Committee or a new committee.

B. **Employment.** The State agrees to maintain the policy of attempting to place employees who have incurred a work-related disability in areas of work which would fit the employee's physical capabilities but not to create a job just to provide employment.

C. **Union Notification.** When there are any special return to work accommodations for employees on Workers' Compensation, the Appointing Authority shall notify the Local Union and, upon request, shall meet with the Local Union.

D. **Article 12 Waiver.** The parties may agree to waive Article 12 by mutual agreement to implement this Section.

Section 2. Sick Leave/Vacation Leave Coordination. When an employee on Workers' Compensation benefits has decided to use sick leave, vacation leave or compensatory time to supplement their Workers' Compensation benefits the following procedure applies: The employee shall notify the Appointing Authority in writing that they wish to supplement their Workers' Compensation check through use of sick leave, vacation leave or compensatory time. Sick leave must be exhausted before the vacation leave or compensatory time can be used. The Appointing Authority shall obtain from the Workers' Compensation Division the amount of the benefit check and automatically authorize a payroll check in the amount of the difference between the benefit check and the employee's regular gross pay for the employee's normal pay period. The employee's sick leave, vacation leave or compensatory time balance shall be reduced by the amount of the payroll check divided by the employee's hourly rate of pay at the time the payroll check is issued.

An employee who uses sick leave or vacation leave or compensatory time while awaiting the determination of the Worker's Compensation claim shall retain the Worker's Compensation payment. The Appointing Authority shall collect the payroll overpayment by processing a prior period adjustment(s). The Appointing Authority shall credit back to the employee's sick leave, vacation leave or compensatory time the number of hours equal to the amount of the Worker's Compensation check divided by the employee's hourly rate.

Section 3. Insurance. Benefits provided under Article 19 shall continue as long as an employee meets the eligibility requirements of Article 19 and is off the State payroll due to a work-related injury or work-related disability and is receiving or is eligible to receive Workers' Compensation payments.

When an employee has incurred an on-the-job injury or disability and has filed a claim for Workers' Compensation, medical costs connected with the injury or disability shall be paid by the Health Maintenance Organization or the Health Insurance Carrier pursuant to the provisions of M.S. 1982, 176.191, Subdivision 3 if a dispute exists as to whether an employee's injury is compensable under Minnesota Statutes Chapter 176.

ARTICLE 33 – EMPLOYEE ASSISTANCE PROGRAM

The Union and the Employer recognize that problems not directly associated with the employee's job function can affect an employee's job performance. The Union and the Employer believe it is in the interest of the employee, their family, and the Employer to provide a voluntary employee assistance program which offers confidential, professional help to employees and their dependents to resolve such problems. To that end, both parties hereby endorse and support the State of Minnesota's Employee Assistance Program, as established and operated by Minnesota Management & Budget. A referral to EAP shall not be referenced on a performance appraisal or evaluation. The Employer and the Union agree to form a Joint Labor/Management Committee on Employee Assistance. The Committee will be composed of an equal number of representatives for the Union and the Employer. The Committee shall be chaired by the Director of the Employee Assistance Program. The Committee shall review the state EAP program, EAP provider networks, and EAP training programs for employees and supervisors. The Employer may, with the approval of the Union, add to the Committee additional employees from other exclusive representatives.

ARTICLE 34 - ADA/WORKERS' COMPENSATION

Section 1. Purpose. The Union and the Employer agree that they have a joint obligation to comply with the Americans with Disabilities Act (ADA). The Union and the Employer agree that they have the obligation to consider accommodation requests from qualified ADA individuals and employees returning from workers' compensation injuries. The Employer agrees to maintain the policy of attempting to place employees who have incurred a work-related disability in areas of work which would fit the employee's physical capabilities but not to create a job just to provide employment.

The Appointing Authority shall provide these reasonable accommodations in a fair and equitable manner. Should reasonable accommodation request(s) raise the question of waiving the collective bargaining agreement, the Employer and the Union shall follow the procedures in Section 3.

Section 2. Information. Both parties recognize their responsibility for confidentiality. The Union agrees to prepare an informational brochure which the Appointing Authority will provide to any employee who requests a reasonable accommodation. Upon request of the Local Union, the Appointing Authority shall provide a report of all accommodation requests, whether each request was approved or denied, accommodations made, and the cost of each accommodation.

Section 3. Process. Upon request, an employee seeking an accommodation shall be entitled to union representation. The union representative and the employee shall be allowed a reasonable amount of time during working hours, without loss of pay, to discuss the request. The Appointing Authority shall review employee requests for accommodations considering ADA guidelines on equipment purchase or modification, accessibility improvement, and scheduling modifications and/or restructuring of current positions and duties allowable under the collective bargaining agreement, before considering or requesting waiver of the collective bargaining agreement.

If the Appointing Authority determines that contract waiver is necessary, it shall contact the local union to convene a meet and confer to be held within a reasonable time during normal working hours with union designee(s) on employer-paid time. At this meeting, the Appointing Authority shall inform the local union of the employee's restriction(s) subject to each party's confidentiality obligations, the specific article(s) to be waived and the manner in which the Appointing Authority proposes to modify that article(s).

At this meeting, the Appointing Authority shall also consider additional options presented by the Local Union. Between the meet and confer and notification to the Appointing Authority of the Local Union's decision, the Appointing Authority may make temporary accommodations. Any contract waiver must be agreed to by both the Appointing Authority and the Local Union or the Council 5 Executive Board.

If an employee's job duties are changed as a result of an accommodation, the employee's supervisor shall inform the employee's co-workers of any restrictions that might impact on their job duties. The supervisor shall use discretion when relaying this information.

ARTICLE 35 - DURATION

The provisions of this Agreement cancel and take the place of all previous Agreements and shall become effective the _____ day of _____, 2019, subject to the acceptance of the Ninety-first (91st) session of the Legislature or the Joint-Subcommittee on Employee Relations and shall remain in full force and effect through the 30th day of June, 2021.

It shall be automatically renewed from biennium to biennium thereafter unless either party shall notify the other in writing no later than January 1 of odd-numbered years that it desires to modify the Agreement. In the event such notice is given, negotiations shall commence not later than March 1st of odd-numbered years.

This Agreement shall remain in full force and effect during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that a Successor Agreement has not been agreed upon by an expiration date of this Agreement as provided for in paragraphs 1 or 2 above, either party may terminate this Agreement by the serving of written notice upon the other party not less than ten (10) calendar days prior to the desired termination date which shall not be before the expiration date provided above.

In witness thereof, the parties hereto have set their hands this 24th day of September 2019.

FOR THE UNION

Melinda Pearson
State Field, Arbitration, and MAC Director
AFSCME, Council No. 5, AFL-CIO

John Hillyard
State Employee Policy Committee President

Christine Harriman
Field Representative
AFSCME, Council No. 5, AFL-CIO

FOR THE EMPLOYER

Myron Frans
Commissioner of Minnesota Management & Budget

Edwin Hudson
Deputy Commissioner of the Enterprise Human Capital Division of Minnesota Management & Budget

Anthony F. Brown
Labor Relations Consultant 4

Paula Graff
Labor Relations Consultant 4

Beth Belle Isle
Labor Relations Consultant 3

Dori H. Leland
Enterprise Director for Employee Classification and Compensation

APPENDIX A - BARGAINING UNITS FOR WHICH AFSCME COUNCIL 5 HAS EXCLUSIVE BARGAINING RIGHTS

The following is a listing of bargaining units for which AFSCME, Council 5, AFL-CIO has exclusive bargaining rights at the time this Agreement was signed.

Unit 2, Craft, Maintenance and Labor Unit
Unit 3, Service Unit
Unit 4, Health Care Non-Professional Unit
Unit 6, Clerical and Office Unit
Unit 7, Technical Unit

CRAFT, MAINTENANCE AND LABOR UNIT

UNIT 2

Case No: 80-PR-1258-A

All employees in the classifications included in the Craft, Maintenance and Labor Unit No. 2 by the Joint-Subcommittee on Employee Relations on March 24, 1980, as amended, whose employment service exceeds the lesser of 14 hours per week or 35% of the normal work week and more than 67 work days per year, excluding supervisory employees, confidential employees, and other employees excluded by the Public Employment Labor Relations Act, M.S. 179A.

SERVICE UNIT

UNIT 3

Case No: 80-PR-1259-A

All employees in the classifications included in the Service Unit No. 3 by the Joint-Subcommittee on Employee Relations on March 24, 1980, as amended, whose employment service exceeds the lesser of 14 hours per week or 35% of the normal work week and more than 67 work days per year, excluding supervisory employees, confidential employees, and other employees excluded by the Public Employment Labor Relations Act, M.S. 179A.

HEALTH CARE NON-PROFESSIONAL UNIT

UNIT 4

Case No: 80-PR-1260-A

All employees in the classifications included in the Health Care Non-Professional Unit No. 4 by the Joint-Subcommittee on Employee Relations on March 24, 1980, as amended, whose employment service exceeds the lesser of 14 hours per week or 35% of the normal work week and more than 67 work days per year, excluding supervisory employees, confidential employees, and other employees excluded by the Public Employment Labor Relations Act, M.S. 179A.

CLERICAL AND OFFICE UNIT

UNIT 6

Case No: 80-PR-1261-A

All employees in the classifications included in the Clerical and Office Unit No. 6 by the Joint-Subcommittee on Employee Relations on March 24, 1980, as amended, whose employment service exceeds the lesser of 14 hours per week or 35% of the normal work week and more than 67 work days per year, excluding supervisory employees, confidential employees, and other employees excluded by the Public Employment Labor Relations Act, M.S. 179A.

TECHNICAL UNIT

UNIT 7

Case No: 80-PR-1262-A

All employees in the classifications included in the Technical Unit No. 7 by the Joint-Subcommittee on Employee Relations on March 24, 1980, as amended, whose employment service exceeds the lesser of 14 hours per week or 35% of the normal work week and more than 67 work days per year, excluding supervisory employees, confidential employees, and other employees excluded by the Public Employment Labor Relations Act, M.S. 179A.

APPENDIX B – PRORATED HOLIDAY SCHEDULE

This table should be used for employees who are appointed or recalled or on a voluntary reduction in hours during a pay period in which a holiday occurs as described in the letter in Appendix B1. Such employees shall have their holiday pay prorated on the following basis, based on the hours worked or paid in the next pay period which does not include a holiday. This table should also be used for employees who are laid off or terminated during a pay period in which a holiday occurs, but the proration should be based on the hours worked or paid in the most recent previous pay period which does not include a holiday.

**Hours worked or paid	Holiday hours earned for each holiday in the pay period.
Less than 9½	0
At least 9½, but less than 19½	1
At least 19½, but less than 29½	2
At least 29½, but less than 39½	3
At least 39½, but less than 49½	4
At least 49½, but less than 59½	5
At least 59½, but less than 69½	6
At least 69½, but less than 72	7
At least 72	8

**These hours include paid leaves of absence, paid vacation and sick leave, and compensatory time off, but excludes overtime hours.

APPENDIX B1 - PRORATED HOLIDAY SCHEDULE

For employees not covered by Appendix B, eligible employees who normally work less than seventy-two (72) hours per pay period and eligible intermittent employees and temporary employees shall have their holiday pay prorated on the following basis.

Table 1: For pay periods containing one holiday:

**Hours worked or paid:	Holiday hours earned for holiday
Less than 4.5	0
At least 4.5, but less than 13.5	1
At least 13.5, but less than 22.5	2
At least 22.5, but less than 31.5	3
At least 31.5, but less than 40.5	4
At least 40.5, but less than 49.5	5
At least 49.5, but less than 58.5	6
At least 58.5, but less than 67.5	7
At least 67.5	8

Table 2: For pay periods containing two holidays:

**Hours worked or paid:	Holiday hours earned for holiday
Less than 4	0
At least 4, but less than 12	1
At least 12, but less than 20	2
At least 20, but less than 28	3
At least 28, but less than 36	4
At least 36, but less than 44	5
At least 44, but less than 52	6
At least 52, but less than 60	7
At least 60	8

Table 3: For pay periods containing three holidays:

**Hours worked or paid:	Holiday hours earned for holiday
Less than 3.5	0
At least 3.5, but less than 10.5	1
At least 10.5, but less than 17.5	2
At least 17.5, but less than 24.5	3
At least 24.5, but less than 31.5	4
At least 31.5, but less than 38.5	5
At least 38.5, but less than 45.5	6
At least 45.5, but less than 52.5	7
At least 52.5	8

**These hours include hours worked, paid leaves of absence, paid vacation and sick leave, and compensatory time off, but excludes overtime hours.

For part-time employees only, uncompensated approved leave will be counted as "hours paid" but only for scheduled hours for which the employee requests and is granted time off as an unpaid leave of absence. A change in unscheduled days does not constitute an unpaid leave. See the following letter.

200 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
651.259.3637
TTY 651.282.2699
www.doer.state.mn.us

May 26, 1999

Mr. Peter Benner, Executive Director

AFSCME Council 6, AFL-CIO

300 Hardman Avenue South

South St. Paul, MN 55075

Dear Pete:

As we discussed in negotiations, the State and the Union have agreed to change the method used to calculate holiday pay proration for employees who work less than full time. This change will be effective on October 1, 1997.

The State will provide the following direction to agencies in this matter:

Part-time employees and eligible intermittent employees who are not working on the holiday shall have holiday pay calculated based on the number of hours paid in the pay period divided by the number of non-holiday hours in the pay period. For example: for pay periods containing one holiday, the employee's hours paid would be divided by 72; for pay periods containing two holidays, the employee's hours paid would be divided by 64; and for pay periods containing three holidays, the employee's hours paid would be divided by 56. This ratio will then be multiplied by

eight and rounded to the nearest whole hour to determine the number of holiday hours paid. See Appendix B1.

For part-time employees only, uncompensated approved leave will be counted as "hours paid," but only for scheduled hours for which the employee requests and is granted time off as an unpaid leave of absence. Such approved leave without pay (LWOP) must be clearly marked on the timesheet and will be coded as such. A change in unscheduled days does not constitute an unpaid leave.

Overtime compensated at the rate of time and one-half shall not count as hours worked or paid. Overtime compensated at the rate of straight time (i.e. "part-time pilot" situations) shall count as hours worked or paid.

If an employee is appointed or recalled during a pay period in which a holiday(s) occurs, and the employee is eligible for holiday pay, the proration shall be based on the hours worked or paid in the next pay period which does not include a holiday. For this purpose, and for those employees on a voluntary reduction in hours, use the table in Appendix B.

If an employee is laid off or terminated during a pay period in which a holiday(s) occurs, and the employee is eligible for holiday pay, the proration shall be based on the hours worked or paid in the most recent pay period which does not include a holiday. For this purpose, use the table in Appendix B.

Sincerely,

Simoneau /s/

Deputy Commissioner

Equal Opportunity Employer

Minnesota Department of Employee Relations

APPENDIX C – PRORATED VACATION SCHEDULE

Eligible employees being paid for less than a full eighty (80) hour pay period shall have their vacation accruals prorated according to the rate table listed below:

HOURS OF VACATION ACCRUED DURING EACH PAYROLL PERIOD OF LENGTH OF SERVICE

No. Hours Worked/Paid During Pay Period**	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 18 years	After 18 thru 25 years	After 25 thru 30 years	After 30 years
Less than 9½	0	0	0	0	0	0	0
At least 9½, but less than 19½	.75	1	1.25	1.5	1.5	1.75	1.75
At least 19½, but less than 29½	1	1.25	1.75	2	2	2.25	2.25
At least 29½, but less than 39½	1.5	2	2.75	3	3	3.25	3.5

No. Hours Worked/Paid During Pay Period**	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 18 years	After 18 thru 25 years	After 25 thru 30 years	After 30 years
At least 39½, but less than 49½	2	2.5	3.5	3.75	4	4.25	4.5
At least 49½, but less than 59½	2.5	3.25	4.5	4.75	5	5.5	5.75
At least 59½, but less than 69½	3	3.75	5.25	5.75	6	6.5	6.75
At least 69½, but less than 79½	3.5	4.5	6.25	6.75	7	7.5	8
At least 79½	4	5	7	7.5	8	8.5	9

**For purposes of this Appendix, "hours worked/paid" means all hours worked, and all paid leaves of absence, paid vacation and sick leave, paid holidays and compensatory time off. Overtime hours are included in "hours worked/paid" based on the number of hours worked, not the number of hours compensated.

APPENDIX D – PRORATED SICK LEAVE SCHEDULE

Eligible employees being paid for less than a full eighty (80) hour pay period shall have sick leave accruals prorated according to the rate schedule indicated below:

HOURS OF SICK LEAVE ACCRUED DURING EACH PAYROLL PERIOD

Number of Hours Worked/Paid During Pay Period**	Number of Hours Accrued
Less than 9½	0
At least 9½, but less than 19½	.75
At least 19½, but less than 29½	1
At least 29½, but less than 39½	1.5
At least 39½, but less than 49½	2
At least 49½, but less than 59½	2.5
At least 59½, but less than 69½	3
At least 69½, but less than 79½	3.5
At least 79½	4

**For purposes of this Appendix, "hours worked/paid" means all hours worked, and all paid leaves of absence, paid vacation and sick leave, paid holidays and compensatory time off. Overtime hours are included in "hours worked/paid" based on the number of hours worked, not the number of hours compensated.

APPENDIX E-1 – SALARY SCHEDULES

Compensation Grid 2 – Unit 2 AFSCME Craft, Maintenance, and Labor

Ranges 82 – 101, effective 7/1/19 – 6/30/20

AFSCME Grid 2, Ranges 82 – 101, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F
Step		**01**	**02**	**03**	**04**	**05**	**06**
Range							
82	HR	19.55	19.95	20.34	20.93	21.53	22.20
82	YR	40,820	41,656	42,470	43,702	44,955	46,354
83	HR	19.95	20.34	20.93	21.53	22.20	22.77
83	YR	41,656	42,470	43,702	44,955	46,354	47,544
84	HR	20.34	20.93	21.53	22.20	22.77	23.52
84	YR	42,470	43,702	44,955	46,354	47,544	49,110
85	HR	20.93	21.53	22.20	22.77	23.52	24.18
85	YR	43,702	44,955	46,354	47,544	49,110	50,488
86	HR	21.53	22.20	22.77	23.52	24.18	24.84
86	YR	44,955	46,354	47,544	49,110	50,488	51,866
87	HR	22.20	22.77	23.52	24.18	24.84	25.56
87	YR	46,354	47,544	49,110	50,488	51,866	53,369
88	HR	22.77	23.52	24.18	24.84	25.56	26.29
88	YR	47,544	49,110	50,488	51,866	53,369	54,894
89	HR	23.52	24.18	24.84	25.56	26.29	27.08
89	YR	49,110	50,488	51,866	53,369	54,894	56,543
90	HR	24.18	24.84	25.56	26.29	27.08	27.86
90	YR	50,488	51,866	53,369	54,894	56,543	58,172
91	HR	24.84	25.56	26.29	27.08	27.86	28.65
91	YR	51,866	53,369	54,894	56,543	58,172	59,821
92	HR	25.56	26.29	27.08	27.86	28.65	29.60
92	YR	53,369	54,894	56,543	58,172	59,821	61,805
93	HR	26.29	27.08	27.86	28.65	29.60	30.43
93	YR	54,894	56,543	58,172	59,821	61,805	63,538
94	HR	27.08	27.86	28.65	29.60	30.43	31.38
94	YR	56,543	58,172	59,821	61,805	63,538	65,521
95	HR	27.86	28.65	29.60	30.43	31.38	32.34
95	YR	58,172	59,821	61,805	63,538	65,521	67,526
96	HR	28.65	29.60	30.43	31.38	32.34	33.36
96	YR	59,821	61,805	63,538	65,521	67,526	69,656
97	HR	29.60	30.43	31.38	32.34	33.36	34.37
97	YR	61,805	63,538	65,521	67,526	69,656	71,765

AFSCME Grid 2, Ranges 82 – 101, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F
Step		**01**	**02**	**03**	**04**	**05**	**06**
Range							
98	HR	30.43	31.38	32.34	33.36	34.37	35.40
98	YR	63,538	65,521	67,526	69,656	71,765	73,915
99	HR	31.38	32.34	33.36	34.37	35.40	36.46
99	YR	65,521	67,526	69,656	71,765	73,915	76,128
100	HR	32.34	33.36	34.37	35.40	36.46	37.56
100	YR	67,526	69,656	71,765	73,915	76,128	78,425
101	HR	33.36	34.37	35.40	36.46	37.56	38.68
101	YR	69,656	71,765	73,915	76,128	78,425	80,764

HR – Hourly Rate
YR – Yearly Rate
Monthly Rate – 174 x hourly rate

Compensation Grid 2A – AFSCME Building Maintenance Coordinator

Range 40, effective 7/1/19 – 6/30/20

AFSCME Grid 2A, Range 40, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K
Step		01	02	03	04	05	06	07	08	09	10	11
Progression		6 Mos	6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	
Range												
40	HR	24.61	25.38	26.12	26.86	27.61	28.41	29.18	30.06	30.87	31.66	32.44
40	YR	51,386	52,993	54,539	56,084	57,650	59,320	60,928	62,765	64,457	66,106	67,735

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 3 – Unit 3 AFSCME Service

Ranges 42 – 77, Effective 7/1/19 – 6/30/20

AFSCME Grid 3, Ranges 42 - 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
42	HR	11.76	12.01	12.25	12.57	12.82	13.15	13.40	13.75	14.01	14.36	14.65	14.87	15.08	15.38	
42	YR	24,555	25,077	25,578	26,246	26,768	27,457	27,979	28,710	29,253	29,984	30,589	31,049	31,487	32,113	
43	HR	12.01	12.25	12.57	12.82	13.15	13.40	13.75	14.01	14.36	14.65	14.87	15.08	15.38	15.64	
43	YR	25,077	25,578	26,246	26,768	27,457	27,979	28,710	29,253	29,984	30,589	31,049	31,487	32,113	32,656	
44	HR	12.25	12.57	12.82	13.15	13.40	13.75	14.01	14.36	14.65	14.87	15.08	15.38	15.64	15.99	
44	YR	25,578	26,246	26,768	27,457	27,979	28,710	29,253	29,984	30,589	31,049	31,487	32,113	32,656	33,387	
45	HR	12.57	12.82	13.15	13.40	13.75	14.01	14.36	14.65	14.87	15.08	15.38	15.64	15.99	16.33	
45	YR	26,246	26,768	27,457	27,979	28,710	29,253	29,984	30,589	31,049	31,487	32,113	32,656	33,387	34,097	
46	HR	12.82	13.15	13.40	13.75	14.01	14.36	14.65	14.87	15.08	15.38	15.64	15.99	16.33	16.67	
46	YR	26,768	27,457	27,979	28,710	29,253	29,984	30,589	31,049	31,487	32,113	32,656	33,387	34,097	34,807	
47	HR	13.15	13.40	13.75	14.01	14.36	14.65	14.87	15.08	15.38	15.64	15.99	16.33	16.67	17.01	
47	YR	27,457	27,979	28,710	29,253	29,984	30,589	31,049	31,487	32,113	32,656	33,387	34,097	34,807	35,517	
48	HR	13.40	13.75	14.01	14.36	14.65	14.87	15.08	15.38	15.64	15.99	16.33	16.67	17.01	17.39	
48	YR	27,979	28,710	29,253	29,984	30,589	31,049	31,487	32,113	32,656	33,387	34,097	34,807	35,517	36,310	
49	HR	13.75	14.01	14.36	14.65	14.87	15.08	15.38	15.64	15.94	16.33	16.67	17.01	17.39	17.76	
49	YR	28,710	29,253	29,984	30,589	31,049	31,487	32,113	32,656	33,283	34,097	34,807	35,517	36,310	37,083	
50	HR	14.01	14.36	14.65	14.87	15.08	15.38	15.64	15.94	16.28	16.65	17.01	17.39	17.76	18.18	
50	YR	29,253	29,984	30,589	31,049	31,487	32,113	32,656	33,283	33,993	34,765	35,517	36,310	37,083	37,960	
51	HR	14.36	14.65	14.87	15.08	15.38	15.64	15.94	16.28	16.65	17.01	17.39	17.76	18.18	18.59	
51	YR	29,984	30,589	31,049	31,487	32,113	32,656	33,283	33,993	34,765	35,517	36,310	37,083	37,960	38,816	
52	HR	14.65	14.87	15.08	15.38	15.64	15.94	16.28	16.65	17.01	17.39	17.76	18.18	18.59	19.03	19.60
52	YR	30,589	31,049	31,487	32,113	32,656	33,283	33,993	34,765	35,517	36,310	37,083	37,960	38,816	39,735	40,925
53	HR	14.87	15.08	15.38	15.64	15.94	16.28	16.65	17.01	17.39	17.76	18.18	18.59	19.03	19.60	
53	YR	31,049	31,487	32,113	32,656	33,283	33,993	34,765	35,517	36,310	37,083	37,960	38,816	39,735	40,925	
54	HR	15.08	15.38	15.64	15.94	16.28	16.65	17.01	17.39	17.76	18.18	18.59	19.03	19.60	20.09	
54	YR	31,487	32,113	32,656	33,283	33,993	34,765	35,517	36,310	37,083	37,960	38,816	39,735	40,925	41,948	
55	HR	15.38	15.64	15.94	16.28	16.65	17.01	17.39	17.76	18.18	18.59	19.03	19.60	20.09	20.57	
55	YR	32,113	32,656	33,283	33,993	34,765	35,517	36,310	37,083	37,960	38,816	39,735	40,925	41,948	42,950	
56	HR	15.64	15.94	16.28	16.65	17.01	17.39	17.76	18.18	18.59	19.03	19.60	20.09	20.57	21.10	21.70
56	YR	32,656	33,283	33,993	34,765	35,517	36,310	37,083	37,960	38,816	39,735	40,925	41,948	42,950	44,057	45,310
57	HR	15.94	16.28	16.65	17.01	17.39	17.76	18.18	18.59	19.03	19.60	20.09	20.57	21.10	21.70	22.28
57	YR	33,283	33,993	34,765	35,517	36,310	37,083	37,960	38,816	39,735	40,925	41,948	42,950	44,057	45,310	46,521

AFSCME Grid 3, Ranges 42 - 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
58	HR	16.28	16.65	17.01	17.39	17.76	18.18	18.59	19.03	19.60	20.09	20.57	21.10	21.70	22.28	
58	YR	33,993	34,765	35,517	36,310	37,083	37,960	38,816	39,735	40,925	41,948	42,950	44,057	45,310	46,521	
59	HR	16.65	17.01	17.39	17.76	18.18	18.59	19.03	19.60	20.09	20.57	21.10	21.70	22.28	22.84	23.60
59	YR	34,765	35,517	36,310	37,083	37,960	38,816	39,735	40,925	41,948	42,950	44,057	45,310	46,521	47,690	49,277
60	HR	17.01	17.39	17.76	18.18	18.59	19.03	19.60	20.09	20.57	21.10	21.70	22.28	22.84	23.60	24.24
60	YR	35,517	36,310	37,083	37,960	38,816	39,735	40,925	41,948	42,950	44,057	45,310	46,521	47,690	49,277	50,613
61	HR	17.39	17.76	18.18	18.59	19.03	19.60	20.09	20.57	21.10	21.70	22.28	22.84	23.60	24.24	
61	YR	36,310	37,083	37,960	38,816	39,735	40,925	41,948	42,950	44,057	45,310	46,521	47,690	49,277	50,613	
62	HR	17.76	18.18	18.59	19.03	19.60	20.09	20.57	21.10	21.70	22.28	22.84	23.60	24.24	24.97	
62	YR	37,083	37,960	38,816	39,735	40,925	41,948	42,950	44,057	45,310	46,521	47,690	49,277	50,613	52,137	
63	HR	18.18	18.59	19.03	19.60	20.09	20.57	21.10	21.70	22.28	22.84	23.60	24.24	24.97	25.63	
63	YR	37,960	38,816	39,735	40,925	41,948	42,950	44,057	45,310	46,521	47,690	49,277	50,613	52,137	53,515	
64	HR	18.59	19.03	19.60	20.09	20.57	21.10	21.70	22.28	22.84	23.60	24.24	24.97	25.63	26.29	
64	YR	38,816	39,735	40,925	41,948	42,950	44,057	45,310	46,521	47,690	49,277	50,613	52,137	53,515	54,894	
65	HR	19.03	19.60	20.09	20.57	21.10	21.70	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	
65	YR	39,735	40,925	41,948	42,950	44,057	45,310	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	
66	HR	19.60	20.09	20.57	21.10	21.70	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	
66	YR	40,925	41,948	42,950	44,057	45,310	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	
67	HR	20.09	20.57	21.10	21.70	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	
67	YR	41,948	42,950	44,057	45,310	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	
68	HR	20.57	21.10	21.70	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	
68	YR	42,950	44,057	45,310	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	
69	HR	21.10	21.70	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	
69	YR	44,057	45,310	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	
70	HR	21.70	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	
70	YR	45,310	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	
71	HR	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	
71	YR	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	
72	HR	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	
72	YR	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	
73	HR	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	
73	YR	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	
74	HR	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	
74	YR	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	

AFSCME Grid 3, Ranges 42 - 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
75	HR	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	
75	YR	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	
76	HR	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	35.35	
76	YR	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	73,811	
77	HR	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	35.35	36.11	
77	YR	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	73,811	75,398	

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 3A – Unit 3 AFSCME

Effective 7/1/19 – 6/30/20

Laborer – General

AFSCME Grid 3A, Laborer – General, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H
Step		01	02	03	04	05	06	07	08
Progression		12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	
Range									
10	HR	16.00	16.38	16.74	17.11	17.48	19.00	19.52	20.00
10	YR	33,408	34,201	34,953	35,726	36,498	39,672	40,758	41,760

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Rate

General Maintenance Worker

AFSCME Grid 3A, General Maintenance Worker, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K
Step		01	02	03	04	05	06	07	08	09	10	11
Progression		6 Mos	6 Mos	12 Mos	12 Mos	12 Mos	6 Mos	12 Mos	6 Mos	6 Mos	6 Mos	
Range												
12	HR	14.87	15.08	15.38	15.64	15.94	16.28	18.01	18.41	19.98	20.51	21.03
12	YR	31,049	31,487	32,113	32,656	33,283	33,993	37,605	38,440	41,718	42,825	43,911

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Rate

General Maintenance Worker Lead

AFSCME Grid 3A, General Maintenance Worker Lead, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	G
Step		01	02	03	04	05	06
Progression		6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	
Range							
16	HR	19.03	19.48	19.98	20.51	21.03	21.56
16	YR	39,735	40,674	41,718	42,825	43,911	45,017

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Rate

Materials Transfer Driver

AFSCME Grid 3A, Materials Transfer Driver, Effective 7/1/19 – 6/30/20

Comp Code		A	B	C	D	E	F
Step		01	02	03	04	05	06
Progression		6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	
Range							
18	HR	19.98	20.51	21.03	21.56	22.25	22.84
18	YR	41,718	42,825	43,911	45,017	46,458	47,690

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Rate

Supported Employment Worker

AFSCME Grid 3A, Supported Employment Worker, Effective 7/1/19 – 6/30/20

Comp Code		A	B	C	D	E	F	G	H	I
Step		01	02	03	04	05	06	07	08	09
Progression		6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	
Range										
20	HR	10.13	10.20	10.62	11.51	12.40	13.38	14.34	15.21	16.01
20	YR	21,151	21,298	22,175	24,033	25,891	27,937	29,942	31,758	33,429

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Rate

Compensation Grid 4 – Unit 4 AFSCME Health Care Non-Professional

Ranges 56 – 77, effective 7/1/19 – 6/30/20

AFSCME Grid 4, Ranges 56 - 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**
Range														
56	HR	16.10	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67
56	YR	33,617	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247
57	HR	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28
57	YR	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521
58	HR	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	
58	YR	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	
59	HR	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60
59	YR	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277
60	HR	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24
60	YR	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613
61	HR	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	
61	YR	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	
62	HR	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	
62	YR	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	
63	HR	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	
63	YR	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	
64	HR	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	
64	YR	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	
65	HR	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	
65	YR	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	
66	HR	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	
66	YR	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	
67	HR	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	
67	YR	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	
68	HR	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	
68	YR	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	
69	HR	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	
69	YR	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	
70	HR	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	
70	YR	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	
71	HR	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	
71	YR	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	

AFSCME Grid 4, Ranges 56 - 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**
Range														
72	HR	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	
72	YR	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	
73	HR	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	
73	YR	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	
74	HR	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	
74	YR	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	
75	HR	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	
75	YR	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	
76	HR	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	35.35	
76	YR	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	73,811	
77	HR	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	35.35	36.11	
77	YR	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	73,811	75,398	

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 4A – AFSCME Human Services Technicial

Range 25, effective 7/1/19 – 6/30/20

AFSCME Grid 4A, Human Services Technician, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Progression		6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	
Range																	
25	HR	14.88	15.17	15.43	16.10	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60
25	YR	31,069	31,675	32,218	33,617	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277

HR - Hourly Rate

YR - Yearly Rate

Monthly Rate - 174 x Hourly Rate

Compensation Grid 6 – Unit 6 Clerical

Ranges 42 – 77, effective 7/1/19 – 6/30/20

AFSCME Grid 6, Ranges 42 – 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
42	HR	11.45	11.68	12.00	12.24	12.56	12.86	13.15	13.49	13.79	14.09	14.41	14.65	14.88	15.17	
42	YR	23,908	24,388	25,056	25,557	26,225	26,852	27,457	28,167	28,794	29,420	30,088	30,589	31,069	31,675	
43	HR	11.68	12.00	12.24	12.56	12.86	13.15	13.49	13.79	14.09	14.41	14.65	14.88	15.17	15.43	
43	YR	24,388	25,056	25,557	26,225	26,852	27,457	28,167	28,794	29,420	30,088	30,589	31,069	31,675	32,218	
44	HR	12.00	12.24	12.56	12.86	13.15	13.49	13.79	14.09	14.41	14.65	14.88	15.17	15.43	15.81	
44	YR	25,056	25,557	26,225	26,852	27,457	28,167	28,794	29,420	30,088	30,589	31,069	31,675	32,218	33,011	
45	HR	12.24	12.56	12.86	13.15	13.49	13.79	14.09	14.41	14.65	14.88	15.17	15.43	15.81	16.18	
45	YR	25,557	26,225	26,852	27,457	28,167	28,794	29,420	30,088	30,589	31,069	31,675	32,218	33,011	33,784	
46	HR	12.56	12.86	13.15	13.49	13.79	14.09	14.41	14.65	14.88	15.17	15.43	15.81	16.18	16.51	
46	YR	26,225	26,852	27,457	28,167	28,794	29,420	30,088	30,589	31,069	31,675	32,218	33,011	33,784	34,473	
47	HR	12.86	13.15	13.49	13.79	14.09	14.41	14.65	14.88	15.17	15.43	15.81	16.18	16.51	16.87	
47	YR	26,852	27,457	28,167	28,794	29,420	30,088	30,589	31,069	31,675	32,218	33,011	33,784	34,473	35,225	
48	HR	13.15	13.49	13.79	14.09	14.41	14.65	14.88	15.17	15.43	15.81	16.18	16.51	16.87	17.23	
48	YR	27,457	28,167	28,794	29,420	30,088	30,589	31,069	31,675	32,218	33,011	33,784	34,473	35,225	35,976	
49	HR	13.49	13.79	14.09	14.41	14.65	14.88	15.17	15.43	15.78	16.18	16.51	16.87	17.23	17.62	
49	YR	28,167	28,794	29,420	30,088	30,589	31,069	31,675	32,218	32,949	33,784	34,473	35,225	35,976	36,791	
50	HR	13.79	14.09	14.41	14.65	14.88	15.17	15.43	15.78	16.10	16.48	16.87	17.23	17.62	18.04	
50	YR	28,794	29,420	30,088	30,589	31,069	31,675	32,218	32,949	33,617	34,410	35,225	35,976	36,791	37,668	
51	HR	14.09	14.41	14.65	14.88	15.17	15.43	15.78	16.10	16.48	16.87	17.23	17.62	18.04	18.46	
51	YR	29,420	30,088	30,589	31,069	31,675	32,218	32,949	33,617	34,410	35,225	35,976	36,791	37,668	38,544	
52	HR	14.41	14.65	14.88	15.17	15.43	15.78	16.10	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53
52	YR	30,088	30,589	31,069	31,675	32,218	32,949	33,617	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779
53	HR	14.65	14.88	15.17	15.43	15.78	16.10	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	
53	YR	30,589	31,069	31,675	32,218	32,949	33,617	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	
54	HR	14.88	15.17	15.43	15.78	16.10	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	
54	YR	31,069	31,675	32,218	32,949	33,617	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	
55	HR	15.17	15.43	15.78	16.10	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	
55	YR	31,675	32,218	32,949	33,617	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	
56	HR	15.43	15.78	16.10	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67
56	YR	32,218	32,949	33,617	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247
57	HR	15.78	16.10	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28
57	YR	32,949	33,617	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521

AFSCME Grid 6, Ranges 42 – 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
58	HR	16.10	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	
58	YR	33,617	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	
59	HR	16.48	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60
59	YR	34,410	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277
60	HR	16.87	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24
60	YR	35,225	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613
61	HR	17.23	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	
61	YR	35,976	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	
62	HR	17.62	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	
62	YR	36,791	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	
63	HR	18.04	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	
63	YR	37,668	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	
64	HR	18.46	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	
64	YR	38,544	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	
65	HR	18.95	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	
65	YR	39,568	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	
66	HR	19.53	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	
66	YR	40,779	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	
67	HR	20.01	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	
67	YR	41,781	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	
68	HR	20.53	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	
68	YR	42,867	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	
69	HR	21.08	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	
69	YR	44,015	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	
70	HR	21.67	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	
70	YR	45,247	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	
71	HR	22.28	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	
71	YR	46,521	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	
72	HR	22.84	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	
72	YR	47,690	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	
73	HR	23.60	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	
73	YR	49,277	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	
74	HR	24.24	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	
74	YR	50,613	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	

AFSCME Grid 6, Ranges 42 – 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
75	HR	24.97	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	
75	YR	52,137	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	
76	HR	25.63	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	35.35	
76	YR	53,515	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	73,811	
77	HR	26.29	27.00	27.77	28.51	29.22	30.06	30.81	31.55	32.33	33.05	33.90	34.58	35.35	36.11	
77	YR	54,894	56,376	57,984	59,529	61,011	62,765	64,331	65,876	67,505	69,008	70,783	72,203	73,811	75,398	

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 7 – Unit 7 AFSCME Technical

Ranges 42 – 77, effective 7/1/19 – 6/30/20

AFSCME Grid 7, Ranges 42 – 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**
Range															
42	HR	11.45	11.68	12.00	12.24	12.56	12.90	13.18	13.54	13.95	14.20	14.52	14.80	15.13	15.41
42	YR	23,908	24,388	25,056	25,557	26,225	26,935	27,520	28,272	29,128	29,650	30,318	30,902	31,591	32,176
43	HR	11.68	12.00	12.24	12.56	12.90	13.18	13.54	13.95	14.20	14.52	14.80	15.13	15.41	15.75
43	YR	24,388	25,056	25,557	26,225	26,935	27,520	28,272	29,128	29,650	30,318	30,902	31,591	32,176	32,886
44	HR	12.00	12.24	12.56	12.90	13.18	13.54	13.95	14.20	14.52	14.80	15.13	15.41	15.75	16.18
44	YR	25,056	25,557	26,225	26,935	27,520	28,272	29,128	29,650	30,318	30,902	31,591	32,176	32,886	33,784
45	HR	12.24	12.56	12.90	13.18	13.54	13.95	14.20	14.52	14.80	15.13	15.41	15.75	16.18	16.55
45	YR	25,557	26,225	26,935	27,520	28,272	29,128	29,650	30,318	30,902	31,591	32,176	32,886	33,784	34,556
46	HR	12.56	12.90	13.18	13.54	13.95	14.20	14.52	14.80	15.13	15.41	15.75	16.18	16.55	16.90
46	YR	26,225	26,935	27,520	28,272	29,128	29,650	30,318	30,902	31,591	32,176	32,886	33,784	34,556	35,287
47	HR	12.90	13.18	13.54	13.95	14.20	14.52	14.80	15.13	15.41	15.75	16.18	16.55	16.90	17.33
47	YR	26,935	27,520	28,272	29,128	29,650	30,318	30,902	31,591	32,176	32,886	33,784	34,556	35,287	36,185
48	HR	13.18	13.54	13.95	14.20	14.52	14.80	15.13	15.41	15.75	16.18	16.55	16.90	17.33	17.72
48	YR	27,520	28,272	29,128	29,650	30,318	30,902	31,591	32,176	32,886	33,784	34,556	35,287	36,185	36,999
49	HR	13.54	13.95	14.20	14.52	14.80	15.13	15.41	15.75	16.08	16.55	16.90	17.33	17.72	18.16
49	YR	28,272	29,128	29,650	30,318	30,902	31,591	32,176	32,886	33,575	34,556	35,287	36,185	36,999	37,918
50	HR	13.95	14.20	14.52	14.80	15.13	15.41	15.75	16.08	16.48	16.87	17.33	17.72	18.16	18.53
50	YR	29,128	29,650	30,318	30,902	31,591	32,176	32,886	33,575	34,410	35,225	36,185	36,999	37,918	38,691
51	HR	14.20	14.52	14.80	15.13	15.41	15.75	16.08	16.48	16.87	17.33	17.72	18.16	18.53	19.00
51	YR	29,650	30,318	30,902	31,591	32,176	32,886	33,575	34,410	35,225	36,185	36,999	37,918	38,691	39,672
52	HR	14.52	14.80	15.13	15.41	15.75	16.08	16.48	16.87	17.33	17.72	18.16	18.53	19.00	19.60
52	YR	30,318	30,902	31,591	32,176	32,886	33,575	34,410	35,225	36,185	36,999	37,918	38,691	39,672	40,925
53	HR	14.80	15.13	15.41	15.75	16.08	16.48	16.87	17.33	17.72	18.16	18.53	19.00	19.60	20.25
53	YR	30,902	31,591	32,176	32,886	33,575	34,410	35,225	36,185	36,999	37,918	38,691	39,672	40,925	42,282
54	HR	15.13	15.41	15.75	16.08	16.48	16.87	17.33	17.72	18.16	18.53	19.00	19.60	20.25	20.76
54	YR	31,591	32,176	32,886	33,575	34,410	35,225	36,185	36,999	37,918	38,691	39,672	40,925	42,282	43,347
55	HR	15.41	15.75	16.08	16.48	16.87	17.33	17.72	18.16	18.53	19.00	19.60	20.25	20.76	21.34
55	YR	32,176	32,886	33,575	34,410	35,225	36,185	36,999	37,918	38,691	39,672	40,925	42,282	43,347	44,558
56	HR	15.75	16.08	16.48	16.87	17.33	17.72	18.16	18.53	19.00	19.60	20.25	20.76	21.34	21.92
56	YR	32,886	33,575	34,410	35,225	36,185	36,999	37,918	38,691	39,672	40,925	42,282	43,347	44,558	45,769
57	HR	16.08	16.48	16.87	17.33	17.72	18.16	18.53	19.00	19.60	20.25	20.76	21.34	21.92	22.60
57	YR	33,575	34,410	35,225	36,185	36,999	37,918	38,691	39,672	40,925	42,282	43,347	44,558	45,769	47,189

AFSCME Grid 7, Ranges 42 – 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**
Range															
58	HR	16.48	16.87	17.33	17.72	18.16	18.53	19.00	19.60	20.25	20.76	21.34	21.92	22.60	23.16
58	YR	34,410	35,225	36,185	36,999	37,918	38,691	39,672	40,925	42,282	43,347	44,558	45,769	47,189	48,358
59	HR	16.87	17.33	17.72	18.16	18.53	19.00	19.60	20.25	20.76	21.34	21.92	22.60	23.16	23.88
59	YR	35,225	36,185	36,999	37,918	38,691	39,672	40,925	42,282	43,347	44,558	45,769	47,189	48,358	49,861
60	HR	17.33	17.72	18.16	18.53	19.00	19.60	20.25	20.76	21.34	21.92	22.60	23.16	23.88	24.62
60	YR	36,185	36,999	37,918	38,691	39,672	40,925	42,282	43,347	44,558	45,769	47,189	48,358	49,861	51,407
61	HR	17.72	18.16	18.53	19.00	19.60	20.25	20.76	21.34	21.92	22.60	23.16	23.88	24.62	25.38
61	YR	36,999	37,918	38,691	39,672	40,925	42,282	43,347	44,558	45,769	47,189	48,358	49,861	51,407	52,993
62	HR	18.16	18.53	19.00	19.60	20.25	20.76	21.34	21.92	22.60	23.16	23.88	24.62	25.38	26.09
62	YR	37,918	38,691	39,672	40,925	42,282	43,347	44,558	45,769	47,189	48,358	49,861	51,407	52,993	54,476
63	HR	18.53	19.00	19.60	20.25	20.76	21.34	21.92	22.60	23.16	23.88	24.62	25.38	26.09	26.86
63	YR	38,691	39,672	40,925	42,282	43,347	44,558	45,769	47,189	48,358	49,861	51,407	52,993	54,476	56,084
64	HR	19.00	19.60	20.25	20.76	21.34	21.92	22.60	23.16	23.88	24.62	25.38	26.09	26.86	27.61
64	YR	39,672	40,925	42,282	43,347	44,558	45,769	47,189	48,358	49,861	51,407	52,993	54,476	56,084	57,650
65	HR	19.60	20.25	20.76	21.34	21.92	22.60	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41
65	YR	40,925	42,282	43,347	44,558	45,769	47,189	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320
66	HR	20.25	20.76	21.34	21.92	22.60	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41	29.18
66	YR	42,282	43,347	44,558	45,769	47,189	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320	60,928
67	HR	20.76	21.34	21.92	22.60	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41	29.18	30.06
67	YR	43,347	44,558	45,769	47,189	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320	60,928	62,765
68	HR	21.34	21.92	22.60	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41	29.18	30.06	30.87
68	YR	44,558	45,769	47,189	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320	60,928	62,765	64,457
69	HR	21.92	22.60	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41	29.18	30.06	30.87	31.66
69	YR	45,769	47,189	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320	60,928	62,765	64,457	66,106
70	HR	22.60	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41	29.18	30.06	30.87	31.66	32.46
70	YR	47,189	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320	60,928	62,765	64,457	66,106	67,776
71	HR	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41	29.18	30.06	30.87	31.66	32.46	33.34
71	YR	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320	60,928	62,765	64,457	66,106	67,776	69,614
72	HR	23.88	24.62	25.38	26.09	26.86	27.61	28.41	29.18	30.06	30.87	31.66	32.46	33.34	34.13
72	YR	49,861	51,407	52,993	54,476	56,084	57,650	59,320	60,928	62,765	64,457	66,106	67,776	69,614	71,263
73	HR	24.62	25.38	26.09	26.86	27.61	28.41	29.18	30.06	30.87	31.66	32.46	33.34	34.13	35.01
73	YR	51,407	52,993	54,476	56,084	57,650	59,320	60,928	62,765	64,457	66,106	67,776	69,614	71,263	73,101
74	HR	25.38	26.09	26.86	27.61	28.41	29.18	30.06	30.87	31.66	32.46	33.34	34.13	35.01	35.82
74	YR	52,993	54,476	56,084	57,650	59,320	60,928	62,765	64,457	66,106	67,776	69,614	71,263	73,101	74,792

AFSCME Grid 7, Ranges 42 – 77, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**
Range															
75	HR	26.09	26.86	27.61	28.41	29.18	30.06	30.87	31.66	32.46	33.34	34.13	35.01	35.82	36.65
75	YR	54,476	56,084	57,650	59,320	60,928	62,765	64,457	66,106	67,776	69,614	71,263	73,101	74,792	76,525
76	HR	26.86	27.61	28.41	29.18	30.06	30.87	31.66	32.46	33.34	34.13	35.01	35.82	36.65	37.48
76	YR	56,084	57,650	59,320	60,928	62,765	64,457	66,106	67,776	69,614	71,263	73,101	74,792	76,525	78,258
77	HR	27.61	28.41	29.18	30.06	30.87	31.66	32.46	33.34	34.13	35.01	35.82	36.65	37.48	38.23
77	YR	57,650	59,320	60,928	62,765	64,457	66,106	67,776	69,614	71,263	73,101	74,792	76,525	78,258	79,824

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 7C – Unit 7 AFSCME Agricultural Classes

Ranges 01 – 03, effective 07/04/19 – 06/30/20

AFSCME Grid 7C, Ranges 01 - 03, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L
Step		01	02	03	04	05	06	07	08	09	10	11	12
Range													
01	HR	20.09	20.76	21.48	22.20	22.93	23.63	24.52	25.38	26.20	27.13	28.09	28.92
01	YR	41,948	43,347	44,850	46,354	47,878	49,339	51,198	52,993	54,706	56,647	58,652	60,385
02	HR	22.93	23.63	24.52	25.38	26.20	27.13	28.09	29.05	30.14	31.24	32.32	33.29
02	YR	47,878	49,339	51,198	52,993	54,706	56,647	58,652	60,656	62,932	65,229	67,484	69,510
03	HR	25.38	26.20	27.13	28.09	29.05	30.14	31.24	32.32	33.47	34.71	35.93	37.07
03	YR	52,993	54,706	56,647	58,652	60,656	62,932	65,229	67,484	69,885	72,474	75,022	77,402

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid TSS – Units 2 and 7 AFSCME

Effective 7/1/19 – 6/30/20

Transportation Associate

AFSCME Transportation Associate, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B
Step		01	02
Progression		6 Mos	
Range			
64	HR	19.00	19.60
64	YR	39,672	40,925

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Transportation Generalist

AFSCME Transportation Generalist, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I
Step		01	02	03	04	05	06	07	08	09
Progression		6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	
Range										
67	HR	20.34	20.93	21.53	22.20	22.77	23.52	24.18	24.84	25.56
67	YR	42,470	43,702	44,955	46,354	47,544	49,110	50,488	51,866	53,369

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Transportation Generalist Senior

AFSCME Transportation Generalist Sr., Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J
Step		01	02	03	04	05	06	07	08	09	10
Progression		6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	
Range											
69	HR	21.92	22.60	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41
69	YR	45,769	47,189	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Transporation Specialist

AFSCME Transportation Specialist, Effective 7/1/19 – 6/30/20

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L
Step		01	02	03	04	05	06	07	08	09	10	11	12
Progression		6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	
Range													
71	HR	23.16	23.88	24.62	25.38	26.09	26.86	27.61	28.41	29.18	30.06	30.87	31.66
71	YR	48,358	49,861	51,407	52,993	54,476	56,084	57,650	59,320	60,928	62,765	64,457	66,106

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

APPENDIX E-2 SALARY SCHEDULES

Compensation Grid 2 – Unit 2 AFSCME Craft, Maintenance, and Labor

Ranges 82 – 101, effective 7/1/20 – 6/30/21

AFSCME Grid 2, Ranges 82 – 101, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F
Step		**01**	**02**	**03**	**04**	**05**	**06**
Range							
82	HR	20.04	20.45	20.85	21.45	22.07	22.76
82	YR	41,844	42,700	43,535	44,788	46,082	47,523
83	HR	20.45	20.85	21.45	22.07	22.76	23.34
83	YR	42,700	43,535	44,788	46,082	47,523	48,734
84	HR	20.85	21.45	22.07	22.76	23.34	24.11
84	YR	43,535	44,788	46,082	47,523	48,734	50,342
85	HR	21.45	22.07	22.76	23.34	24.11	24.78
85	YR	44,788	46,082	47,523	48,734	50,342	51,741
86	HR	22.07	22.76	23.34	24.11	24.78	25.46
86	YR	46,082	47,523	48,734	50,342	51,741	53,160
87	HR	22.76	23.34	24.11	24.78	25.46	26.20
87	YR	47,523	48,734	50,342	51,741	53,160	54,706
88	HR	23.34	24.11	24.78	25.46	26.20	26.95
88	YR	48,734	50,342	51,741	53,160	54,706	56,272
89	HR	24.11	24.78	25.46	26.20	26.95	27.76
89	YR	50,342	51,741	53,160	54,706	56,272	57,963
90	HR	24.78	25.46	26.20	26.95	27.76	28.56
90	YR	51,741	53,160	54,706	56,272	57,963	59,633
91	HR	25.46	26.20	26.95	27.76	28.56	29.37
91	YR	53,160	54,706	56,272	57,963	59,633	61,325
92	HR	26.20	26.95	27.76	28.56	29.37	30.34
92	YR	54,706	56,272	57,963	59,633	61,325	63,350
93	HR	26.95	27.76	28.56	29.37	30.34	31.19
93	YR	56,272	57,963	59,633	61,325	63,350	65,125
94	HR	27.76	28.56	29.37	30.34	31.19	32.16
94	YR	57,963	59,633	61,325	63,350	65,125	67,150
95	HR	28.56	29.37	30.34	31.19	32.16	33.15
95	YR	59,633	61,325	63,350	65,125	67,150	69,217
96	HR	29.37	30.34	31.19	32.16	33.15	34.19
96	YR	61,325	63,350	65,125	67,150	69,217	71,389
97	HR	30.34	31.19	32.16	33.15	34.19	35.23
97	YR	63,350	65,125	67,150	69,217	71,389	73,560
98	HR	31.19	32.16	33.15	34.19	35.23	36.29
98	YR	65,125	67,150	69,217	71,389	73,560	75,774

AFSCME Grid 2, Ranges 82 – 101, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F
Step		**01**	**02**	**03**	**04**	**05**	**06**
Range							
99	HR	32.16	33.15	34.19	35.23	36.29	37.37
99	YR	67,150	69,217	71,389	73,560	75,774	78,029
100	HR	33.15	34.19	35.23	36.29	37.37	38.50
100	YR	69,217	71,389	73,560	75,774	78,029	80,388
101	HR	34.19	35.23	36.29	37.37	38.50	39.65
101	YR	71,389	73,560	75,774	78,029	80,388	82,789

HR – Hourly Rate
YR – Yearly Rate
Monthly Rate – 174 x hourly rate

Compensation Grid 2A – Unit 2 AFSCME Building Maintenance Coordinator

Range 40, effective 07/01/20 – 6/30/21

AFSCME Grid 2A, Range 40, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K
Step		01	02	03	04	05	06	07	08	09	10	11
Progression		6 Mos	6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	
Range												
40	HR	25.23	26.01	26.77	27.53	28.30	29.12	29.91	30.81	31.64	32.45	33.25
40	YR	52,680	54,309	55,896	57,483	59,090	60,803	62,452	64,331	66,064	67,756	69,426

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 3 – Unit 3 AFSCME Service

Ranges 42 – 77, effective 7/1/20 – 6/30/21

AFSCME Grid 3, Ranges 42 - 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
42	HR	12.05	12.31	12.56	12.88	13.14	13.48	13.74	14.09	14.36	14.72	15.02	15.24	15.46	15.76	
42	YR	25,160	25,703	26,225	26,893	27,436	28,146	28,689	29,420	29,984	30,735	31,362	31,821	32,280	32,907	
43	HR	12.31	12.56	12.88	13.14	13.48	13.74	14.09	14.36	14.72	15.02	15.24	15.46	15.76	16.03	
43	YR	25,703	26,225	26,893	27,436	28,146	28,689	29,420	29,984	30,735	31,362	31,821	32,280	32,907	33,471	
44	HR	12.56	12.88	13.14	13.48	13.74	14.09	14.36	14.72	15.02	15.24	15.46	15.76	16.03	16.39	
44	YR	26,225	26,893	27,436	28,146	28,689	29,420	29,984	30,735	31,362	31,821	32,280	32,907	33,471	34,222	
45	HR	12.88	13.14	13.48	13.74	14.09	14.36	14.72	15.02	15.24	15.46	15.76	16.03	16.39	16.74	
45	YR	26,893	27,436	28,146	28,689	29,420	29,984	30,735	31,362	31,821	32,280	32,907	33,471	34,222	34,953	
46	HR	13.14	13.48	13.74	14.09	14.36	14.72	15.02	15.24	15.46	15.76	16.03	16.39	16.74	17.09	
46	YR	27,436	28,146	28,689	29,420	29,984	30,735	31,362	31,821	32,280	32,907	33,471	34,222	34,953	35,684	
47	HR	13.48	13.74	14.09	14.36	14.72	15.02	15.24	15.46	15.76	16.03	16.39	16.74	17.09	17.44	
47	YR	28,146	28,689	29,420	29,984	30,735	31,362	31,821	32,280	32,907	33,471	34,222	34,953	35,684	36,415	
48	HR	13.74	14.09	14.36	14.72	15.02	15.24	15.46	15.76	16.03	16.39	16.74	17.09	17.44	17.82	
48	YR	28,689	29,420	29,984	30,735	31,362	31,821	32,280	32,907	33,471	34,222	34,953	35,684	36,415	37,208	
49	HR	14.09	14.36	14.72	15.02	15.24	15.46	15.76	16.03	16.34	16.74	17.09	17.44	17.82	18.20	
49	YR	29,420	29,984	30,735	31,362	31,821	32,280	32,907	33,471	34,118	34,953	35,684	36,415	37,208	38,002	
50	HR	14.36	14.72	15.02	15.24	15.46	15.76	16.03	16.34	16.69	17.07	17.44	17.82	18.20	18.63	
50	YR	29,984	30,735	31,362	31,821	32,280	32,907	33,471	34,118	34,849	35,642	36,415	37,208	38,002	38,899	
51	HR	14.72	15.02	15.24	15.46	15.76	16.03	16.34	16.69	17.07	17.44	17.82	18.20	18.63	19.05	
51	YR	30,735	31,362	31,821	32,280	32,907	33,471	34,118	34,849	35,642	36,415	37,208	38,002	38,899	39,776	
52	HR	15.02	15.24	15.46	15.76	16.03	16.34	16.69	17.07	17.44	17.82	18.20	18.63	19.05	19.51	20.09
52	YR	31,362	31,821	32,280	32,907	33,471	34,118	34,849	35,642	36,415	37,208	38,002	38,899	39,776	40,737	41,948
53	HR	15.24	15.46	15.76	16.03	16.34	16.69	17.07	17.44	17.82	18.20	18.63	19.05	19.51	20.09	
53	YR	31,821	32,280	32,907	33,471	34,118	34,849	35,642	36,415	37,208	38,002	38,899	39,776	40,737	41,948	
54	HR	15.46	15.76	16.03	16.34	16.69	17.07	17.44	17.82	18.20	18.63	19.05	19.51	20.09	20.59	
54	YR	32,280	32,907	33,471	34,118	34,849	35,642	36,415	37,208	38,002	38,899	39,776	40,737	41,948	42,992	
55	HR	15.76	16.03	16.34	16.69	17.07	17.44	17.82	18.20	18.63	19.05	19.51	20.09	20.59	21.08	
55	YR	32,907	33,471	34,118	34,849	35,642	36,415	37,208	38,002	38,899	39,776	40,737	41,948	42,992	44,015	
56	HR	16.03	16.34	16.69	17.07	17.44	17.82	18.20	18.63	19.05	19.51	20.09	20.59	21.08	21.63	22.24
56	YR	33,471	34,118	34,849	35,642	36,415	37,208	38,002	38,899	39,776	40,737	41,948	42,992	44,015	45,163	46,437
57	HR	16.34	16.69	17.07	17.44	17.82	18.20	18.63	19.05	19.51	20.09	20.59	21.08	21.63	22.24	22.84
57	YR	34,118	34,849	35,642	36,415	37,208	38,002	38,899	39,776	40,737	41,948	42,992	44,015	45,163	46,437	47,690
58	HR	16.69	17.07	17.44	17.82	18.20	18.63	19.05	19.51	20.09	20.59	21.08	21.63	22.24	22.84	

AFSCME Grid 3, Ranges 42 - 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
58	YR	34,849	35,642	36,415	37,208	38,002	38,899	39,776	40,737	41,948	42,992	44,015	45,163	46,437	47,690	
59	HR	17.07	17.44	17.82	18.20	18.63	19.05	19.51	20.09	20.59	21.08	21.63	22.24	22.84	23.41	24.19
59	YR	35,642	36,415	37,208	38,002	38,899	39,776	40,737	41,948	42,992	44,015	45,163	46,437	47,690	48,880	50,509
60	HR	17.44	17.82	18.20	18.63	19.05	19.51	20.09	20.59	21.08	21.63	22.24	22.84	23.41	24.19	24.85
60	YR	36,415	37,208	38,002	38,899	39,776	40,737	41,948	42,992	44,015	45,163	46,437	47,690	48,880	50,509	51,887
61	HR	17.82	18.20	18.63	19.05	19.51	20.09	20.59	21.08	21.63	22.24	22.84	23.41	24.19	24.85	
61	YR	37,208	38,002	38,899	39,776	40,737	41,948	42,992	44,015	45,163	46,437	47,690	48,880	50,509	51,887	
62	HR	18.20	18.63	19.05	19.51	20.09	20.59	21.08	21.63	22.24	22.84	23.41	24.19	24.85	25.59	
62	YR	38,002	38,899	39,776	40,737	41,948	42,992	44,015	45,163	46,437	47,690	48,880	50,509	51,887	53,432	
63	HR	18.63	19.05	19.51	20.09	20.59	21.08	21.63	22.24	22.84	23.41	24.19	24.85	25.59	26.27	
63	YR	38,899	39,776	40,737	41,948	42,992	44,015	45,163	46,437	47,690	48,880	50,509	51,887	53,432	54,852	
64	HR	19.05	19.51	20.09	20.59	21.08	21.63	22.24	22.84	23.41	24.19	24.85	25.59	26.27	26.95	
64	YR	39,776	40,737	41,948	42,992	44,015	45,163	46,437	47,690	48,880	50,509	51,887	53,432	54,852	56,272	
65	HR	19.51	20.09	20.59	21.08	21.63	22.24	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	
65	YR	40,737	41,948	42,992	44,015	45,163	46,437	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	
66	HR	20.09	20.59	21.08	21.63	22.24	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	
66	YR	41,948	42,992	44,015	45,163	46,437	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	
67	HR	20.59	21.08	21.63	22.24	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	
67	YR	42,992	44,015	45,163	46,437	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	
68	HR	21.08	21.63	22.24	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	
68	YR	44,015	45,163	46,437	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	
69	HR	21.63	22.24	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	
69	YR	45,163	46,437	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	
70	HR	22.24	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	
70	YR	46,437	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	
71	HR	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	
71	YR	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	
72	HR	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	
72	YR	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	
73	HR	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	
73	YR	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	
74	HR	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	
74	YR	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	
75	HR	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	
75	YR	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	
76	HR	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	36.23	

AFSCME Grid 3, Ranges 42 - 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
76	YR	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	75,648	
77	HR	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	36.23	37.01	
77	YR	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	75,648	77,277	

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 3A – Unit 3 AFSCME

Effective 7/1/20 – 6/30-21

Laborer – General

AFSCME Grid 3A, Laborer – General, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H
Step		01	02	03	04	05	06	07	08
Progression		12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	
Range									
10	HR	16.40	16.79	17.16	17.54	17.92	19.48	20.01	20.50
10	YR	34,243	35,058	35,830	36,624	37,417	40,674	41,781	42,804

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Salary Rate

General Maintenance Worker

AFSCME Grid 3A, General Maintenance Worker, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K
Step		01	02	03	04	05	06	07	08	09	10	11
Progression		6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	12 Mos	6 Mos	12 Mos	6 Mos	6 Mos	
Range												
12	HR	15.24	15.46	15.76	16.03	16.34	16.69	18.46	18.87	20.48	21.02	21.56
12	YR	31,821	32,280	32,907	33,471	34,118	34,849	38,544	39,401	42,762	43,890	45,017

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Salary Rate

General Maintenance Worker Lead

AFSCME Grid 3A, General Maintenance Worker Lead, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F
Step		01	02	03	04	05	06
Progression		6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	
Range							
16	HR	19.51	19.97	20.48	21.02	21.56	22.10
16	YR	40,737	41,697	42,762	43,890	45,017	46,145

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Rate

Materials Transfer Driver

AFSCME Grid 3A, Materials Transfer Driver, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F
Step		01	02	03	04	05	06
Progression		6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	
Range							
18	HR	20.48	21.02	21.56	22.10	22.81	23.41
18	YR	42,762	43,890	45,017	46,145	47,627	48,880

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Rate

Supported Employment Worker

AFSCME Grid 3A, Supported Employment Worker, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I
Step		01	02	03	04	05	06	07	08	09
Progression		6 Mos	6 Mos	6 Mos	12 Mos	12 Mos	12 Mos	12 Mos	12 Mos	
Range										
20	HR	10.38	10.46	10.89	11.80	12.71	13.71	14.70	15.59	16.41
20	YR	21,673	21,840	22,738	24,638	26,538	28,626	30,694	32,552	34,264

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x Hourly Rate

Compensation Grid 4 – Unit 4, Health Care Non-Professional

Ranges 56 – 77, effective 7/1/20 – 6/30/21

AFSCME Grid 4, Ranges 56 - 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**
Range														
56	HR	16.50	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21
56	YR	34,452	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374
57	HR	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84
57	YR	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690
58	HR	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	
58	YR	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	
59	HR	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19
59	YR	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509
60	HR	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85
60	YR	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887
61	HR	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	
61	YR	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	
62	HR	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	
62	YR	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	
63	HR	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	
63	YR	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	
64	HR	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	
64	YR	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	
65	HR	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	
65	YR	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	
66	HR	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	
66	YR	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	
67	HR	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	
67	YR	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	
68	HR	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	
68	YR	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	
69	HR	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	
69	YR	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	
70	HR	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	
70	YR	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	

AFSCME Grid 4, Ranges 56 - 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**
Range														
71	HR	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	
71	YR	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	
72	HR	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	
72	YR	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	
73	HR	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	
73	YR	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	
74	HR	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	
74	YR	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	
75	HR	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	
75	YR	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	
76	HR	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	36.23	
76	YR	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	75,648	
77	HR	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	36.23	37.01	
77	YR	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	75,648	77,277	

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 4A – Unit 4A AFSCME Human Services Technician

Range 25, effective 7/1/20 – 6/30/21

AFSCME Grid 4A, Range 25, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Step		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Progression		6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	
Range																	
25	HR	15.25	15.55	15.82	16.50	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19
25	YR	31,842	32,468	33,032	34,452	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509

HR - Hourly Rate

YR - Yearly Rate

Monthly Rate - 174 x hourly rate

Compensation Grid 6 – Unit 6 AFSCME Clerical

Ranges 42 – 77, effective 7/1/20 – 6/30/21

AFSCME Grid 6, Range 42 – 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
42	HR	11.74	11.97	12.30	12.55	12.87	13.18	13.48	13.83	14.13	14.44	14.77	15.02	15.25	15.55	
42	YR	24,513	24,993	25,682	26,204	26,873	27,520	28,146	28,877	29,503	30,151	30,840	31,362	31,842	32,468	
43	HR	11.97	12.30	12.55	12.87	13.18	13.48	13.83	14.13	14.44	14.77	15.02	15.25	15.55	15.82	
43	YR	24,993	25,682	26,204	26,873	27,520	28,146	28,877	29,503	30,151	30,840	31,362	31,842	32,468	33,032	
44	HR	12.30	12.55	12.87	13.18	13.48	13.83	14.13	14.44	14.77	15.02	15.25	15.55	15.82	16.21	
44	YR	25,682	26,204	26,873	27,520	28,146	28,877	29,503	30,151	30,840	31,362	31,842	32,468	33,032	33,846	
45	HR	12.55	12.87	13.18	13.48	13.83	14.13	14.44	14.77	15.02	15.25	15.55	15.82	16.21	16.58	
45	YR	26,204	26,873	27,520	28,146	28,877	29,503	30,151	30,840	31,362	31,842	32,468	33,032	33,846	34,619	
46	HR	12.87	13.18	13.48	13.83	14.13	14.44	14.77	15.02	15.25	15.55	15.82	16.21	16.58	16.92	
46	YR	26,873	27,520	28,146	28,877	29,503	30,151	30,840	31,362	31,842	32,468	33,032	33,846	34,619	35,329	
47	HR	13.18	13.48	13.83	14.13	14.44	14.77	15.02	15.25	15.55	15.82	16.21	16.58	16.92	17.29	
47	YR	27,520	28,146	28,877	29,503	30,151	30,840	31,362	31,842	32,468	33,032	33,846	34,619	35,329	36,102	
48	HR	13.48	13.83	14.13	14.44	14.77	15.02	15.25	15.55	15.82	16.21	16.58	16.92	17.29	17.66	
48	YR	28,146	28,877	29,503	30,151	30,840	31,362	31,842	32,468	33,032	33,846	34,619	35,329	36,102	36,874	
49	HR	13.83	14.13	14.44	14.77	15.02	15.25	15.55	15.82	16.17	16.58	16.92	17.29	17.66	18.06	
49	YR	28,877	29,503	30,151	30,840	31,362	31,842	32,468	33,032	33,763	34,619	35,329	36,102	36,874	37,709	
50	HR	14.13	14.44	14.77	15.02	15.25	15.55	15.82	16.17	16.50	16.89	17.29	17.66	18.06	18.49	
50	YR	29,503	30,151	30,840	31,362	31,842	32,468	33,032	33,763	34,452	35,266	36,102	36,874	37,709	38,607	
51	HR	14.44	14.77	15.02	15.25	15.55	15.82	16.17	16.50	16.89	17.29	17.66	18.06	18.49	18.92	
51	YR	30,151	30,840	31,362	31,842	32,468	33,032	33,763	34,452	35,266	36,102	36,874	37,709	38,607	39,505	
52	HR	14.77	15.02	15.25	15.55	15.82	16.17	16.50	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02
52	YR	30,840	31,362	31,842	32,468	33,032	33,763	34,452	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802
53	HR	15.02	15.25	15.55	15.82	16.17	16.50	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	
53	YR	31,362	31,842	32,468	33,032	33,763	34,452	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	
54	HR	15.25	15.55	15.82	16.17	16.50	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	
54	YR	31,842	32,468	33,032	33,763	34,452	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	
55	HR	15.55	15.82	16.17	16.50	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	
55	YR	32,468	33,032	33,763	34,452	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	
56	HR	15.82	16.17	16.50	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21
56	YR	33,032	33,763	34,452	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374
57	HR	16.17	16.50	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84
57	YR	33,763	34,452	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690
58	HR	16.50	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	

AFSCME Grid 6, Range 42 – 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
58	YR	34,452	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	
59	HR	16.89	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19
59	YR	35,266	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509
60	HR	17.29	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85
60	YR	36,102	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887
61	HR	17.66	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	
61	YR	36,874	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	
62	HR	18.06	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	
62	YR	37,709	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	
63	HR	18.49	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	
63	YR	38,607	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	
64	HR	18.92	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	
64	YR	39,505	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	
65	HR	19.42	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	
65	YR	40,549	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	
66	HR	20.02	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	
66	YR	41,802	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	
67	HR	20.51	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	
67	YR	42,825	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	
68	HR	21.04	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	
68	YR	43,932	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	
69	HR	21.61	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	
69	YR	45,122	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	
70	HR	22.21	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	
70	YR	46,374	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	
71	HR	22.84	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	
71	YR	47,690	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	
72	HR	23.41	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	
72	YR	48,880	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	
73	HR	24.19	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	
73	YR	50,509	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	
74	HR	24.85	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	
74	YR	51,887	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	
75	HR	25.59	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	
75	YR	53,432	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	
76	HR	26.27	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	36.23	

AFSCME Grid 6, Range 42 – 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**	**15**
Range																
76	YR	54,852	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	75,648	
77	HR	26.95	27.68	28.46	29.22	29.95	30.81	31.58	32.34	33.14	33.88	34.75	35.44	36.23	37.01	
77	YR	56,272	57,796	59,424	61,011	62,536	64,331	65,939	67,526	69,196	70,741	72,558	73,999	75,648	77,277	

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 7 – Unit 7 AFSCME Technical

Ranges 42 – 77, effective 7/1/20 – 6/30/21

AFSCME Grid 7, Ranges 42 – 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**
Range															
42	HR	11.74	11.97	12.30	12.55	12.87	13.22	13.51	13.88	14.30	14.56	14.88	15.17	15.51	15.80
42	YR	24,513	24,993	25,682	26,204	26,873	27,603	28,209	28,981	29,858	30,401	31,069	31,675	32,385	32,990
43	HR	11.97	12.30	12.55	12.87	13.22	13.51	13.88	14.30	14.56	14.88	15.17	15.51	15.80	16.14
43	YR	24,993	25,682	26,204	26,873	27,603	28,209	28,981	29,858	30,401	31,069	31,675	32,385	32,990	33,700
44	HR	12.30	12.55	12.87	13.22	13.51	13.88	14.30	14.56	14.88	15.17	15.51	15.80	16.14	16.58
44	YR	25,682	26,204	26,873	27,603	28,209	28,981	29,858	30,401	31,069	31,675	32,385	32,990	33,700	34,619
45	HR	12.55	12.87	13.22	13.51	13.88	14.30	14.56	14.88	15.17	15.51	15.80	16.14	16.58	16.96
45	YR	26,204	26,873	27,603	28,209	28,981	29,858	30,401	31,069	31,675	32,385	32,990	33,700	34,619	35,412
46	HR	12.87	13.22	13.51	13.88	14.30	14.56	14.88	15.17	15.51	15.80	16.14	16.58	16.96	17.32
46	YR	26,873	27,603	28,209	28,981	29,858	30,401	31,069	31,675	32,385	32,990	33,700	34,619	35,412	36,164
47	HR	13.22	13.51	13.88	14.30	14.56	14.88	15.17	15.51	15.80	16.14	16.58	16.96	17.32	17.76
47	YR	27,603	28,209	28,981	29,858	30,401	31,069	31,675	32,385	32,990	33,700	34,619	35,412	36,164	37,083
48	HR	13.51	13.88	14.30	14.56	14.88	15.17	15.51	15.80	16.14	16.58	16.96	17.32	17.76	18.16
48	YR	28,209	28,981	29,858	30,401	31,069	31,675	32,385	32,990	33,700	34,619	35,412	36,164	37,083	37,918
49	HR	13.88	14.30	14.56	14.88	15.17	15.51	15.80	16.14	16.48	16.96	17.32	17.76	18.16	18.61
49	YR	28,981	29,858	30,401	31,069	31,675	32,385	32,990	33,700	34,410	35,412	36,164	37,083	37,918	38,858
50	HR	14.30	14.56	14.88	15.17	15.51	15.80	16.14	16.48	16.89	17.29	17.76	18.16	18.61	18.99
50	YR	29,858	30,401	31,069	31,675	32,385	32,990	33,700	34,410	35,266	36,102	37,083	37,918	38,858	39,651
51	HR	14.56	14.88	15.17	15.51	15.80	16.14	16.48	16.89	17.29	17.76	18.16	18.61	18.99	19.48
51	YR	30,401	31,069	31,675	32,385	32,990	33,700	34,410	35,266	36,102	37,083	37,918	38,858	39,651	40,674
52	HR	14.88	15.17	15.51	15.80	16.14	16.48	16.89	17.29	17.76	18.16	18.61	18.99	19.48	20.09
52	YR	31,069	31,675	32,385	32,990	33,700	34,410	35,266	36,102	37,083	37,918	38,858	39,651	40,674	41,948
53	HR	15.17	15.51	15.80	16.14	16.48	16.89	17.29	17.76	18.16	18.61	18.99	19.48	20.09	20.76
53	YR	31,675	32,385	32,990	33,700	34,410	35,266	36,102	37,083	37,918	38,858	39,651	40,674	41,948	43,347
54	HR	15.51	15.80	16.14	16.48	16.89	17.29	17.76	18.16	18.61	18.99	19.48	20.09	20.76	21.28
54	YR	32,385	32,990	33,700	34,410	35,266	36,102	37,083	37,918	38,858	39,651	40,674	41,948	43,347	44,433
55	HR	15.80	16.14	16.48	16.89	17.29	17.76	18.16	18.61	18.99	19.48	20.09	20.76	21.28	21.87
55	YR	32,990	33,700	34,410	35,266	36,102	37,083	37,918	38,858	39,651	40,674	41,948	43,347	44,433	45,665
56	HR	16.14	16.48	16.89	17.29	17.76	18.16	18.61	18.99	19.48	20.09	20.76	21.28	21.87	22.47
56	YR	33,700	34,410	35,266	36,102	37,083	37,918	38,858	39,651	40,674	41,948	43,347	44,433	45,665	46,917
57	HR	16.48	16.89	17.29	17.76	18.16	18.61	18.99	19.48	20.09	20.76	21.28	21.87	22.47	23.17
57	YR	34,410	35,266	36,102	37,083	37,918	38,858	39,651	40,674	41,948	43,347	44,433	45,665	46,917	48,379
58	HR	16.89	17.29	17.76	18.16	18.61	18.99	19.48	20.09	20.76	21.28	21.87	22.47	23.17	23.74

AFSCME Grid 7, Ranges 42 – 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**
Range															
58	YR	35,266	36,102	37,083	37,918	38,858	39,651	40,674	41,948	43,347	44,433	45,665	46,917	48,379	49,569
59	HR	17.29	17.76	18.16	18.61	18.99	19.48	20.09	20.76	21.28	21.87	22.47	23.17	23.74	24.48
59	YR	36,102	37,083	37,918	38,858	39,651	40,674	41,948	43,347	44,433	45,665	46,917	48,379	49,569	51,114
60	HR	17.76	18.16	18.61	18.99	19.48	20.09	20.76	21.28	21.87	22.47	23.17	23.74	24.48	25.24
60	YR	37,083	37,918	38,858	39,651	40,674	41,948	43,347	44,433	45,665	46,917	48,379	49,569	51,114	52,701
61	HR	18.16	18.61	18.99	19.48	20.09	20.76	21.28	21.87	22.47	23.17	23.74	24.48	25.24	26.01
61	YR	37,918	38,858	39,651	40,674	41,948	43,347	44,433	45,665	46,917	48,379	49,569	51,114	52,701	54,309
62	HR	18.61	18.99	19.48	20.09	20.76	21.28	21.87	22.47	23.17	23.74	24.48	25.24	26.01	26.74
62	YR	38,858	39,651	40,674	41,948	43,347	44,433	45,665	46,917	48,379	49,569	51,114	52,701	54,309	55,833
63	HR	18.99	19.48	20.09	20.76	21.28	21.87	22.47	23.17	23.74	24.48	25.24	26.01	26.74	27.53
63	YR	39,651	40,674	41,948	43,347	44,433	45,665	46,917	48,379	49,569	51,114	52,701	54,309	55,833	57,483
64	HR	19.48	20.09	20.76	21.28	21.87	22.47	23.17	23.74	24.48	25.24	26.01	26.74	27.53	28.30
64	YR	40,674	41,948	43,347	44,433	45,665	46,917	48,379	49,569	51,114	52,701	54,309	55,833	57,483	59,090
65	HR	20.09	20.76	21.28	21.87	22.47	23.17	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12
65	YR	41,948	43,347	44,433	45,665	46,917	48,379	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803
66	HR	20.76	21.28	21.87	22.47	23.17	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12	29.91
66	YR	43,347	44,433	45,665	46,917	48,379	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803	62,452
67	HR	21.28	21.87	22.47	23.17	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12	29.91	30.81
67	YR	44,433	45,665	46,917	48,379	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803	62,452	64,331
68	HR	21.87	22.47	23.17	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12	29.91	30.81	31.64
68	YR	45,665	46,917	48,379	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803	62,452	64,331	66,064
69	HR	22.47	23.17	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12	29.91	30.81	31.64	32.45
69	YR	46,917	48,379	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803	62,452	64,331	66,064	67,756
70	HR	23.17	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12	29.91	30.81	31.64	32.45	33.27
70	YR	48,379	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803	62,452	64,331	66,064	67,756	69,468
71	HR	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12	29.91	30.81	31.64	32.45	33.27	34.17
71	YR	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803	62,452	64,331	66,064	67,756	69,468	71,347
72	HR	24.48	25.24	26.01	26.74	27.53	28.30	29.12	29.91	30.81	31.64	32.45	33.27	34.17	34.98
72	YR	51,114	52,701	54,309	55,833	57,483	59,090	60,803	62,452	64,331	66,064	67,756	69,468	71,347	73,038
73	HR	25.24	26.01	26.74	27.53	28.30	29.12	29.91	30.81	31.64	32.45	33.27	34.17	34.98	35.89
73	YR	52,701	54,309	55,833	57,483	59,090	60,803	62,452	64,331	66,064	67,756	69,468	71,347	73,038	74,938
74	HR	26.01	26.74	27.53	28.30	29.12	29.91	30.81	31.64	32.45	33.27	34.17	34.98	35.89	36.72
74	YR	54,309	55,833	57,483	59,090	60,803	62,452	64,331	66,064	67,756	69,468	71,347	73,038	74,938	76,671
75	HR	26.74	27.53	28.30	29.12	29.91	30.81	31.64	32.45	33.27	34.17	34.98	35.89	36.72	37.57
75	YR	55,833	57,483	59,090	60,803	62,452	64,331	66,064	67,756	69,468	71,347	73,038	74,938	76,671	78,446
76	HR	27.53	28.30	29.12	29.91	30.81	31.64	32.45	33.27	34.17	34.98	35.89	36.72	37.57	38.42

AFSCME Grid 7, Ranges 42 – 77, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L	M	N
Step		**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**	**13**	**14**
Range															
76	YR	57,483	59,090	60,803	62,452	64,331	66,064	67,756	69,468	71,347	73,038	74,938	76,671	78,446	80,221
77	HR	28.30	29.12	29.91	30.81	31.64	32.45	33.27	34.17	34.98	35.89	36.72	37.57	38.42	39.19
77	YR	59,090	60,803	62,452	64,331	66,064	67,756	69,468	71,347	73,038	74,938	76,671	78,446	80,221	81,829

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Compensation Grid 7C – Unit 7 AFSCME Agricultural Classes

Ranges 01 – 03, effective7/1/20 – 6/30/21

AFSCME Grid 7C, Ranges 01 - 03, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J	K	L
Step		01	02	03	04	05	06	07	08	09	10	11	12
Range													
01	HR	20.59	21.28	22.02	22.76	23.50	24.22	25.13	26.01	26.86	27.81	28.79	29.64
01	YR	42,992	44,433	45,978	47,523	49,068	50,571	52,471	54,309	56,084	58,067	60,114	61,888
02	HR	23.50	24.22	25.13	26.01	26.86	27.81	28.79	29.78	30.89	32.02	33.13	34.12
02	YR	49,068	50,571	52,471	54,309	56,084	58,067	60,114	62,181	64,498	66,858	69,175	71,243
03	HR	26.01	26.86	27.81	28.79	29.78	30.89	32.02	33.13	34.31	35.58	36.83	38.00
03	YR	54,309	56,084	58,067	60,114	62,181	64,498	66,858	69,175	71,639	74,291	76,901	79,344

HR - Hourly Rate

YR - Yearly Rate

Monthly Rate - 174 x hourly rate

Compensation Grid TSS – Units 2 and 7 AFSCME

Effective 7/1/20 – 6/30/21

Transportation Association

AFSCME Transportation Associate, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B
Step		01	02
Progression		6 Mos	
Range			
64	HR	19.48	20.09
64	YR	40,674	41,948

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Transportation Generalist

AFSCME Transportation Generalist, Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I
Step		01	02	03	04	05	06	07	08	09
Progression		6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	
Range										
67	HR	20.85	21.45	22.07	22.76	23.34	24.11	24.78	25.46	26.20
67	YR	43,535	44,788	46,082	47,523	48,734	50,342	51,741	53,160	54,706

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Transporation Generalist Senior

AFSCME Transportation Generalist Sr., Effective 7/1/20 – 6/30/21

Comp Code	Rate	A	B	C	D	E	F	G	H	I	J
Step		01	02	03	04	05	06	07	08	09	10
Progression		6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	
Range											
69	HR	22.47	23.17	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12
69	YR	46,917	48,379	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Transportation Specialist

AFSCME Transportation Specialist, Effective 7/1/20 – 6/30/21

Comp Code		A	B	C	D	E	F	G	H	I	J	K	L
Step		01	02	03	04	05	06	07	08	09	10	11	12
Progression		6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	6 Mos	
Range													
71	HR	23.74	24.48	25.24	26.01	26.74	27.53	28.30	29.12	29.91	30.81	31.64	32.45
71	YR	49,569	51,114	52,701	54,309	55,833	57,483	59,090	60,803	62,452	64,331	66,064	67,756

HR - Hourly Rate
YR - Yearly Rate
Monthly Rate - 174 x hourly rate

Classes and Salaries for July 1, 2019 throught June 30, 2021

AFSCME Classes and Salaries for July 1, 2019 through June 30, 2021

				7/1/2019 – 6/30/2020			7/1/2020 – 6/30/2021		
JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
000001	Account Clerk	6	206	61L	17.23	22.84	61L	17.66	23.41
000632	Account Clerk Senior	6	206	64L	18.46	24.97	64L	18.92	25.59
000774	Accounting Technician	7	207	64M	19.00	26.86	64M	19.48	27.53
000005	Addressing Machine Technician	6	206	60L	16.87	22.28	60L	17.29	22.84
000523	Agric Technician	3	203	54M	15.08	19.60	54M	15.46	20.09
002526	Airfield Fire Fighter	7	207	61M	17.72	24.62	61M	18.16	25.24
002604	Airfield Fire Fighter Senior	7	207	65M	19.60	27.61	65M	20.09	28.30
003833	Airfield Fire Prevent Inspectr	7	207	65M	19.60	27.61	65M	20.09	28.30
001760	Animal Health Technician	7	207	61M	17.72	24.62	61M	18.16	25.24
000031	Architectural Drafting Tech 2	7	207	68M	21.34	30.06	68M	21.87	30.81
000032	Architectural Drafting Tech 3	7	207	73M	24.62	34.13	73M	25.24	34.98
003911	Area Terminal Produce Insp Sr	7	207	70M	22.60	31.66	70M	23.17	32.45
000631	Area Terminal Produce Inspecto	7	207	67M	20.76	29.18	67M	21.28	29.91
002960	Arts School Residence Coord	3	203	64N	18.59	26.29	64N	19.05	26.95
000805	Athletic Equipment Manager	3	203	56M	15.64	20.57	56M	16.03	21.08
000969	Audio Visual Aide	6	206	58L	16.10	21.08	58L	16.50	21.61
000099	Audio Visual Educ Spec	7	207	61M	17.72	24.62	61M	18.16	25.24
002035	Audio Visual Technician	7	207	59M	16.87	23.16	59M	17.29	23.74
000103	Automobile Driver	3	203	53M	14.87	19.03	53M	15.24	19.51
000109	Automobile Service Attendant	3	203	55M	15.38	20.09	55M	15.76	20.59
000105	Automotive Mechanic	2	202	89F	23.52	27.08	89F	24.11	27.76
002100	Automotive Mechanic Lead	2	202	92F	25.56	29.60	92F	26.20	30.34
000929	Automotive Parts Technician	7	207	61M	17.72	24.62	61M	18.16	25.24
000108	Automotive Technician	2	202	83F	19.95	22.77	83F	20.45	23.34

AFSCME Classes and Salaries for July 1, 2019 through June 30, 2021

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				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
000113	Baker	3	203	61M	17.39	23.60	61M	17.82	24.19
002555	Behavior Modification Asst	4	204	63M	18.04	24.97	63M	18.49	25.59
002877	Braillist Technician	7	207	65M	19.60	27.61	65M	20.09	28.30
002214	Building Maintenance Coord	2A	202	40K	24.61	32.44	40K	25.23	33.25
002270	Building Maintenance Lead Wrkr	2	202	92F	25.56	29.60	92F	26.20	30.34
002238	Building Svcs Lead	3	203	60M	17.01	22.84	60M	17.44	23.41
000135	Building Utilities Mechanic	2	202	90F	24.18	27.86	90F	24.78	28.56
001326	Buildings & Grounds Worker	3	203	56M	15.64	20.57	56M	16.03	21.08
003458	Campus Security Officer	3	203	66M	19.60	27.00	66M	20.09	27.68
000146	Carpenter	2	202	90F	24.18	27.86	90F	24.78	28.56
002101	Carpenter Lead	2	202	92F	25.56	29.60	92F	26.20	30.34
000148	Cashier	6	206	64L	18.46	24.97	64L	18.92	25.59
003631	Central Svcs Admin Spec	6	206	58L	16.10	21.08	58L	16.50	21.61
003632	Central Svcs Admin Spec Inter	6	206	61L	17.23	22.84	61L	17.66	23.41
003634	Central Svcs Admin Spec Prin	6	206	67L	20.01	27.00	67L	20.51	27.68
003633	Central Svcs Admin Spec Senior	6	206	64L	18.46	24.97	64L	18.92	25.59
002560	Certified Occup Therapy Asst 1	4	204	63M	18.04	24.97	63M	18.49	25.59
002561	Certified Occup Therapy Asst 2	4	204	66M	19.53	27.00	66M	20.02	27.68
003885	Certified Peer Specialist	4	204	56M	15.43	20.53	56M	15.82	21.04
001027	Chemical Depend Couns Sr	4	204	69L	21.08	28.51	69L	21.61	29.22
002556	Chemical Depend Program Asst	4	204	63M	18.04	24.97	63M	18.49	25.59
000154	Chemist Aide	7	207	57M	16.08	21.92	57M	16.48	22.47
002593	Child Care Center Asst	7	207	59L	16.87	22.60	59L	17.29	23.17
003696	Child Support Payment Speclist	7	207	70M	22.60	31.66	70M	23.17	32.45
003455	College Bkstore Coord Sr	6	206	68M	20.53	28.51	68M	21.04	29.22
000865	College Laboratory Asst 1	7	207	60M	17.33	23.88	60M	17.76	24.48

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				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
002632	College Laboratory Asst 2	7	207	62M	18.16	25.38	62M	18.61	26.01
001640	Consumer Aide	6	206	61L	17.23	22.84	61L	17.66	23.41
002401	Consumer Aide Senior	6	206	67L	20.01	27.00	67L	20.51	27.68
003112	Control Center Clerk	6	206	60L	16.87	22.28	60L	17.29	22.84
000197	Cook	3	203	60M	17.01	22.84	60M	17.44	23.41
000198	Cook Coordinator	3	203	62M	17.76	24.24	62M	18.20	24.85
002188	Corr Chief Cook	3	203	66N	19.60	27.77	66N	20.09	28.46
003640	Corr Inmate Prog Coord	7	207	67M	20.76	29.18	67M	21.28	29.91
003054	Corr Mnfctrng Spec-Engr & Draf	2	202	95F	27.86	32.34	95F	28.56	33.15
003057	Corr Mnfctrng Spec-Graphics	2	202	93F	26.29	30.43	93F	26.95	31.19
003062	Corr Mnfctrng Spec-Light Assem	2	202	91F	24.84	28.65	91F	25.46	29.37
003056	Corr Mnfctrng Spec-Light Manuf	2	202	93F	26.29	30.43	93F	26.95	31.19
003058	Corr Mnfctrng Spec-Mechanical	2	202	93F	26.29	30.43	93F	26.95	31.19
003287	Corr Mnfctrng Spec-Sales & Ser	2	202	95F	27.86	32.34	95F	28.56	33.15
003055	Corr Mnfctrng Spec-Tool & Die	2	202	95F	27.86	32.34	95F	28.56	33.15
003061	Corr Mnfctrng Spec-Trnsp&Ware	2	202	91F	24.84	28.65	91F	25.46	29.37
003397	Corr Mnfctrng Spec-Wood	2	202	93F	26.29	30.43	93F	26.95	31.19
002629	Corr Teaching Asst	7	207	61M	17.72	24.62	61M	18.16	25.24
003635	Customer Svcs Specialist	6	206	58L	16.10	21.08	58L	16.50	21.61
003636	Customer Svcs Specialist Int	6	206	61L	17.23	22.84	61L	17.66	23.41
003638	Customer Svcs Specialist Princ	6	206	67L	20.01	27.00	67L	20.51	27.68
003637	Customer Svcs Specialist Sr	6	206	64L	18.46	24.97	64L	18.92	25.59
003565	Dairy Inspector 1	7C	207	01L	20.09	28.92	01L	20.59	29.64
003566	Dairy Inspector 2	7C	207	02L	22.93	33.29	02L	23.50	34.12
002303	Data Processing Coordinator	6	206	66L	19.53	26.29	66L	20.02	26.95
000224	Delivery Van Driver	3	203	59M	16.65	22.28	59M	17.07	22.84

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				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
001623	Dental Assistant	7	207	61M	17.72	24.62	61M	18.16	25.24
000227	Dental Hygienist	7	207	74M	25.38	35.01	74M	26.01	35.89
003489	Dietary Technician	7	207	64M	19.00	26.86	64M	19.48	27.53
000800	Dining Hall Coordinator	3	203	60M	17.01	22.84	60M	17.44	23.41
002646	Driver Improvement Spec	7	207	69M	21.92	30.87	69M	22.47	31.64
002663	DVS Exam & Insp Spec	7	207	63M	18.53	26.09	63M	18.99	26.74
000242	DVS Exam & Insp Spec Sr	7	207	66M	20.25	28.41	66M	20.76	29.12
002777	EDP Help Desk Specialist	7	207	66M	20.25	28.41	66M	20.76	29.12
002584	EDP Operations Assistant	6	206	61L	17.23	22.84	61L	17.66	23.41
003072	EDP Operations Assistant Sr	6	206	64L	18.46	24.97	64L	18.92	25.59
002268	EDP Operations Technical Spec	7	207	69N	21.92	31.66	69N	22.47	32.45
000886	EDP Operations Technician 2	7	207	61M	17.72	24.62	61M	18.16	25.24
001390	EDP Operations Technician 3	7	207	63M	18.53	26.09	63M	18.99	26.74
003189	Electrical/Electronics Spec	2	202	94F	27.08	31.38	94F	27.76	32.16
000266	Electrician	2	202	94F	27.08	31.38	94F	27.76	32.16
002108	Electrician Lead	2	202	96F	28.65	33.36	96F	29.37	34.19
003452	Electrician Master Record	2	202	95F	27.86	32.34	95F	28.56	33.15
003511	Electronic Publishing Coord	6	206	66L	19.53	26.29	66L	20.02	26.95
003834	Electronic Systems Specialist	7	207	70M	22.60	31.66	70M	23.17	32.45
000270	Electronic Technician	7	207	65M	19.60	27.61	65M	20.09	28.30
000938	Electronic Technician Senior	7	207	67M	20.76	29.18	67M	21.28	29.91
003188	Emergency Manage Cntr Duty Off	6	206	61L	17.23	22.84	61L	17.66	23.41
003529	Emergency Medical Tech	3	203	64M	18.59	25.63	64M	19.05	26.27
003522	Emergency Medical Tech Lead	3	203	67M	20.09	27.77	67M	20.59	28.46
000793	Emp & Econ Devel Technician 3	6	206	67L	20.01	27.00	67L	20.51	27.68
000286	Engineering Aide	7	207	60M	17.33	23.88	60M	17.76	24.48

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001063	Engineering Aide Inter	7	207	64M	19.00	26.86	64M	19.48	27.53
000644	Engineering Aide Senior	7	207	69M	21.92	30.87	69M	22.47	31.64
000293	Exec 2	6	206	70M	21.67	30.06	70M	22.21	30.81
001917	Exhibit Specialist	7	207	69N	21.92	31.66	69N	22.47	32.45
000301	Fingerprint Technician	7	207	66L	20.25	27.61	66L	20.76	28.30
003528	Fire Simulator System Engineer	7	207	69M	21.92	30.87	69M	22.47	31.64
000305	Food Service Worker	3	203	55M	15.38	20.09	55M	15.76	20.59
003104	Forensic Evidence Spec	6	206	65L	18.95	25.63	65L	19.42	26.27
001725	General Maintenance Wrkr	3A	203	12K	14.87	21.03	12K	15.24	21.56
001728	General Maintenance Wrkr Lead	3A	203	16F	19.03	21.56	16F	19.51	22.10
001357	General Repair Worker	2	202	87F	22.20	25.56	87F	22.76	26.20
000753	Graphic Arts Specialist	7	207	66N	20.25	29.18	66N	20.76	29.91
002220	Grounds & Roads Mntc Coord	3	203	64M	18.59	25.63	64M	19.05	26.27
000328	Groundskeeper	3	203	58N	16.28	22.28	58N	16.69	22.84
001599	Groundskeeper Inter	3	203	60N	17.01	23.60	60N	17.44	24.19
000329	Groundskeeper Senior	3	203	63N	18.18	25.63	63N	18.63	26.27
003579	Health Care Call Center Rep	7	207	65M	19.60	27.61	65M	20.09	28.30
003468	Health Care Claim Spec	7	207	65M	19.60	27.61	65M	20.09	28.30
000104	Heavy Equip Field Mech	2	202	93F	26.29	30.43	93F	26.95	31.19
000927	Heavy Equip Mechanic	2	202	92F	25.56	29.60	92F	26.20	30.34
000344	Heavy Equip Operator	2	202	90F	24.18	27.86	90F	24.78	28.56
001561	Heavy Equip Srvc Attendant	2	202	82F	19.55	22.20	82F	20.04	22.76
003842	Higher Education Tutor	7	207	53M	14.80	19.60	53M	15.17	20.09
003232	Highway Helper	2	202	86F	21.53	24.84	86F	22.07	25.46
003233	Highway Helper Sr	2	202	87F	22.20	25.56	87F	22.76	26.20
000358	Highway Signal Technician	2	202	94F	27.08	31.38	94F	27.76	32.16

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				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
000897	Hockey Rink Ice Maker	3	203	61L	17.39	22.84	61L	17.82	23.41
000370	Hospital Services Assistant	4	204	58L	16.10	21.08	58L	16.50	21.61
001693	Housing Finance Paraprof	6	206	67L	20.01	27.00	67L	20.51	27.68
003826	Housing Finance Paraprof Sr	7	207	69M	21.92	30.87	69M	22.47	31.64
000881	Human Resources Technician 1	7	207	61M	17.72	24.62	61M	18.16	25.24
001486	Human Resources Technician 2	7	207	63M	18.53	26.09	63M	18.99	26.74
003618	Human Svcs Support Specialist	4	204	64L	18.46	24.97	64L	18.92	25.59
001564	Human Svcs Technician	4A	204	25P	14.88	23.60	25P	15.25	24.19
001555	Inserting Machine Operator	6	206	60L	16.87	22.28	60L	17.29	22.84
001556	Inserting Machine Operator Lea	6	206	62L	17.62	23.60	62L	18.06	24.19
002216	Institution Mntc Lead Worker	2	202	92F	25.56	29.60	92F	26.20	30.34
002111	Instructional Communic Spec	7	207	72M	23.88	33.34	72M	24.48	34.17
001011	Instructional Communic Tech	7	207	63M	18.53	26.09	63M	18.99	26.74
001846	Interpret Guide	3	203	61L	17.39	22.84	61L	17.82	23.41
001845	Interpret Naturalist Aide	7	207	61L	17.72	23.88	61L	18.16	24.48
003567	Interstate Milk Rating Officer	7C	207	03L	25.38	37.07	03L	26.01	38.00
003355	IRRR Facilities Maint Leadwkr	2	202	92F	25.56	29.60	92F	26.20	30.34
003120	IRRR Facilities Resource Wkr	3	203	63M	18.18	24.97	63M	18.63	25.59
000414	Laborer General	3A	203	10H	16.00	20.00	10H	16.40	20.50
000415	Laborer Trades & Equipment	2	202	86F	21.53	24.84	86F	22.07	25.46
000421	Laundry Worker	3	203	57M	15.94	21.10	57M	16.34	21.63
000423	Law Compliance Rep 1	7	207	58M	16.48	22.60	58M	16.89	23.17
000424	Law Compliance Rep 2	7	207	67M	20.76	29.18	67M	21.28	29.91
000427	Legal Secretary	6	206	67L	20.01	27.00	67L	20.51	27.68
001542	Legal Secretary Senior	6	206	70L	21.67	29.22	70L	22.21	29.95
000308	Library Technician	7	207	61M	17.72	24.62	61M	18.16	25.24

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				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
001659	Licensed Practical Nurse	4	204	67N	20.01	28.51	67N	20.51	29.22
000431	Life Guard	3	203	50M	14.01	17.76	50M	14.36	18.20
001074	Liquor Control Invest Special	7	207	66M	20.25	28.41	66M	20.76	29.12
000434	Livestock Weigher 1	3	203	60M	17.01	22.84	60M	17.44	23.41
000435	Livestock Weigher 2	3	203	62M	17.76	24.24	62M	18.20	24.85
003488	Locksmith	2	202	90F	24.18	27.86	90F	24.78	28.56
000440	Machinery Repair Worker	2	202	90F	24.18	27.86	90F	24.78	28.56
000441	Machinist	2	202	90F	24.18	27.86	90F	24.78	28.56
003665	Machinist Lead	2	202	92F	25.56	29.60	92F	26.20	30.34
002852	Maintenance Machinist	2	202	92F	25.56	29.60	92F	26.20	30.34
000444	Mason	2	202	90F	24.18	27.86	90F	24.78	28.56
001718	Materials Trans Driver	3A	203	18F	19.98	22.84	18F	20.48	23.41
003434	Materials Trans Driver Lead	3	203	69F	21.10	24.24	69F	21.63	24.85
003791	Medical Assistant, Certified	4	204	65L	18.95	25.63	65L	19.42	26.27
000411	Medical Laboratory Tech 1	7	207	61M	17.72	24.62	61M	18.16	25.24
000864	Medical Laboratory Tech 2	7	207	62M	18.16	25.38	62M	18.61	26.01
000875	Medical Records Tech 1	7	207	64M	19.00	26.86	64M	19.48	27.53
001475	Medical Records Tech 2	7	207	68M	21.34	30.06	68M	21.87	30.81
002559	Mental Health Prog Asst	4	204	63M	18.04	24.97	63M	18.49	25.59
003305	Military Refuse Vehic Oper	2	202	82F	19.55	22.20	82F	20.04	22.76
003306	Military Refuse Vehic Oper Sr	2	202	85F	20.93	24.18	85F	21.45	24.78
002441	Military Security Guard	3	203	66M	19.60	27.00	66M	20.09	27.68
003647	Mine Hoist & Maint Lead Wrkr	2	202	95F	27.86	32.34	95F	28.56	33.15
000914	Mine Hoist & Maint Wrkr	2	202	93F	26.29	30.43	93F	26.95	31.19
000463	Mining Aide	7	207	59M	16.87	23.16	59M	17.29	23.74
001552	Mining Aide Intermediate	7	207	63M	18.53	26.09	63M	18.99	26.74

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003498	MN Health Insurance Prog Rep 1	7	207	65M	19.60	27.61	65M	20.09	28.30
003892	MN Health Insurance Prog Rep 2	7	207	67M	20.76	29.18	67M	21.28	29.91
001022	Musical Instrument Repair Tech	7	207	66M	20.25	28.41	66M	20.76	29.12
003624	NR Air Tactical Group Coord	7	207	68M	21.34	30.06	68M	21.87	30.81
002901	NR Douglas Lodge Custodial Wkr	3	203	52O	14.65	19.60	52O	15.02	20.09
003428	NR Douglas Lodge Din Rm Ld Wkr	3	203	62M	17.76	24.24	62M	18.20	24.85
002724	NR Douglas Lodge Wkr	3	203	42G	11.76	13.40	42G	12.05	13.74
002881	NR Fisheries Census Clerk	6	206	58L	16.10	21.08	58L	16.50	21.61
003686	NR Forest Fire Resp Lead	3	203	58L	16.28	21.10	58L	16.69	21.63
003447	NR Forestry Grnd Support Ldwkr	7	207	68M	21.34	30.06	68M	21.87	30.81
003687	NR Forestry Support Dispatcher	3	203	55L	15.38	19.60	55L	15.76	20.09
003625	NR Helicopter Oper Coord	7	207	68M	21.34	30.06	68M	21.87	30.81
003408	NR Mine Interpreter	7	207	64M	19.00	26.86	64M	19.48	27.53
003739	NR Parks & Trails Equip Oper	2	202	90F	24.18	27.86	90F	24.78	28.56
000190	NR Tech	7	207	61M	17.72	24.62	61M	18.16	25.24
001771	NR Tech Fisheries	7	207	65M	19.60	27.61	65M	20.09	28.30
001755	NR Tech Forestry	7	207	66M	20.25	28.41	66M	20.76	29.12
002640	NR Tech Parks	7	207	62M	18.16	25.38	62M	18.61	26.01
002641	NR Tech Parks & Trails	7	207	66M	20.25	28.41	66M	20.76	29.12
001756	NR Tech Wildlife	7	207	65M	19.60	27.61	65M	20.09	28.30
003627	Office & Admin Specialist	6	206	58L	16.10	21.08	58L	16.50	21.61
003628	Office & Admin Specialist Int	6	206	61L	17.23	22.84	61L	17.66	23.41
003630	Office & Admin Specialist Prin	6	206	67L	20.01	27.00	67L	20.51	27.68
003629	Office & Admin Specialist Sr	6	206	64L	18.46	24.97	64L	18.92	25.59
003626	Office Specialist	6	206	56L	15.43	20.01	56L	15.82	20.51
000912	Offset Press Operator	6	206	64L	18.46	24.97	64L	18.92	25.59

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001040	Offset Press Operator Senior	6	206	68L	20.53	27.77	68L	21.04	28.46
000490	Painter	2	202	90F	24.18	27.86	90F	24.78	28.56
002222	Painter Lead	2	202	92F	25.56	29.60	92F	26.20	30.34
003611	Paralegal	7	207	67M	20.76	29.18	67M	21.28	29.91
001327	Parks & Trails Associate	3	203	58M	16.28	21.70	58M	16.69	22.24
003902	Peer Specialist	4	204	56M	15.43	20.53	56M	15.82	21.04
001020	Pharmacy Technician	7	207	57M	16.08	21.92	57M	16.48	22.47
000505	Photographer	7	207	59M	16.87	23.16	59M	17.29	23.74
000506	Photographic Laboratory Lead	7	207	63M	18.53	26.09	63M	18.99	26.74
002562	Physical Therapy Aide	4	204	59O	16.48	23.60	59O	16.89	24.19
002563	Physical Therapy Asst	4	204	66M	19.53	27.00	66M	20.02	27.68
001994	Plant Industry Inspector 1	7	207	61M	17.72	24.62	61M	18.16	25.24
001995	Plant Industry Inspector 2	7	207	65M	19.60	27.61	65M	20.09	28.30
000525	Plant Mntc Engineer	2	202	91F	24.84	28.65	91F	25.46	29.37
000526	Plant Mntc Engineer Helper	2	202	83F	19.95	22.77	83F	20.45	23.34
003672	Plant Mntc Engineer Lead	2	202	93F	26.29	30.43	93F	26.95	31.19
000529	Plasterer	2	202	90F	24.18	27.86	90F	24.78	28.56
000530	Plumber	2	202	92F	25.56	29.60	92F	26.20	30.34
003328	Plumber Chief	2	202	94F	27.08	31.38	94F	27.76	32.16
003278	Plumber Fitter	2	202	94F	27.08	31.38	94F	27.76	32.16
003453	Plumber Master In Charge	2	202	94F	27.08	31.38	94F	27.76	32.16
003715	Pollution Cont Data Spec	7	207	66M	20.25	28.41	66M	20.76	29.12
000857	Pollution Cont Technician	7	207	59M	16.87	23.16	59M	17.29	23.74
000586	Radio Technician 1	7	207	65M	19.60	27.61	65M	20.09	28.30
001428	Radio Technician 2	7	207	69M	21.92	30.87	69M	22.47	31.64
000587	Radio Technician 3	7	207	73N	24.62	35.01	73N	25.24	35.89

AFSCME Classes and Salaries for July 1, 2019 through June 30, 2021

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	7/1/2019 – 6/30/2020			7/1/2020 – 6/30/2021		
				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
000589	Radio Tower Technician	7	207	68M	21.34	30.06	68M	21.87	30.81
003883	Radio Tower Technician Senior	7	207	70M	22.60	31.66	70M	23.17	32.45
003167	Real Estate Aide	7	207	64M	19.00	26.86	64M	19.48	27.53
003613	Real Estate Technician	7	207	67M	20.76	29.18	67M	21.28	29.91
002565	Recreation Program Asst	4	204	63M	18.04	24.97	63M	18.49	25.59
001019	Refrigeration Mechanic	2	202	91F	24.84	28.65	91F	25.46	29.37
003281	Reprographic Specialist	7	207	58M	16.48	22.60	58M	16.89	23.17
003877	Resident Assistant	3	203	52M	14.65	18.59	52M	15.02	19.05
003661	Residential Prog Lead	4	204	66M	19.53	27.00	66M	20.02	27.68
002761	Revenue Collections Officer 1	7	207	64M	19.00	26.86	64M	19.48	27.53
002766	Revenue Examiner 1	7	207	64M	19.00	26.86	64M	19.48	27.53
000093	Security Counselor	4	204	66M	19.53	27.00	66M	20.02	27.68
000094	Security Counselor Lead	4	204	70M	21.67	30.06	70M	22.21	30.81
001045	Security Guard	3	203	57M	15.94	21.10	57M	16.34	21.63
003880	Security Guard Armed	3	203	66M	19.60	27.00	66M	20.09	27.68
002028	Security/Comm Systems Monitor	3	203	61L	17.39	22.84	61L	17.82	23.41
000850	Seed Analyst	7	207	61M	17.72	24.62	61M	18.16	25.24
000627	Seed Analyst Senior	7	207	64M	19.00	26.86	64M	19.48	27.53
003032	Seed Potato Specialist	7	207	69M	21.92	30.87	69M	22.47	31.64
002985	Sentencing To Service Crew Ldr	3	203	66L	19.60	26.29	66L	20.09	26.95
000668	Service Worker	3	203	47M	13.15	16.67	47M	13.48	17.09
002580	Special Education Program Asst	4	204	63M	18.04	24.97	63M	18.49	25.59
003709	State Prog Admin Tech Spec	7	207	65M	19.60	27.61	65M	20.09	28.30
000700	Stationary Engineer	2	202	91F	24.84	28.65	91F	25.46	29.37
000702	Steamfitter	2	202	91F	24.84	28.65	91F	25.46	29.37
003128	Structural Fabrication Insp	7	207	73M	24.62	34.13	73M	25.24	34.98

AFSCME Classes and Salaries for July 1, 2019 through June 30, 2021

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	7/1/2019 – 6/30/2020			7/1/2020 – 6/30/2021		
				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
002564	Structured Program Assistant	4	204	63M	18.04	24.97	63M	18.49	25.59
003475	Student Services Asst Senior	6	206	66L	19.53	26.29	66L	20.02	26.95
008596	Student Worker Clerical	6	206	54K	14.88	18.46	54K	15.25	18.92
008597	Student Worker Custodial/Maint	3	203	42J	11.76	14.36	42J	12.05	14.72
008598	Student Worker Para Prof	7	207	53H	14.80	17.33	53H	15.17	17.76
008599	Student Worker Para Prof Sr	7	207	57I	16.08	19.60	57I	16.48	20.09
002963	Supported Employment Worker	3A	203	20I	10.13	16.01	20I	10.38	16.41
001021	Theatre Technician	7	207	66L	20.25	27.61	66L	20.76	28.30
003669	Traffic Mgmt Sys Integrator	7	207	68M	21.34	30.06	68M	21.87	30.81
003395	Traffic Mgmt Sys Integrator Sr	7	207	71M	23.16	32.46	71M	23.74	33.27
000353	Transp Aide	7	207	56M	15.75	21.34	56M	16.14	21.87
003684	Transp Associate	TSS	202	64B	19.00	19.60	64B	19.48	20.09
003874	Transp Communications Operator	7	207	64M	19.00	26.86	64M	19.48	27.53
003685	Transp Generalist	TSS	202	67I	20.34	25.56	67I	20.85	26.20
003676	Transp Generalist Senior	TSS	207	69J	21.92	28.41	69J	22.47	29.12
003848	Transp Materials Technician	7	207	64M	19.00	26.86	64M	19.48	27.53
003727	Transp Photogrammetric Tech Sp	7	207	72M	23.88	33.34	72M	24.48	34.17
003183	Transp Sign Fabricator	2	202	86F	21.53	24.84	86F	22.07	25.46
003677	Transp Specialist	TSS	207	71L	23.16	31.66	71L	23.74	32.45
002669	Typesetter	6	206	61L	17.23	22.84	61L	17.66	23.41
003899	Veterans Care Specialist	4	204	64M	18.46	25.63	64M	18.92	26.27
002616	Veterans Home Program Asst	4	204	63M	18.04	24.97	63M	18.49	25.59
002536	Vocational Rehab Technician Sr	6	206	66L	19.53	26.29	66L	20.02	26.95
000323	Warehouse Examiner	7	207	64M	19.00	26.86	64M	19.48	27.53
002703	Warehouse Examiner Senior	7	207	67M	20.76	29.18	67M	21.28	29.91
001925	Water Treatment Plant Operator	2	202	88F	22.77	26.29	88F	23.34	26.95

AFSCME Classes and Salaries for July 1, 2019 through June 30, 2021

JOB CODE	JOB TITLE	GRID ID #	BARG UNIT	7/1/2019 – 6/30/2020			7/1/2020 – 6/30/2021		
				COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY	COMP CODE	MINIMUM HOURLY	MAXIMUM HOURLY
000759	Weights & Measures Invst 1	7	207	68M	21.34	30.06	68M	21.87	30.81
001863	Weights & Measures Invst 1 Hvy	7	207	69M	21.92	30.87	69M	22.47	31.64
000760	Weights & Measures Invst 2	7	207	71N	23.16	33.34	71N	23.74	34.17
000761	Welder	2	202	90F	24.18	27.86	90F	24.78	28.56
002567	Work Therapy Asst	4	204	63M	18.04	24.97	63M	18.49	25.59
002568	Work Therapy Program Coord	4	204	65M	18.95	26.29	65M	19.42	26.95
002566	Work Therapy Technician	4	204	60M	16.87	22.84	60M	17.29	23.41
003662	Zoo Farm Keeper	7	207	65M	19.60	27.61	65M	20.09	28.30
001695	Zoo Keeper	7	207	65M	19.60	27.61	65M	20.09	28.30
003001	Zoo Lead Laborer	2	202	90F	24.18	27.86	90F	24.78	28.56
003576	Zoo Life Support Operator	2	202	90F	24.18	27.86	90F	24.78	28.56

APPENDIX F - PAY DIFFERENTIALS

Section 1. Payment of Intermittent Equipment Operations Differential. Employees certified by the Appointing Authority to operate the equipment shall receive the differential pay for a full one-half (1/2) shift when they intermittently perform the work duties or operate the equipment for at least one (1) hour during that one-half (1/2) shift.

Payment of the intermittent equipment operation differentials shall not apply to any loading equipment when a truck operator, on an occasional basis, loads their own truck with ice control material from a stockpile during ice control operations.

When new equipment is put into use, the differential rate for the new equipment shall be established by the Employer based on comparability to equipment currently in Equipment Pay Classifications I through IV.

Section 2. Intermittent Equipment Operations Differentials.

A. **Equipment Pay Classification 1 ($0.55 per hour)**.

Compactor
Tandem trucks (in excess of 40,000 GVWR)

B. **Equipment Pay Classification 2 ($0.95 per hour)**.

Fork-lifts (over 15 tons)
Four wheel drive loader (non-front wheel assist)
Hydro-hammer
Muskeg brush cutter
Posi-Track (with loader, brush cutter or dozer blade)
Power actuated auger (over 6 inches)
Power or motor grader (less than 70 hp)
Self-propelled rollers (3.5 to 7 tons operating weight)
Skidder
Slope mower (boom operated)
Steam boiler (requires second class "B" Steam engineers license)
Ten ton all wheel drive truck
Tracked Firefighting Equipment (greater than 7000 lbs. GVWR)
Track-type tractor (with power takeoff of 30 to 50 horsepower)
Tree mover (44" or greater)
Vacuum Truck Helper

C. **Equipment Pay Classification 3 ($1.25 per hour)**.

Backhoe 30 horsepower or greater
Diesel locomotive
Distributor (1,000 gallon capacity or greater used in applying oils, asphalts, tars)
Drill rig, heavy duty
Electric Passenger Trolley (16 ton)
Full Circle Excavator
Gyro-Trac

Motor Grader (70 H.P. or greater-routine operations)
Pickup-type road sweeper (includes unimog sweeper)
Self-propelled rollers (7 tons and over)
Semi-Tractor Trailer Combination (in excess of 40,000 GVWR)
Snow Blower, Two Stage (Sno Go)
Snow grooming machine with hydraulic takeoff
Snow Thrower, Single Stage (Root, Unimog or Schmidt)
Tandem clam truck (log loader)
Track-type tractor (with power takeoff of 50 horsepower or greater)
Vacuum Jet Rodder Operator

D. **Equipment Pay Classification 4 ($1.50 per hour)**.

Aquatic Weed Cutter (Diesel Power)
Dragline
Hydraulic hoe
Power or motor grader (finish blade)

Section 3. Department of Human Services. Employees in the class Delivery Van Driver who engage in the over-the-road driving of a heavy truck (at least 2 ton) shall receive a differential of twenty-five cents (25¢) per hour when operating such a vehicle.

Section 4. Transportation Communications Operator Differential. Transportation Communications Operators working in the Twin Cities Metropolitan Area shall receive a differential of $2.00 per hour. Such differential shall be in addition to the employee's regular rate of pay and shall be included in all payroll calculations. Employees who are assigned as alternate Transportation Communications Operators will receive this differential when they are performing work as a Transportation Communications Operator in the Twin Cities Metropolitan Area.

Section 5. Minnesota State Academies. Employees who perform the duties of Intervener shall receive a differential of one dollar ($1.00) per hour for all hours worked as an Intervener.

Section 6. High Voltage Differential. Employees who work on high voltage (over 600 volts) power lines shall receive a differential of one dollar and fifteen cents ($1.15) per hour for all hours worked on high voltage power lines.

APPENDIX G – SENIORITY UNITS

The following is an alphabetical listing of seniority units for which AFSCME, Council 5, AFL-CIO has exclusive bargaining rights at the time this Agreement was signed.

Accountancy, Board of
Administration, Department of
Administrative Hearings, Office of
Agriculture, Department of
Amateur Sports Commission
Animal Health, Board of
Architecture, Engineering, Land Surveying, and Landscape Architecture, Board of
Arts Board, Minnesota State
Asian Pacific Minnesotans, Council on

Attorney General, Office of
Auditor, Office of the State
Barber Examiners, Board of
Black Minnesotans, Council on
Campaign Finance and Public Disclosure Board
Capitol Area Architectural and Planning Board
Chicano/Latino People's Affairs Council
Chiropractic Examiners, Board of
Commerce, Department of
Corrections, Department of - Central Office and Community Services
Corrections, Department of - Minnesota Correctional Facility, Faribault
Corrections, Department of - Minnesota Correctional Facility, Lino Lakes
Corrections, Department of - Minnesota Correctional Facility, Oak Park Heights
Corrections, Department of - Minnesota Correctional Facility, Red Wing
Corrections, Department of - Minnesota Correctional Facility, Rush City
Corrections, Department of - Minnesota Correctional Facility, Shakopee
Corrections, Department of - Minnesota Correctional Facility, St. Cloud
Corrections, Department of - Minnesota Correctional Facility, Stillwater
Corrections, Department of - Minnesota Correctional Facility, Willow River/Moose Lake
Corrections, Department of - Minnesota Correctional Facility, Togo
Dentistry, Board of
Disabilities, Council on
Education, Department of
Emergency Medical Services Regulatory Board
Employment and Economic Development, Department of
Explore Minnesota Tourism
Gambling Control Board
Health, Department of
Higher Education Facilities Authority, Minnesota
Housing Finance Agency, Minnesota
Human Rights, Department of
Human Services, Department of - all employees excluding those employed at facilities
Human Services, Department of - Ah-Gwah-Ching Center
Human Services, Department of - Anoka-Metro Regional Treatment Center
Human Services, Department of - Brainerd Regional Human Services Center and SOCS
Human Services, Department of - Cambridge Regional Human Services Center
Human Services, Department of - EMSOCS
Human Services, Department of - Fergus Falls Regional Treatment Center and SOCS
Human Services, Department of - METO/EMCSS
Human Services, Department of - Moose Lake Regional State Operated Services, including Minnesota Sexual Psychopathic Personality Treatment Center
Human Services, Department of - St. Peter Regional Treatment Center
Human Services, Department of - Willmar Regional Treatment Center and SOCS
Indian Affairs Council
Investment, Board of
Iron Range Resources
Labor and Industry, Department of
Marriage and Family Therapy, Board of
Medical Practice, Board of

Military Affairs, Department of
Minnesota Management & Budget
Minnesota Office of Higher Education
Minnesota Public Facility Authority
Minnesota Science and Technology Authority
Minnesota State Academies (However, Articles 4, 12 and 15 shall apply to Unit 4 employees, excluding the classification LPN, only in the Academy in which they are employed.)
MN.IT Services
MnSCU - Alexandria Technical & Community College
MnSCU - Anoka Technical College
MnSCU - Anoka-Ramsey Community College (Coon Rapids/Cambridge Campuses)
MnSCU - Bemidji State University
MnSCU - Central Lakes College (Brainerd/Staples Campuses)
MnSCU - Century College
MnSCU - Dakota County Technical College
MnSCU - Fond du Lac Tribal and Community College
MnSCU - Hennepin Technical College (Brooklyn Park/Eden Prairie Campuses)
MnSCU - Hibbing Community College (including Paulucci Space Theatre)
MnSCU - Inver Hills Community College
MnSCU - Itasca Community College
MnSCU - Lake Superior College
MnSCU - Mesabi Range Community and Technical College
MnSCU - Metropolitan State University (Brooklyn Park, Midway, Minneapolis, and St. Paul)
MnSCU - Minneapolis Community and Technical College
MnSCU - Minnesota State College - Southeast Technical Red Wing
MnSCU - Minnesota State College - Southeast Technical Winona
MnSCU – Minnesota State Community and Technical College – Detroit Lakes
MnSCU – Minnesota State Community and Technical College – Fergus Falls
MnSCU – Minnesota State Community and Technical College – Moorhead
MnSCU – Minnesota State Community and Technical College – Wadena
MnSCU - Minnesota State University, Mankato
MnSCU - Minnesota State University, Moorhead
MnSCU - Minnesota West Community and Technical College - Canby (including Marshall)
MnSCU - Minnesota West Community and Technical College - Granite Falls (including Redwood Falls)
MnSCU - Minnesota West Community and Technical College - Jackson (including Fairmont)
MnSCU - Minnesota West Community and Technical College - Pipestone (including Luverne)
MnSCU - Minnesota West Community and Technical College - Worthington
MnSCU - Normandale Community College
MnSCU - North Hennepin Community College
MnSCU - Northland Community and Technical College – East Grand Forks
MnSCU – Northland Community and Technical College – Thief River Falls
MnSCU - Northwest Technical College - Bemidji
MnSCU – Northwest Technical College - Perham
MnSCU - Pine Technical College
MnSCU - Rainy River Community College
MnSCU - Ridgewater College - Hutchinson
MnSCU - Ridgewater College - Willmar
MnSCU - Riverland Community College (including Albert Lea, Austin, and Owatonna)

MnSCU - Rochester Community and Technical College
MnSCU - St. Cloud State University
MnSCU - St. Cloud Technical and Community College
MnSCU - St. Paul College
MnSCU - South Central College - Faribault
MnSCU - South Central College - North Mankato/Mankato
MnSCU - Southwest Minnesota State University
MnSCU – System Office
MnSCU - Vermilion Community College
MnSCU - Winona State University
MNsure
Natural Resources, Department of
Nursing, Board of
Nursing Home Administrators, Board of
Ombudsman for Corrections
Ombudsman for Mental Health and Developmental Disabilities
Optometry, Board of
Peace Officers Standard and Training Board
Perpich Center for Arts Education
Pharmacy, Board of
Physical Therapy, State Board of
Pollution Control Agency, Minnesota
Psychology, Board of
Public Employees Retirement Association
Public Safety, Department of (including Private Detective Board)
Public Utilities Commission
Racing Commission
Revenue, Department of (including Board of Assessors)
School Administrators, Board of
Secretary of State, Office of the
Sentencing Guidelines Commission, Minnesota
Social Work Board
State Lottery
State Retirement System, Minnesota
Tax Court, Minnesota
Teaching, Board of
Teacher's Retirement Association, Minnesota
Transportation, Department of - District 1
Transportation, Department of - District 2
Transportation, Department of - District 3
Transportation, Department of - District 4
Transportation, Department of - Metro District and Central Office
Transportation, Department of - District 6
Transportation, Department of - District 7
Transportation, Department of - District 8
Veterans Affairs, Department of – Programs and Services
Veterans Affairs, Department of - Veterans' Home - Fergus Falls
Veterans Affairs, Department of - Veterans' Home - Hastings
Veterans Affairs, Department of - Veterans' Home - Luverne

Veterans Affairs, Department of – Veterans' Home - Minneapolis
Veterans Affairs, Department of - Veterans' Home - Silver Bay
Veterinary Medicine, Board of
Workers' Compensation Court of Appeals
Zoological Gardens, Minnesota

APPENDIX H - CLASS OPTIONS

A "class option" is defined as an area of specialization which may require special licensure, certification or registration, and for which separate minimum qualifications are used in making appointments to a position in the class.

The following are class options in existence as of July 1, 2015. The Employer reserves the right to eliminate and/or modify these options and to create new options during the life of this Agreement. The Employer shall notify the Union in writing when a class option is created or eliminated. Upon request, the Employer will meet and discuss new class options with the Union.

Class Option	License
Animal Health Technician	Racing
Building Utilities Mechanic	Electrician License Plumber License Steam Engineer License
Chemical Dependency Counselor Senior	Indian CD Program
College Laboratory Assistant 1	Accounting American Indian Studies Audio Recording Auto Body Automated Control Technologies Automotive Technician Aviation Education Biological Sciences Broadcasting Building Care Building Construction Cabinet Making Carpentry Chemistry/Chemical Child Care Chiropractic Commercial Art Computer Applications

Class Option	License
	Computer Repair
	Computer Science
	Cosmetology
	Criminal Justice/Law Enforcement Center
	Culinary Arts
	Deaf/Blind Services
	Dental
	Diesel Mechanics
	Disability/Special Needs
	Drafting
	Economics
	Electrical
	Electrical Maintenance
	Electronics
	Emergency Medical Services
	Engineering
	Finance
	Firefighting
	Florist
	Food Preparation/Culinary Arts
	Food Service
	Foreign Language
	Gas Utility Technology
	General
	General Trades
	Graphic Arts
	Gunsmithing
	Health
	Heavy Equipment
	Horticulture
	HVA/Refrigeration
	Interior Design
	Judicial Reporting/Broadcasting Captioning
	Language Arts
	Laundry
	Legal Support
	Machinist
	Maintenance Mechanic
	Management Information Systems
	Marine/Motor Sports Equipment
	Masonry

Class Option	License
	Massage Therapy Mathematics Meat Processing Medical Assistant Medical Coding Medical Laboratory Multi Media Music Musical String Instrument Repair Natural Resources Natural Science Nursing Sciences Occupational Therapy Assistant Office/Administrative Assistant Pharmacy Technician Photo Processing Physical Education Physical Therapy Assistant Physics Piano Plastics Plumbing Printing Radiologic Technician Railroad Conductor (Program) Security Studio Arts Study Skills Surgical Technology Theater Arts Truck Driving Veterinary Technology Welding Program
College Laboratory Assistant 2	Accounting Auto Body Automotive Technician Baking Biological Sciences Building Care Building Construction

Class Option	License
	Cabinet Making
	Carpentry
	Chemistry/Chemical
	Commercial Art
	Computer Applications
	Computer Science
	Cosmetology
	Criminal Justice/Law Enforcement Center
	Dental
	Disability/Special Needs
	Drafting
	Electronics
	Emergency Medical Services
	Engineering
	Firefighting
	Food Preparation/Culinary Arts
	Foreign Language
	General
	General Trades
	Graphic Arts
	Health
	Heavy Duty Truck Technology
	Horticulture
	HVAC/Refrigeration
	Industrial Painting
	Journalism
	Judicial Reporting/Broadcast Captioning
	Language Arts
	Machinist
	Massage Therapy
	Mathematics
	Meat Processing
	Medical Assistant
	Natural Science
	Nursing Sciences
	Occupational Therapy Assistant
	Optical Technology
	Pharmacy Technician
	Photo Processing
	Physical Education
	Physical Therapy Assistant

Class Option	License
	Physics Piano Psychology Respiratory Care Spanish Studio Arts Study Skills Surgical Technology Truck Driving Veterinary Technology Welding Program
Corrections Manufacturing Specialist – Light Assembly	Commercial Driver's License
Corrections Manufacturing Specialist – Light Manufacturing	Commercial Driver's License License Plates Mattress Making
Corrections Manufacturing Specialist - Mechanical	Industrial Painting License Plates Metal Fabrication
Corrections Manufacturing Specialist - Transportation and Warehouse	Commercial Driver's License License Plates
Corrections Teaching Assistant	Adult Basic Education GED Chief Examiner
EDP Operations Technical Specialist	Documentation
EDP Operations Technician 2	Production Control/Staging
EDP Operations Technician 3	Computer Operations Production Control/Staging
Electronics Technician	Computer Systems Specialist
Electronics Technician, Senior	Computer Systems Specialist
Engineering Aide	Cartographics
Engineering Aide Intermediate	Cartographics Hydrographics
Engineering Aide, Senior	Dam Safety General

Class Option	License
	Hydrographics Laboratory Assistant
General Repair Worker	Commercial Drivers License Locksmith
Graphic Arts Specialist	Lithographer
Human Services Support Specialist	Certified Nursing Assistant
Human Services Technician	Certified Nursing Assistant Deaf/Hard of Hearing Foster Parent Mental Health Rehabilitation Worker Overnight Recreation Therapy Signing Skills
Institution Maintenance Lead Worker	Commercial Drivers License
Laborer Trades and Equipment	Commercial Drivers License
Law Compliance Representative 2	Barber Racing State Patrol
Library Technician	Braille GED Chief Examiner
Licensed Practical Nurse 1	Mental Health Practitioner Mental Health Rehabilitation Worker Veterans Home Programs
NR Technician	Fire Suppression
NR Technician Parks	Livestock
Parks Worker	Grand Portage
Plant Industry Inspector 1	Invasive Species Potato
Plant Industry Inspector 2	Potato
Plant Maintenance Engineer	Special License
Plant Maintenance Engineer Lead	Master Gas Mechanic
Residential Program Lead	Faribault Academies

Class Option	License
	Human Services
Security Counselor Lead	Buildings and Grounds
Special Education Program Assistant	Forensics
State Program - Administrator Technical Specialist	Aeronautics Animal Health Benefits Specialist Career One Stop Central MN Libraries Exchange Program Data Purification Distance Learning Driver Vehicle Services Emergency Communications Emergency Management Emerging Communications Technology Energy Technical Environmental Equipment Forensic Evidence Health ISO Accreditation IT Purchasing/Inventory Licensing Management Information Systems Metrology Laboratory Research Retirement Services Security/Telecommunications State Aide State Patrol Aviation Telecommunication Vocational DOL Specialist Workers' Compensation
Structural Fabricator Inspector	Non-destructive Testing
Theatre Technician	Costume
Zookeeper	Aquarium

APPENDIX I - PROHIBITION OF SEXUAL HARASSMENT

It is agreed by the Employer and the Union that all employees have a right to a workplace free of verbal and/or physical sexual harassment. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile, or offensive employment environment.

The Employer agrees that all agency complaint procedures for sexual harassment shall be opened to Union participation at the request of the complaining employee and that each Appointing Authority/designee shall inform a complaining party of this right. Further, the Employer and Union agree that agency complaint procedures covering sexual harassment are modified to include these additional requirements:

1. When a complaint of sexual harassment is initiated, a notice of a complaint in progress will be sent by the Appointing Authority/designee to the Union. If in filing a complaint an employee states that she/he is unable to function in the worksite from which the complaint arose, the Appointing Authority/designee shall conduct a preliminary investigation within two (2) working days. If this preliminary investigation establishes that a reasonable basis for the employee's concern about continuing in the work situation exists, the Appointing Authority/designee shall take intervening action to defuse the situation which may include temporarily reassigning either party until such time as the complaint is fully investigated, there is a finding, and corrective action, if required, is implemented.
2. Within thirty (30) calendar days, the Appointing Authority/designee shall conduct a full investigation and prepare a report along with designated actions to be taken to remedy the complaint. If the complaining employee has requested the Union's involvement in the complaint, the Union's representative as well as the complainant shall be provided a written summary of the findings and resolution. The Union and Employer agree that all hearings and records shall be private and that reprisal against an aggrieved employee or a witness is prohibited.
3. If the Appointing Authority fails to respond or fails to resolve the matter to the satisfaction of the appealing party, then the complaint may be referred to the Equal Opportunity Division of Minnesota Management & Budget for review within twenty-one (21) calendar days of the response or lack of response by the Appointing Authority. The Equal Opportunity Division shall confer within ten (10) working days with the Appointing Authority/designee involved in an attempt to resolve the complaint.

Any complaint which is not resolved by this procedure is not subject to the provisions of Article 17 of the Master Agreement between the Union and the Employer. Such unresolved complaints, if pursued, must be filed with the Minnesota Department of Human Rights within one (1) year of the occurrence of the alleged harassment.

APPENDIX J - APPOINTING AUTHORITY/DESIGNEE'S DUTY TO FURNISH INFORMATION TO EXCLUSIVE REPRESENTATIVES REGARDING CONTRACT GRIEVANCES

I. **Purpose**

To provide guidelines for State agencies regarding release of information requested by exclusive representatives as part of the grievance process so that Appointing Authorities/designees can determine what information to release and when to release it.

II. **Policy**

Under the Public Employment Labor Relations Act (PELRA), exclusive representatives have rights to information which is relevant to enforcement of the collective bargaining agreement and is necessary for them to make informed decisions about processing grievances. Consequently, subject to these guidelines, Appointing Authorities/designees must furnish to the exclusive representatives requested information that is necessary for the exclusive representatives to fulfill their duty of representation. Disclosure of such information must be consistent with the Minnesota Government Data Practices Act, the Minnesota Vulnerable Adults Act and any other applicable state or federal statute.

III. **What Information Should Be Disclosed To The Exclusive Representatives**

A. An Appointing Authority/designee has no duty to supply exclusive representatives with information absent a request from the exclusive representative.

B. Non-public information that is requested must be relevant to the exclusive representative's role in representing employees in the bargaining unit. Information is relevant if it appears to be "reasonably necessary" for the exclusive representative to perform its duty to investigate and process grievances or to fulfill its collective bargaining objectives. Unless the disclosure of data is prohibited by statute (e.g., Vulnerable Adults Act, Data Practices Act) or plainly appears irrelevant, the information must be disclosed to the exclusive representative, if so requested. If the Appointing Authority/designee withholds information on the basis of a provision of the Data Practices Act, the Appointing Authority/designee is required to explain, orally and in writing, the statutory basis for the refusal to provide such information.

   It should be noted that exclusive representatives have the same right to obtain "public" data as any other party. This right exists even if the data requested appears irrelevant to a grievance at hand or some other business of the exclusive representative.

C. Information must be released to the exclusive representative in a useful and timely fashion. This does not mean that the Appointing Authority/designee must necessarily provide the information in the form requested by the exclusive representative. However, under the Data Practices Act, the Appointing Authority/designee is required, upon request, to explain the meaning of the data that is being provided.

D. If the Appointing Authority/designee believes that collecting or compiling requested information is unduly burdensome, or that the exclusive representative's request for information is too broad or vague, the Appointing Authority/designee must raise this

problem with the exclusive representative promptly. In this situation, the Appointing Authority/designee must attempt to work out acceptable arrangements with the exclusive representative so that the release of the information can accommodate the needs of both parties. In short, an Appointing Authority/designee cannot refuse to release information simply due to administrative hardships or solely because the request is not specific enough. Unless there are specific contract provisions to the contrary, the Appointing Authority can require that the exclusive representative pay the actual costs of gathering the information and making and compiling the copies.

IV. Information That May Be Protected

Certain information under the Data Practices Act is considered "private" information. This means that only the individual upon whom the information is based has access to the data, unless the individual consents to the release of the data. Therefore, if an exclusive representative requests "private" data on an individual, such information cannot be released until the exclusive representative presents to the Appointing Authority/designee a proper and appropriate consent form from the involved individual permitting the Appointing Authority/designee to release the information to the exclusive representative. If such a consent is obtained and the information is relevant, the data must be released to the exclusive representative.

Also, under the Vulnerable Adults Act, certain types of information, such as data on residents, clients, patients, and names of individuals reporting resident abuse to the DHS licensing agency under that specific section of the statute, are "private" and may not be released to the exclusive representative unless the exclusive representative presents the Appointing Authority/designee an informed consent from the involved individual or guardian.

If the exclusive representative requests information that is "confidential" under the Data Practices Act, the request must be denied. For example, during the period when the Appointing Authority/designee is in the process of conducting an investigation regarding employee misconduct, witness statements, interview notes, and formal investigatory reports are considered "civil investigative data." Such data is classified as "confidential" under the Data Practices Act. Therefore, the Appointing Authority/designee may not release any of this kind of data to the exclusive representative. However, once the investigation has been completed and disciplinary action has been taken, witness statements, interview notes, and formal investigatory reports are releasable to the exclusive representative upon request.

V. Fear Of Retaliation Against Management's Witness

At times, the Appointing Authority/designee may have reason to believe that releasing the names of witnesses or their statements to the exclusive representative may subject witnesses to harassment. However, in general, a mere belief that witnesses may be subjected to harassment should not preclude releasing the names. Rather, there must be evidence that the witnesses are being or would be subjected to harassment if the exclusive representative were aware of the names. It is anticipated that this type of situation would occur rarely. However, if it does occur, then the Labor Relations Bureau should be notified so that appropriate arrangements can be made to safeguard the witnesses. The names will eventually be released to the exclusive representative with witness statements or summaries thereof, but under controlled conditions.

VI. **"When" The Requested Information Should Be Released To The Exclusive Representative**

Generally, an exclusive representative should not be given data or information prior to a formal grievance being filed. However, if the Appointing Authority/designee believes that disclosing certain information to the exclusive representative could resolve a dispute thereby preventing the filing of an official grievance, the Appointing Authority/designee may decide to disclose such information. Thus, "pre-grievance" disclosure is optional with the Appointing Authority/designee, consistent with all of the above guidelines.

The Labor Relations Bureau encourages Appointing Authorities to cooperate in the release of information at an early stage in the grievance process. Often grievances can be resolved at these earlier steps if the exclusive representative has access to information upon which to base a decision as to whether or not to proceed with the grievance. Accordingly, if an exclusive representative requests relevant information at the first or second step of the grievance procedure, generally the information should be released unless the issue has not yet crystallized to the point where the Appointing Authority can determine whether or not the requested information, if non-public, is relevant. However, before disclosing such information, line supervisors and managers should be aware of the implication such information will have on the impact the final outcome of the grievance.

If the information has not been released at an earlier stage and an exclusive representative requests information at the third step of the grievance procedure, the Appointing Authority/designee must release the information, under the standards discussed in this policy, to the exclusive representative. The Appointing Authority/designee should consider meeting with the exclusive representative prior to the actual third step meeting to disclose as well as explain the information in a single setting. A third step meeting would then be held at a later time. Another option is to begin the third step meeting by providing the information to the exclusive representative, explaining it as necessary, and then proceeding with the meeting.

VII. **Exceptions**

Each request for information should be reviewed on a case-by-case basis. The specific facts of any particular situation will determine the appropriate action. If the Appointing Authority/designee has any questions as to what information should be released and/or when it should be released, the Labor Relations Bureau should be contacted.

APPENDIX K - POLICY ON COMPUTER ERGONOMICS

Prepared Jointly by AFSCME, Council 5 and the
Minnesota Management & Budget Through
A Joint Labor-Management Committee

Purpose and Scope. This policy is intended to provide guidelines to state agencies and employees addressing ergonomic considerations associated with the operation of computers and computer work stations.

Specifically, this policy provides agencies with options they should explore to enhance the general working conditions of those employees who operate a computer and encourages discussion with employees who will be operating new computer hardware and/or software being purchased.

This policy is not subject to the grievance and arbitration provisions contained in Article 17 of this Agreement.

Policy. It is the policy of the State Executive Branch to provide employees who work with computers on a continuing and substantial basis with a consistent reference in regard to recognized workplace hazards and work station comfort which would enable state employees to perform productively.

Policy Guidelines

A. **Illumination:** Effective illumination in the space housing computers is an important part of insuring health and user comfort. Lighting levels for computer work should be substantially lower than for tasks using printed materials or in traditional office work. Illumination is measured in units called lux, or footcandles. While the lighting in offices is usually 750 lux (75 footcandles) and higher, the lighting level where computers are used should be in a lower range (200-500 lux or 20-50 footcandles).

   Lower lighting can be accomplished by simply removing bulbs or reaching an agreement with the building lessor to make arrangements for more suitable lighting conditions. Task lighting may be necessary in areas where illumination levels are particularly low. The Safety and Workers' Compensation Director's Office or your Department Safety Officer are able to provide assistance in determining appropriate lighting levels.

B. **Control of Glare and Reflection:** Glare and reflection are primary problems for employees who operate computers. As a result of these problems, operators may incur eye discomfort or eye strain. A number of corrective actions should be taken to alleviate these problems including the use of indirect lighting, covering windows with blinds, repositioning work stations so that operators are not facing windows or bright lights, and use of hoods around screens. As a general rule, screens should not be placed with a window directly in front or behind the terminal and the screen should be positioned at a 90 degree angle to windows. Managers should review computer work areas and act to correct glare and reflection problems.

C. **Work Station Design**: Many musculoskeletal problems of fatigue and stress which may arise through computer use can be reduced through proper work station design. Agencies should consider suggested ergonomic recommendations when purchasing equipment, redesigning work areas, and when employees express concerns. It is the policy of the employer to select equipment which meets industry standards in regard to character height and width, character spacing, word and line spacing, and character format. Aspects which should be considered in work station design include screen placement and color; keyboard, chair, and table height; and use of related equipment to reduce strain and maximize the comfort of the work station. Examples of such considerations include:

   - Adjustable platforms for terminals and keyboards. An operator's arms should be parallel to the floor when keying.

- Proper distance between the eyes and the screen (suggested between 18 and 30 inches) and use of screens which are capable of tilting backwards to provide a comfortable viewing angle.
- Keyboards that are detachable or separate from the terminal so that their placement for height and angle can be adjusted by the operator. Other keyboard factors may include size and weight of the keyboard and the keytouch.
- Use of wrist supports. There are different kinds of equipment available for supporting wrists during keying including padded wristrests or chairs with wrist support arms.
- Use of footrests if necessary to have the operators feet resting flat on the floor.
- Color of screens seems to be a matter of personal preference, although some research has shown that red and blue should be avoided. Most screens in use today are called negative polarity, or light characters against a dark background. Some people appear to prefer positive polarity, or dark characters on a light background because they feel it aids in focusing, requires less adaptation by the viewer, and decreases glare and reflections on the screen.
- Use of document holders to keep printed materials at the same height, plain and angle as the screen, thus eliminating excessive twisting and bending movements of the neck, as well as minimizing constant eye refocusing.

Assigning employees to specific work stations, as much as possible, is advisable to prevent the need for frequent readjustments. Your Department Safety Officer or the Safety and Workers' Compensation Director's Office may be called upon for assistance in designing work stations.

D. **Office Environment/Design**: Extraneous factors such as noise, humidity, and heat produced by the computer can add to operator discomfort and stress. Locating work stations away from heat and cooling vents provides for increased operator comfort. Printers are often a major source of excessive noise for computer work. Decreased noise levels can be obtained by installing acoustic pads and covers for printers or by locating printers in another room or at a distance from workers.

E. **Maintenance of Equipment**: Regular inspection of terminals and work station equipment should be conducted by the operator as part of their regular duties. Frequent inspections of the display screen controls should be conducted to ensure they are operating correctly, as well as chair adjustments. Screens should also be dusted regularly to provide maximum visual clarity. The manager or supervisor should periodically monitor this activity to ensure that operators are carrying out their responsibilities. In the event that service is necessary, the vendor should be contacted.

F. **Computer Work Routine Interruptions:** Employees should periodically be given the opportunity to work on alternate tasks, enabling the operator to flex other parts of their body and adjust vision to different site conditions. Alternate tasks are particularly important when the operator spends a large amount of uninterrupted time at the terminal. Incorporating non-computer tasks into the job whenever possible is helpful in relieving the monotony that can be caused by performance of repetitive tasks and can give the employee the opportunity to build additional job skills. In addition to the above recommendations, the collective bargaining agreement between the State of Minnesota and AFSCME, Council No.

5, provides for alternative work assignments or a rest period during each four hour period, in addition to the regular rest periods (Article 11, Section 3E).

APPENDIX L - STATUTORY LEAVES

Following are the citations for leaves designated by the Legislature. These leaves are subject to change or repeal. These leaves are not grievable or arbitrable under Article 17 of this contract.

Citation Number	Statutory Leave
3.088	Leave of Absence to Serve as a Legislator or For Election to a Full-time City or County Office
15.62	Athletic Leave of Absence
43A.185	Disaster Volunteer Leave
43A.32	Leaves of Absence for Classified Employees Who Become Elected Public Officials or Candidates
181.940 - 181.9413	Parenting Leave, School Conference and Activities Leave, Sick Leave Benefits; Care of Relatives
181.945	Bone Marrow Donation Leave
181.9456	Organ Donation Leave
181.946	Leave for Civil Air Patrol Service
181.947	Leave for Immediate Family Members of Military Personnel Injured or Killed in Active Service
181.948	Leave to Attend Military Ceremonies
192.26, 192.261	Military Service Leave
202A.135	Leave Time from Employment; Party Officers; Delegates to Party Conventions
202A.19	Precinct Caucus Leave
204B.195	Time Off From Work to Serve as Election Judge
204C.04	Time Off to Vote in a State Primary Election, a Presidential Primary Election, or an Election to Fill a Vacancy in the Office of United States Senator or United States Representative

APPENDIX M – STATEWIDE POLICY ON FAMILY MEDICAL LEAVE ACT

The Statewide Family and Medical Leave Act (FMLA) Policy, Procedure and General Memo are available online at:

- https://mn.gov/mmb/assets/1409-fmla-pol-consolidated_tcm1059-233700.pdf
- https://mn.gov/mmb/assets/1409P--FMLA_tcm1059-233699.pdf
- https://mn.gov/mmb/assets/2014-6fmlaguidance_tcm1059-125163.pdf

The policy, procedure and general memo are subject to change by the Employer and are not grievable or arbitrable under this Collective Bargaining Agreement.

APPENDIX N - LETTERS

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MINNESOTA Management & Budget

DATE: June 27, 2013 PERSL #1410

TO: Agency Human Resource Directors & Labor Relations Representatives

FROM: Jim Jorstad, Labor Relations Representative Principal
Labor Relations Division

PHONE: (651) 259-3762

RE: State Policy on Reimbursement for Safety Footwear

For several years, there has been a policy on reimbursement of safety footwear. In recent months, some agencies have requested information relating to the reimbursement of safety footwear and we thought it would be helpful to reissue the policy. There have been no substantive changes to this policy.

The statewide policy continues to provide for reimbursement in an amount up to $125.00 each 24 months toward the purchase of safety footwear. Two points, however, should be noted at the outset:

1. This policy does not address which employees are required to have safety footwear as a condition of employment. That determination rests with each Appointing Authority.
2. The policy addresses only those situations where Appointing Authorities allow affected employees to purchase safety footwear from a vendor of the employee's choice. Agencies may, at their discretion, continue to provide the safety footwear directly to the employees, rather than have such footwear purchased by the employee themselves subject to reimbursement.

The policy regarding reimbursement is as follows for employees required to wear safety footwear as a condition of employment:

1. Employees required to wear safety footwear shall be reimbursed up to $125.00 each 24 months for the safety portion of the footwear upon submitting to the Appointing Authority/Designee acceptable proof of purchase of safety footwear. Such reimbursement shall be limited to once per employee every 24 months. (If not already in existence, agencies should develop a procedure determining to whom the proof of purchase is to be submitted, i.e., immediate supervisor, business manager, office manager, etc. and any other procedural guidelines.)

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2. Since job tasks performed by certain employees can cause extraordinary wear to the safety footwear, the following exception will apply. Should such employee's safety footwear become damaged beyond repair or worn beyond repair due to performance of their assigned job tasks, the employee may be eligible for additional reimbursement for replacement safety footwear provided the immediate supervisor (or other appropriate individual) determines that the footwear is irreparable and was damaged or worn out due to performance of the employee's assigned job tasks.

This policy has been reviewed and endorsed by the State Advisory Safety Committee and takes precedence over existing policies/practices inconsistent with this policy.

Agencies should proceed to determine which employees are covered by this policy. Affected employees should then be informed of the reimbursement policy and of any agency procedures for obtaining safety footwear and receiving reimbursement.

Thank you for your cooperation and assistance in this matter. Any questions relating to the need for safety footwear should be directed to your agency safety professional/consultant. Purchasing questions and the use of the statewide contract on safety footwear should be referred to your agency Business Office.

cc: Todd Christenson, Dept. of Administration

DOER Department of Employee Relations
200 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
651.259.3637
TTY 651.282.2699
www.doer.state.mn.us

DATE: June 30, 1991

TO: Agency Heads

FROM: Nancy Arneson McClure /s/
Deputy Commissioner - Labor Relations

PHONE: 296-8934

RE: Employee Involvement in Purchasing Decisions

During the recent round of negotiations between the State and AFSCME, Council No. 6, AFL-CIO, the Union expressed concerns regarding the lack of employees' participation and involvement in agency-level purchasing decisions on equipment and technologies. As a means of resolving this issue, we agreed to forward AFSCME's concerns directly to state agency heads.

Although it is understood that employees will not be making the ultimate purchasing decision, it is often helpful for supervisors and managers to consider the concerns and views of the employees before such decisions are made. In many cases, employees who currently operate the equipment or who will operate any new equipment/technology can offer valuable information, insight, and expertise regarding the various considerations that are involved in making equipment/technology purchasing decisions. For example, employees can offer suggestions concerning what type of equipment/technology to purchase, which type of equipment/technology best fits the needs of the workplace/operator, which type of equipment/technology would be most compatible with existing equipment/technology, etc.

The 1991-93 Agreement between the State of Minnesota and AFSCME, Council No. 6 agreed that purchasing would be discussed in the joint labor management committee for each state agency.

We are not implying with this memorandum that all agencies deny their employees opportunities for offering input into purchasing decisions. We do, however, want you to be aware of the perceptions which AFSCME has brought to our attention.

Please contact me should you have any questions or comments.

NM:tg

cc: Labor Relations Directors/Designees

April 10, 2017

Timothy Henderson, State Field Director
AFSCME, Council No. 5, AFL-CIO
300 Hardman Avenue South, Suite 3
South St. Paul, MN 55075-2470

Dear Tim:

As of December 8, 2015, the state of Minnesota accepts electronic applications from employees applying to vacancies in the Multi-Source Recruitment Employment and Selection process using the applicant tracking system called Recruiting Solutions. All employees are encouraged to learn about the application and bidding opportunities or search for jobs through the Careers Portal in Self Service. This may be done on-line by accessing the State Careers website at https://www.mn.gov/mmb/careers/.

Applicants may also create different job search agents which will provide them with an overnight email notification whenever a position meeting their search criteria is advertised. The website also includes functionality and tips in creating and storing multiple resumes for applying to state jobs.

Under the Multi-Source Recruitment and Selection process, all unlimited classified position vacancies are advertised on the Minnesota Management & Budget's career website. In addition, temporary positions of duration one year or more will also be advertised. Applicants may apply for a specific vacancy using the applicant tracking system of Recruiting Solutions.

Applicants are evaluated to determine whether or not they meet the advertised minimum qualifications. This evaluation may consist of a variety of job-related selection assessment tools, dependent upon the requirements of the position. As agencies proceed to fill their vacancy, they honor all contractual requirements related to vacancy-filling.

Questions about the application process should be directed to the Minnesota Management & Budget Job Information Line at (651) 259-3637. Questions about specific vacancies should be directed to the Human Resources Office of the agency with the vacancy.

Sincerely,

Joy Hargons

Labor Relations Consultant 4
Minnesota Management and Budget

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August 7, 1995

Mr. Peter Benner
Executive Director
AFSCME, Council No. 6, AFL-CIO
256 Lafayette Road
St. Paul, MN 55107-1683

Dear Mr. Benner:

During the 1995-1997 negotiations between the State and AFSCME, the State agreed to provide a letter explaining our understanding of employees' rights to access and contest information in personnel and supervisor files under the statutes. This letter is not grievable or arbitrable and is subject to future changes under the law. Under the provisions of the Minnesota Data Practices Act, an employee has the right to access personnel data and to authorize release of such data to representatives, provided that the data is specific to the individual making the request and provided that the data have not been designated as confidential or protected non-public. In State agencies, personnel data on employees is maintained by Human Resource offices and management/supervisory staff. The contents of these personnel files, other than any data designated as confidential or protected non-public, shall be disclosed to the employee upon request and in accordance with agency procedures. Questions pertaining to the contents of these files should be brought to the attention of the person responsible for maintaining the data.

Additionally, an employee has the right to formally contest the accuracy or completeness of this data. To exercise this right the employee is required to notify the responsible authority in writing describing the nature of the disagreement. Within 30 days the responsible authority must either 1) correct the data found to be inaccurate or incomplete or 2) notify the individual that they believe the data to be correct. This determination may then be appealed pursuant to the Administrative Procedure Act relating to contested cases. Further details are set forth in Minn. Stat., Section 13.04, subd. 4, and Minn. Rules, Chapter 1205 and are subject to future changes in the law or rule. Employees do not have any unilateral right to decide what materials should be place in their personnel file - only to contest whether the data placed there by the responsible authority is complete and accurate.

Sincerely,

John Kuderka /s/
Deputy State Negotiator
Labor Relations/Compensation Division

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August 1, 2003

Mr. Peter Benner, Executive Director
AFSCME Council No. 6, AFL-CIO
300 Hardman Avenue South, Suite 3
South St. Paul, MN 55075-2470

Dear Mr. Benner:

During 1996, the Joint Labor/Management Committee on Employee Assistance developed the following parameters and guidelines on leave time for EAP appointments.

- EAP Parameters:
- The EAP acts primarily as an assessment, short-term counseling and referral agency.
- Counseling sessions in state EAP offices are usually one hour in length.
- The majority of EAP clients are provided one or two counseling sessions. Occasionally, EAP clients will be seen up to four sessions, but these are usually spaced out over several weeks.

Guidelines on leave time for EAP Appointments:

- State time should be allowed for all supervisory – suggested referrals to EAP.
- Self-initiated use of EAP could be granted state time, vacation or sick leave.
- Vacation leave or sick leave may be used if an employee does not want to request the use of State time through his/her supervisor.
- On occasions when EAP refers the employee to community resources, the employee would be expected to use sick leave for health related issues covered under insurance plans and vacation leave for all other concerns, i.e., financial, career, and marriage counseling.

Sincerely,

Paul A. Larson

Paul Larson
Deputy Commissioner

DOER Department of Employee Relations
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DATE: August 13, 1997

TO: State Supervisors
Human Resource Directors/Designees
Labor Relations Directors/Designees

FROM: John Shabatura /s/
Deputy Commissioner

PHONE: 296-8273

RE: Employee Performance Reviews

As part of the negotiations with AFSCME for the 1997-1999 labor contract, we had extensive discussions regarding the appropriateness of AFSCME leadworkers attending the performance evaluations of other AFSCME employees.

It is our recommendation that AFSCME leadworkers not be included in the actual evaluation meeting of a fellow bargaining unit member. It is, however, appropriate for a leadworker to provide input for such evaluation.

If you have questions, please contact your Labor Relations Representative.

JS:can

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DATE: July 1, 2001

TO: HR Directors/Designees
Labor Relations Representatives/Designees

FROM: Donald J. Wodek, Deputy Commissioner /s/
Labor Relations

PHONE: (651) 296-8273

RE: Training Supervisors

During the 2001-2003 negotiations between the State of Minnesota and AFSCME, Council No. 6, AFL-CIO, the Union expressed concerns regarding issues detailed below. As a means of resolving these issues, the parties agreed to resolve them via a letter. This letter is not grievable or arbitrable and is subject to change when necessary to comply with Minnesota and federal laws.

Pursuant to the State's agreement with AFSCME, please instruct your supervisors of the following:

When the criteria for removal of filed material under Article 16 - Discipline and Discharge, Section 7C are met, the material shall be removed from both the official personnel file and from any supervisory files and offered to the employee before being destroyed.

Upon request from the Union or the employee, the Human Resource Office shall remove any undated document or item in the employee's personnel file and offer it to the employee before being destroyed.

In filling a vacancy under Article 12 - Vacancies, Filling of Positions, Section 7E, structured interview questions shall be prepared and scoring weights determined prior to the interview.

If you have any questions regarding these, please contact your Labor Relations Representative.

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DATE: July 25, 2005

TO: State Supervisors
Human Resource Directors/Designees
Labor Relations Directors/Designees

FROM: Paul Larson
State Negotiator

PHONE: (651) 296-8274

RE: Master Negotiations Committee members' schedules

During the 2003-2005 negotiations between the State and AFSCME Council 6, the Union expressed concerns regarding the scheduling of employees who serve on the Union Master Negotiating Team and who work at agencies with continuous operations. To address the Union's concerns, the State agreed that during the 2007-2009 negotiations agencies are encouraged to schedule these employees Monday through Friday. This scheduling accommodation only applies:

- If the employee is scheduled to work on Saturday and/or Sunday;
- When the request is initiated by the employee 28 days prior to the posting of the involved schedule(s);
- If the change in the employee's existing schedule does not result in overtime per FLSA or a violation of Article 5 (Hours of Work); and
- During Master Committee bargaining and ratification week.

Agencies should make every effort to avoid changing another employee's existing schedule to make these scheduling accommodations. In addition, the provisions of Article 10 Section 4 H (Union Leave) continue to apply.

The State and AFSCME agree to discuss its experiences with thse adjusted schedules.

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DATE: July 30, 2003

TO: Agency HR Offices
Managers/Supervisors

FROM: Paul A. Larson
Deputy Commissioner

RE: Job Audits

During the course of 2003-2005 AFSCME contract negotiations, concerns were raised by the Union regarding the length of time it takes to complete a job audit, specifically the amount of time it takes to complete a position description once an employee has requested an audit. I would like to remind agencies that in order for a job audit to be completed, the following documentation is required:

1. Cover sheet completed by the agency's Human Resource Office indicating employee identification number, position control number, current class and code, proposed class and code;
2. current position description signed by supervisor and the employee;
3. organization chart showing complete work unit;
4. explanation of how and when changes in the position have occurred.

In some cases comparisons to other positions in the proposed class may also be needed.

While back pay provisions of the contract may provide relief to employees when the decision to a properly documented audit is delayed, often times the audit is not properly documented for an inordinate amount of time. Obtaining a current position description is often the key step which stalls the process when there is disagreement between the employee and supervisor on its contents. I strongly recommend that employees and supervisors work together to ensure that an up-to-date, accurate position description is prepared in a timely manner. If disputes cannot be settled between the employee and their supervisor, they should discuss the matter with their manager and the agency Human Resources Office in order to reach an appropriate conclusion and proceed with the audit.

cc: AFSCME

MINNESOTA Management & Budget

April 22, 2009

Eliot Seide, Executive Director
AFSCME, Council No. 5, AFL-CIO
300 Hardman Avenue South
Suite 3
South St. Paul, MN 55075-2470

Dear Eliot:

During the 2009-2011 round of Coalition insurance negotiations, the Coalition brought to the bargaining table a proposal which was intended to clarify when bargaining unit representatives would be considered on State time while attending and participating in Joint Labor-Management (JLM) on Health Plan meetings. This letter is to confirm our understanding of how we will address this matter for future JLM on HP meetings.

It was agreed that each bargaining unit will be entitled to have one state employee designated as their unit representative for these meetings. The Employer requests that the Exclusive Representatives will notify the State Negotiator's office as to who has been designated for this committee. In turn, the State Negotiator's office will notify the respective agency to ensure the designated union representative will be released from work in order to attend the meeting. Generally, the JLM meetings have been scheduled for half days and it is our understanding that the state-paid time will be limited to the half-day. In the event that we determine that a full day JLM meeting is necessary, the designated bargaining unit representative will be allowed the additional state paid hours.

It is our understanding that all communications with respect to the JLM matters will be sent to the Exclusive Representatives and it is the responsibility of the Exclusive Representative to ensure that their bargaining unit representatives are advised of JLM matters.

Sincerely,

Paul A. Larson

Paul Larson
Assistant Commissioner
Labor Relations Division
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MINNESOTA Management & Budget

DATE: August 15, 2014

TO: State Supervisors
Human Resource Directors/Designees
Labor Relations Directors/Designees

FROM: Marcy Cordes, Assistant Commissioner/State Negotiator
Labor Relations Division

RE: Further Expansion of Sick Leave Benefits

On August 1, 2013, the Minnesota legislature passed a law which expanded employees' entitlement to use accrued sick leave benefits, allowing them to use paid sick leave for reasonable periods of time as the employee's attendance may be necessary due to the illness or injury of the following family members:

- Adult children
- Spouse
- Brother or Sister
- Parent
- Stepparent
- Grandparent

The legislature has since passed further legislation effective August 1, 2014 which now allows employees to use sick leave as the employee's attendance may be necessary due to illness or injury of the following family members in addition to those named above:

- Grandchild
- Father-in-law
- Mother-in-law

In addition, the expanded law also allows employees to use sick leave for the purposes of obtaining assistance or providing assistance to a relative as named above because of sexual assault, domestic abuse or stalking.

As before, this expanded use of sick leave does not require that the persons being cared for live in the employee's household. The employer may limit the use of personal sick leave for the reasons listed above to a cap of 160 hours in any 12-month period.

You are to apply the expanded provisions of the law, as well as the sick leave provisions of the applicable contract/Plan.

If you have any questions, please contact your Labor Relations representative.

400 Centennial Building ● 658 Cedar Street ● St. Paul, Minnesota 55155
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June 23, 2015

Jo Pels, State Field Director
AFSCME, Council Number 5, AFL-CIO
300 Hardman Avenue South, Suite 3
South St. Paul, MN 55075-2470

RE: Unit 2 Building Utility Mechanic

Dear Jo:

During the 2015-2017 round of bargaining with AFSCME, Council 5, the parties agreed to the following for Building Utilities Mechanics:

> Minnesota Management and Budget staff will work with the affected agencies to determine the job expectations of building utility mechanic positions, to identify benchmarks, and evaluate positions to determine if there are distinctions in classifications.

Sincerely,

Jill M. Pettis
Minnesota Management and Budget

cc: Marcy Cordes, Assistant Commissioner/State Negotiator
Micah Intermill, Acting Statewide Compensation Manager

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MINNESOTA Management & Budget

DATE: July 1, 2015

TO: Human Resource Directors/Designees
Labor Relations Directors/Designees

FROM: Marcy Cordes, Assistant Commissioner/State Negotiator
Labor Relations Division

RE: Duration of Probationary Periods

This memo provides guidance on how to determine when the probationary period ends for those employees serving a six month probationary period:

- The last day of a six month probationary period is one day before the six month mark of the date the probationary period began, as long as that date is a business day. "Business day" is defined as Monday through Friday, except for holidays. This definition applies to all employees including those working in 24/7 day operations.
- If an employee's six month end of probation date does not fall on a business day, the last day of the probationary period is the first business day following the employee's six month end of probation date.

Example #1: If an employee begins work on Wednesday, February 4, 2015, the last day of the probationary period is Monday, August 3, 2015. If the employee passes probation, the certification date is Tuesday, August, 4, 2015.

Example #2: If an employee begins work on Monday, February 2, 2015, the last day of the probationary period is Monday, August 3, 2015. This is because the anniversary date (August 2, 2015) falls on a Sunday, which is a non-business day. If the employee passes probation, the certification date is Tuesday, August 4, 2015.

Example #3: If an employee begins work on Wednesday, May 27, 2015, the last day of the employee's probationary period is Monday, November 30, 2015. This is because Thursday, November 26th and Friday, November 27th are holidays, which are non-business days. In this example, the next business day is the following Monday. If the employee passes probation, the certification date is Tuesday, December 1, 2015.

Exceptional circumstance:

- If an employee begins work on August 30th or 31st, the employee's last day of the probationary period is the last day of the month of February no matter what the last day of February is in any calendar year.

If you have any questions concerning this matter, or if you have questions about probationary periods that are extended or are based on a reallocation, please contact your Labor Relations Representative.

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July 12, 2017

Mr. Timothy Henderson
AFSCME Council 5, AFL-CIO
State Field Director
300 Hardman Avenue S., Suite 3
South St. Paul, MN 55075-2470

RE: Respectful Workplace Meet and Confer

Dear Tim

During the 2017-2019 negotiations between the State of Minnesota and AFSCME, Council 5, AFL-CIO, the union expressed concerns regarding respectful workplace. The parties agreed to address the issue in a meet and confer.

Please contact me to arrange this meeting.

Sincerely,

Joy Hargons
Labor Relations Consultant 4

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July 12, 2017

Tim Henderson
AFSCME, Council 5, AFL-CIO
300 Hardman Ave. South
South St. Paul, MN 55075

RE: Inequity Response - Airfield Firefighter / Sr. / Inspector

Dear Mr. Henderson:

The memorandum memorializes MMB's response to AFSCME's request for an audit of the Job Classifications of Airfield Firefighter, Airfield Firefighter Sr., and Airfield Fire Prevent Inspector.

MMB will work with Military Affairs to audit these job classifications, and MMB will do an analysis of compensation for like positions in the appropriate market. MMB's evaluation will be completed prior to the next round of bargaining, and we will report our conclusions to you.

Sincerely,

Dori H. Leland
Enterprise Director for Employee Classification and Compensation

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MANAGEMENT AND BUDGET

July 12, 2017

Tim Henderson
AFSCME, Council 5, AFL-CIO
300 Hardman Ave. South
South St. Paul, MN 55075

RE: Inequity Response - Dental Hygienist

Dear Mr. Henderson:

The memorandum memorializes MMB's response to AFSCME's request for an inequity adjustment to the salary range assignment for Dental Hygienists, Job Class Code 000227.

As indicated during negotiations, all employees in this job classification will be reassigned from Compensation Grid 7, compensation code 71M to Compensation Grid 7, compensation code 74M as of the first pay period after the contract receives interim approval of the Subcommittee of Employee relations, or, October 4, 2017 (whichever comes first.)

Salary Treatment upon Reassignment

Upon the effective date, all Dental Hygienists shall move to the new compensation code 74M without any change in salary, except:

- As required to place employees below the new salary range at the new range minimum, and
- Employees who have been at the maximum of the range for at least one year as of the effective date shall be eligible for a delayed progression increase of one step upon range reassignment.

Employees shall retain their anniversary date and be eligible to receive a salary increase on their next semi-annual or annual anniversary date, provided performance is satisfactory and that they have not already reached the new salary range maximum rate.

Sincerely,

Dori H. Leland
Enterprise Director for Employee Classification and Compensation

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MANAGEMENT AND BUDGET

July 12, 2017

Tim Henderson
AFSCME, Council 5, AFL-CIO
300 Hardman Ave. South
South St. Paul, MN 55075

RE: Inequity Response - Electrician

Dear Mr. Henderson:

The memorandum memorializes MMB's response to AFSCME's request for an inequity adjustment to the salary range assignment for Electrician, Job Class Code 000266.

MMB will continue to review this Job Classification to determine whether a range reassignment is appropriate. If it is determined that a range reassignment is appropriate, we may also review the positions of Electrician Lead and Electrician Master Record to ensure appropriate distinctions between Classifications. We will complete our analysis prior to the next round of bargaining, and will report our conclusions to you.

Sincerely,

Dori H. Leland
Enterprise Director for Employee Classification and Compensation

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July 12, 2017

Tim Henderson
AFSCME, Council 5, AFL-CIO
300 Hardman Ave. South
South St. Paul, MN 55075

RE: Inequity Response - Human Services Technician (HST)

Dear Mr. Henderson:

The memorandum memorializes MMB's response to AFSCME's request for an inequity adjustment to the salary range assignment for HSTs, Job Class Code 001564.

In response to this request, we will change progression from 12 months to 6 months, at all steps in the HST Grid 4A. We also negotiated changes to contract language as follows:

Compensation Grid 4A – Human Services Technician. Employees in the class covered by compensation grid 4A shall advance to the next higher step in their salary range on their progression date. Advancement through the salary range shall occur annually until step fifteen (15) is attained. Advancement from step fifteen (15) to the maximum step of the salary range shall occur semi-annually. Beginning on July 1, 2018 employees in the class covered by compensation grid 4A will advance to the next higher step in their salary range semi-annually. Employees whose anniversary date falls between January 1 and June 30 will be entitled to the semi-annual step increase that falls between July 1, 2018 and December 31, 2018.

In addition, MMB is continuing to review this job classification from the perspective of not only compensation, but also recruiting, retention, and training as part of our cross-functional workgroup on staffing in 24-hour healthcare facilities. We look forward to working with your membership as part of that process.

Sincerely,

Dori H. Leland
Enterprise Director for Employee Classification and Compensation

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MANAGEMENT AND BUDGET

July 26, 2017

Tim Henderson
AFSCME, Council 5, AFL-CIO
300 Hardman Ave. South
South St. Paul, MN 55075

RE: Inequity Response - ICWS/STS

Dear Mr. Henderson:

The memorandum memorializes MMB's response to AFSCME's request to review whether the position of Sentence to Serve Crew Leader / ICWS should have its own classification.

MMB will work with the Department of Corrections to review and audit this position. MMB's evaluation will be completed prior to the next round of bargaining, and we will report our findings to you.

Sincerely,

Dori H. Leland
Enterprise Director for Employee Classification and Compensation

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MANAGEMENT AND BUDGET

July 12, 2017

Tim Henderson
AFSCME, Council 5, AFL-CIO
300 Hardman Ave. South
South St. Paul, MN 55075

RE: Inequity Response - Licensed Practical Nurse (LPN)

Dear Mr. Henderson:

The memorandum memorializes MMB's response to AFSCME's request for an inequity adjustment to the salary range assignment for LPN, Job Class Code 001659.

MMB will continue to review this Job Classification to determine whether a range reassignment is appropriate. We will have a formal response to you regarding our determination prior to the next round of bargaining.

As we indicated in a small group, we are continuing to review this job classification from the perspective of not only compensation, but also recruiting, retention, and training as part of our cross-functional workgroup on staffing in 24-hour healthcare facilities. We look forward to working with your membership as part of that process.

Sincerely,

Dori H. Leland
Enterprise Director for Employee Classification and Compensation

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July 12, 2017

Tim Henderson
AFSCME, Council 5, AFL-CIO
300 Hardman Ave. South
South St. Paul, MN 55075

RE: Inequity Response - Security Guard

Dear Mr. Henderson:

The memorandum memorializes MMB's response to AFSCME's request for an inequity adjustment to the salary range assignment for the Job Classification of Security Guard, Job Class Code 001045.

MMB will review this Job Classification, particularly in comparison to like Classifications in State government (including Campus Security Officer) to evaluate whether Security Guards are assigned to the appropriate compensation range. MMB's evaluation will be completed prior to the next round of bargaining, and we will report our findings to you.

Sincerely,

Dori H. Leland
Enterprise Director for Employee Classification and Compensation

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APPENDIX O - UNIT 6 POSITION QUALIFICATIONS

This section applies to all of Unit 6, except as noted.

A. **Definition**

For the purpose of position qualifications, “qualified” means the employee has the job related knowledge, skills and abilities required for initial appointment to the position and necessary for satisfactory performance of the job.

A standard menu of position qualifications shall be developed by a meet and confer consisting of an undetermined number of employer and seven (7) to ten (10) union representatives.

B. **Review Process**

If an Appointing Authority decides to require any non-menu position qualifications, they shall notify the Local Union President. The Local Union will have three (3) working days to review the notice and bring any concerns regarding the validity of the new position qualification to the attention of the agency human resource office. Following the response of the Appointing Authority, the Local Union may request a review and final determination by the Minnesota Management & Budget Human Resource Management Division.

When a change in qualifications for a position results in the denial of an employee’s desired layoff option, the employee may request a review by the agency human resource office. Following the response of the Appointing Authority, the employee may request a review and final determination by the Minnesota Management & Budget Human Resource Management Division.

The final determinations by the Minnesota Management & Budget Human Resource Management Division shall not be grievable or arbitrable. However, if the final determination of the above review process requires payment for time not worked, the parties may enter into a grievance settlement in order to process the payment.

C. **Application**

Position qualifications will be used in place of class options, but the Employer reserves the right to establish exam options.

An employee who cannot bump the least senior employee in a class may bump the next least senior and so on, until they are able to bump or there is no less senior employee. Employees laid off from a consolidated class shall be permitted to bump into lower levels in the same class series, even if they have no previous service at that level.

Employees who are laid off out of seniority order because they do not meet the minimum qualifications for available layoff options shall be permitted the following layoff benefits:

1. The employee may opt for extended claiming for thirty (30) calendar days from the date of permanent layoff. During this extended claiming period, no severance or vacation liquidation shall be paid to the employee and the employee's name shall not be placed on any layoff lists. However, employees may apply for seniority unit vacancies in previously held classes during the extended claiming period. Employees may waive extended claiming and the Appointing Authority shall authorize payment of any severance or vacation liquidation and the employee will be eligible for placement on appropriate layoff lists.
2. Employees retain the right to consideration for seniority unit vacancies as provided in the Master Agreement.

APPENDIX P - GLOSSARY

The descriptions found in this glossary are provided for informational purposes only and are not binding upon the parties. In the event of a conflict between any description set forth herein and a definition set forth in the contract/agreement, law, rule, or Administrative Procedure, the terms of that document shall prevail.

Actively at Work - Employees are "actively at work" if they are on active payroll status and not using paid or unpaid leave.

A.D.A. (Americans with Disabilities Act) - A Federal law intended to prohibit the specific forms of discrimination that people with disabilities face.

Administrative Procedures - The procedures of Minnesota Management & Budget developed in accord with M.S. 43A.04, Subd. 4.

Advisory Testing - A process used to determine an employee's qualifications in some transfer, demotion and/or layoff situations.

Agency - Department, commission, board, institution, or other employing entity of the civil service, in which all positions are under the same appointing authority.

Applicant Pool - A group of applicants who have been determined to meet the minimum qualifications for a vacant position.

Appointing Authority - A person or a group of persons empowered by the Constitution, statute, or executive order to employ persons in, or to make appointments to positions in the civil service.

Appointment Status - See Article 12, Section 2.

Arbitration - If a grievance has not been satisfactorily resolved after the third step and Council 5 chooses to arbitrate, an impartial person is selected from a list of people approved by the Council 5 and Minnesota Management & Budget to hear the grievance and render an impartial decision which is binding on the parties.

Bargaining Units - Pursuant to M.S. 179A.10, Subd. 2, groupings of employees determined by the Bureau of Mediation Services, based on the type of work performed. See Appendix A.

Bidding - See Article 12, Sec. 7.

Change in Allocation - Reclassification resulting from abrupt, management-imposed changes in the duties and responsibilities of a person. An occupied position changed in allocation is considered a vacancy. See Article 12 Section 8.

Claiming - An option for filling vacancies when bidding and use of seniority unit layoff lists is exhausted that allows employees on notice of layoff to request to transfer or demote to another seniority unit. This option normally occurs between the date an employee receives a layoff notice and the date the employee is laid off. See Article 15, Section 3D, 3g.

Class Layoff List - See Article 15, Sec. 3H (2).

Class Option - See Appendix H for definition and lists.

Class Seniority - See Article 4, Sec. B.

Class Specifications (Specs) - Minnesota Management & Budget's description of a job classification including typical responsibilities and the knowledge, skills and abilities required.

Classified Service - All positions now existing or hereafter created in the civil service and not specifically designated unclassified pursuant to M.S. 43A.08 or other enabling legislation.

Confidential Employee - A state employee whose work involves access to information subject to use in collective bargaining or participation in collective bargaining. These employees are not represented by AFSCME.

Copayment - The amount or percentage that an insured person pays for a certain service or product once any deductible, if applicable, has been paid.

Delegated Authority - The responsibility and accountability given to an agency by Minnesota Management & Budget to perform certain classification, compensation, and selection functions. This authority may vary from agency to agency.

Demotion - The downward movement of an employee to a class which has a maximum salary that is two or more salary steps below the maximum of the current class.

Disabled Person (as defined by the ADA) - A person who: 1) has a physical or mental impairment that substantially limits a major life activity, 2) has a record of such an impairment, or 3) is regarded as having such an impairment.

E.A.P. (Employee Assistance Program) - A service available to all state employees, which provides assistance and referral for a variety of situations including emotional, financial, family, and alcohol or chemical dependency problems.

Emergency Employee - An employee who is appointed for no more than 45 aggregate work days in any 12 month period for any single Appointing Authority.

Employer - Minnesota Management & Budget, which is considered the Employer of all Executive Branch State employees and employees of the three retirement systems.

Employment Condition - See Article 12, Section 2.

Equal Classes - See Transferable Classes.

Finalist Pool - A group of applicants from the applicant pool who have been determined to best meet all the qualifications for a vacant position.

First Report of Injury - Related to Workers' Compensation, a form used for reporting injuries that happen to employees during the course of performing their job duties.

Flex time Scheduling - See Article 5, Section 2C.

F.L.S.A. (Fair Labor Standards Act) - Federal law which governs hours of work and overtime provisions for all workers.

F.M.L.A. **(Family Medical Leave Act)** - Federal law mandating up to 12 weeks of job protected leave to eligible employees for certain family and/or medical reasons consistent with the Act, relevant State law and collective bargaining agreements/plan.

Formulary Drugs - List of prescribed drugs covered by each health plan.

Garrity Warning - A warning given to an employee by an employer during an employment investigation that requires the employee to either provide information or be discharged for refusing to provide information. If such a warning is given, the employee may object to the use of such information in a subsequent criminal proceeding on the basis that a self-incriminating statement was made under duress.

Generic Drug - The chemical name of a drug as opposed to the brand name of the drug. For instance, Benadryl is the brand name of the drug Diphenhydramine.

Grievance - See Article 17, Sec. 1.

Hay Evaluation System - A system used by Minnesota Management & Budget to evaluate the relative know-how, problem-solving, and accountability of job classes. Information from Hay evaluations is used to compare job classes for purposes of compensation setting and pay equity.

Incumbent - Employee currently serving in a job.

Job Audit - Process by which a position is reviewed by Minnesota Management & Budget or Appointing Authority to determine the correct classification.

Just Cause - A standard upon which discipline is based.

Layoff List - See Class Layoff List and Seniority Unit Layoff List.

Liquidation - To deplete an employee's vacation, compensatory bank or sick leave severance either by paying it in cash or by crediting the cash equivalent value to the employee's HCSP as required under the terms of the collective bargaining agreement.

Long Term Disability - See Article 19, Sec. 7B.

MMB (Minnesota Management & Budget) - The Employer of all Executive Branch State employees and employees of the three retirement systems.

Mobility Assignment - Per Administrative Procedure 1.1, voluntary, limited assignments of classified permanent employees to alternative duties within another state agency/Appointing Authority, governmental jurisdiction, or private employer. Duration cannot normally exceed two years.

M.S. - Minnesota Statutes.

Multi-Source Recruitment and Selection Process – A competitive hiring process used to fill unlimited classified positions in the Executive Branch.

Non-continuous, Non-extended Operation - Appointing Authorities, or portions thereof, which do not have 24 hour, 7-day per week schedules.

O.S.H.A. (Occupational Safety and Health Act) - Federal law which governs safety and health issues in the workplace.

P.E.L.R.A. (Public Employee Labor Relations Act) - Minnesota Statute 179A which governs the relationships between public employers and their employees. Provisions include granting public employees the right to organize, requiring public employers to meet and negotiate with public employees and establishing the responsibilities, procedures and limitations of public employment relationships.

Position Description - A document which defines an individual job's duties and responsibilities and the knowledge, skills, and abilities required to perform them.

Promotion - The upward movement of an employee to a class which has a salary range maximum that is two or more salary steps higher than the maximum of the current class or which requires an increase of two (2) or more steps to pay the employee at the minimum of the new range.

Provisional Appointment - An appointment authorized when no fully-qualified person is suitable or available for appointment. Appointment may not normally exceed 12 months. Person must be qualified in all respects except for completion of a licensure or certification requirement.

Qualified - For the purpose of position qualifications, qualified means the employee has the job-related knowledge, skills and abilities required for initial appointment to the position and necessary for satisfactory performance of the job. See also Appendix O.

Reallocation - See Article 12, Section 9.

Reclassification - Change in the allocation of a position to a higher, lower or equivalent class.

Recomparison - A change in the classification to which a vacant or occupied position in the unclassified service is compared (allocated). The new job class may be higher, lower, or equal, but the position and incumbent, if any, remain unclassified.

Re-instatement - The rehire of a former or current permanent or probationary classified state employee, into a vacancy in a previously held class, within four years of separation from the class.

Related Classes - As determined by Minnesota Management & Budget or Appointing Authority, those classes which are similar in nature and character of work performed and which require similar qualifications. See Article 4, Section 1E.

Resumix – The software currently used by the State as an applicant tracking database, a source for recruiting both internal and external candidates for State jobs, and as a selection tool to be used as part of the hiring process.

Routine Service – Routine Service Positions are as defined in Minn. Stat. § 43A.15, Subd. 10.

Seniority Unit - Defines the area in which an employee may bid and from which an employee is laid off. See Appendix G.

Seniority Unit Layoff List - See Article 15, Sec. 3H (1).

Short Term Disability - See Article 19, Sec. 7B.

State Seniority - See Article 4, Sec. 1A.

Student Worker - Students in secondary, post-secondary and graduate study who are employed in the unclassified service to assist them in reaching identifiable educational goals. Appointment may be up to 36 months in duration.

Tennessen Warning - An explanation provided under M.S. 13.04 of the Data Practices Act when someone is asked to supply private or confidential data to a state agency. The warning must identify: (a) the purpose and intended use of the data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any consequence arising from supplying/refusing to supply the data; and (d) the identity of persons authorized by law to receive the data.

Transfer - The lateral movement of an employee to a position in: 1) the same class in a different agency, or 2) a different class assigned to the same salary range, or 3) a different class with a

salary range maximum less than two (2) steps higher than the maximum of the current class and where the employee's current salary is less than two (2) steps below the minimum of the new class. Reassignment of an employee does not constitute a transfer.

Transferable Classes - Classifications which have salary range maximums which are less than 2 steps apart and where the employee's current salary is less than two steps below the minimum of the new class. This can be approximately calculated at the high end by using the maximum hourly rate of the current class, adding two steps and subtracting one cent, and at the low end by using the minimum of the new class, subtracting two steps and adding one cent.

Unclassified Service - All positions specifically designated as not being classified pursuant to M.S. 43A.08 and other enabling legislation. Unclassified employees accrue state seniority, but do not accrue class seniority. Unclassified positions are not subject to the bidding or layoff provisions of the contract, can be terminated at will, and are not subject to the just cause test. Unclassified employees do not normally serve a probationary period.

Unlimited Appointment - An appointment for which there is no specified maximum duration.

Vacancy - See Article 12, Sec. 1 for definition and exceptions.

Work Area - Management defined subunit of an Appointment Authority which determines an employee's bidding and bumping options and rights.

APPENDIX Q - DRUG TESTING

1. **INTRODUCTION**

   This drug and alcohol testing policy is the exclusive policy for AFSCME Council 5, AFL-CIO Bargaining Unit employees including the craft, maintenance and labor unit; service unit; health care non-professional unit; clerical and office unit; technical unit; and correctional officer unit; and is limited to drug and alcohol testing required by the U.S. Department of Transportation to implement the Omnibus Transportation Employee Testing Act of 1991 and relevant U. S. Department of Transportation regulations.

2. **PERSONS SUBJECT TO TESTING**

   All employees who are required to hold a Commercial Driver's License and a Class A or Class B License as a condition of employment are subject to testing under applicable sections of this policy. These employees are subject to random, pre-employment, pre-placement, post-accident, reasonable suspicion, return-to-duty, and follow-up testing. The specific requirements for testing are governed by regulations promulgated by the U.S. Department of Transportation.

   New employees and current employees who are appointed to CDL covered positions shall receive a copy of the Testing Plan within fourteen (14) days of appointment to a CDL covered position.

All time spent administering an alcohol or controlled substance test, including travel time, will be paid at the employee's regular rate of pay, or at the appropriate overtime rate, whichever is applicable. An employee may be removed from work following a positive test result through the provisions of Article 16 - Discipline and Discharge. The employer shall pay all costs associated with the administration of alcohol and controlled substance tests. The cost of testing the "split specimen" at a federally certified laboratory if so requested by the employee shall be borne by the Employer if such test result is negative. The employee will be responsible for the cost of testing the "split specimen" if such test result is positive.

3. **CIRCUMSTANCES FOR REASONABLE SUSPICION DRUG OR ALCOHOL TESTING**

The Appointing Authority shall request or require an employee to undergo drug and alcohol testing if the Appointing Authority has reasonable suspicion that an employee has violated the provisions of law and regulation governing alcohol concentration, alcohol possession, on-duty use, pre-duty use, use following an accident, refusal to submit to a required alcohol or controlled substance test, controlled substance use, and controlled substance testing. Reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances. Observations for alcohol testing must be made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with the regulations. A driver can be directed to undergo reasonable suspicion alcohol testing only while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver is to perform safety-sensitive functions.

A written record shall be made of the observations leading to an alcohol reasonable suspicion test and shall be signed by the supervisor making the observation.

A supervisor requesting a drug or alcohol test must have successfully completed training developed or approved by Minnesota Management & Budget on drug and alcohol abuse, on how to recognize impairment on the job, on how to make a reasonable suspicion determination, and on the Employer's and/or Appointing Authority's written work rules. The Joint Oversight Committee shall review all reasonable suspicion determinations with negative test results. The Employer agrees to allow the Union to review the training prior to implementation.

4. **REFUSAL TO UNDERGO TESTING**

Employees do not have the right to refuse to undergo drug and alcohol testing. If an employee refuses to undergo drug or alcohol testing required by the Appointing Authority, or who is found to have adulterated the sample, the employee shall be deemed to have violated the relevant prohibitions in the regulations. Consistent with federal regulations, in order to be eligible to return to safety-sensitive duties for any employer, the employee must follow the process of Substance Abuse Professional (SAP) referral, treatment, return to duty testing and follow-up testing as if the test were positive.

5. **RIGHT TO UNION REPRESENTATION**

An employee is entitled to Union representation pursuant to Article 16, Section 2 prior to any reasonable suspicion test. When the physical presence of a union representative is not practicable, the employee shall be allowed to confer with a union representative by telephone. Local Unions shall provide Appointing Authorities with the names and phone numbers of representatives who can be called to provide representation in such cases.

6. **RIGHTS OF EMPLOYEES**

An employee, for whom a positive test result on a confirmation test was the first such result on a drug or alcohol test required by the Appointing Authority shall not be discharged if:

1. The Appointing Authority has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the substance abuse professional trained in the diagnosis and treatment of chemical dependency; or
2. If a determination has been made by the substance abuse professional trained in the diagnosis and treatment of chemical dependency that no counseling or rehabilitation program is necessary. However, an employee who has either refused the offer to participate in the counseling or rehabilitation program, or has failed to successfully complete the program has no such protection against discharge.

Expenses for the above stated rehabilitation or counseling program shall be pursuant to coverage under a state employee benefit plan or any other insurance plan the employee is covered under.

In addition, employees have the following rights:

1. The right not to be discharged, disciplined, discriminated against, or requested or required to undergo rehabilitation on the basis of a positive test result from an initial screening test that has not been verified by a confirmation test;
2. The right not to be discharged, disciplined, discriminated against, or required to undergo rehabilitation on the basis of medical history information revealed to the Medical Review Officer concerning the reliability of, or explanation for, a positive test result;
3. The right to access information in the subject's personnel or drug and alcohol file relating to positive test result reports and other information acquired in the drug and alcohol testing process, and conclusions drawn from and actions taken based on the reports or acquired information. An employee who is the subject of a drug and alcohol test shall, upon written request to the Medical Review Officer, have access to any records relating to their drug or alcohol test;
4. The right of an employee who has made a timely request for a confirmation retest to suffer no adverse personnel action if the confirmation retest does not confirm the result

of the original confirmation test, using the same drug or alcohol threshold detection levels as used in the original confirmation test.

7. **DATA PRIVACY**

The purpose of collecting urine or breath is to test that sample for the presence of drugs or alcohol. A sample provided for drug or alcohol testing will not be tested for any other purpose. The name, initials, and employee identification number of the person providing the sample are requested so that the sample can be identified accurately but confidentially. Information about medications and other information relevant to the reliability of, or explanation for, a positive test result is requested to ensure that the test is reliable and to determine whether there is a valid medical reason for any drug or alcohol in the sample. The Appointing Authority will not disclose the test result reports and other information acquired in the drug or alcohol testing process to another Appointing Authority or employer or to a third party individual, government agency, or private organization without the written consent of the person tested, unless permitted by law or court order. An Appointing Authority will not disclose the test result reports and other information acquired in the drug or alcohol testing process to other Appointing Authorities unless the information is requested in connection with another drug test, or unless disclosure is necessary to permit follow-up testing or return to work testing. All data on the request for a test, the testing, and test results shall be kept separate from the regular personnel files, in locked file cabinets, accessible only by those supervisors, managers or confidential employees directly involved in the case.

8. **RANDOM TESTING POOL**

The employer shall establish a single pool of employees for random drug and alcohol testing. This pool may include non-state employees.

9. **SELECTION OF CONTRACTORS TO ADMINISTER POLICY**

The employer may contract with appropriate firms to administer alcohol and controlled substance tests. Requests for proposals shall be reviewed with the Union prior to issuance. Employees shall be referred to substance abuse professionals under the State Drug and Alcohol Testing Plan. If the employer does decide to administer alcohol or controlled substance testing with state employees, no law enforcement personnel shall be used.

10. **JOINT LABOR-MANAGEMENT OVERSIGHT COMMITTEE**

The Union and the Employer agree to form a Joint Labor-Management Oversight Committee to review the implementation of alcohol and controlled substance testing. The committee shall be composed of eight representatives of the union and eight representatives of the employer. It shall meet upon request.

APPENDIX R – HIGH COST CENTERS FOR MEAL REIMBURSEMENT

Metropolitan Area	Cities and Counties Included in High Cost Center
Atlanta, GA	Clayton, De Kalb, Fulton, Cobb and Gwinett Counties
Baltimore, MD	Baltimore and Harford Counties
Boston, MA	Norfolk, Suffolk, Middlesex, and Essex Counties in Massachusetts
Chicago, IL	Du Page, Cook and Lake Counties
Cleveland, OH	Cuyahoga County
Dallas/Fort Worth, TX	Dallas and Tarrant Counties
Denver, CO	Denver, Adams, Arapahoe and Jefferson Counties
Detroit, MI	Wayne, Macomb and Oakland Counties
Hartford, CT	Hartford and Middlesex Counties
Houston, TX	Harris County; LBJ Space Center and Ellington AFB
Kansas City, KS	Johnson and Wyandotte Counties in Kansas (see also Kansas City, MO)
Kansas City, MO	Clay, Jackson and Platte Counties in Missouri (see also Kansas City, KS)
Los Angeles, CA	Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station
Miami, FL	Dade County
New Orleans, LA	Parishes of Jefferson, Orleans, Plaquemines and St. Bernard
New York City, NY	The Boroughs of the Bronx, Brooklyn, Manhattan, Queens and Staten Island and the Counties of Nassau, New York, Richmond, Suffolk and Westchester in New York State; Fairfield County in Connecticut and the Counties of Bergan, Essex, Hudson, Middlesex, Passaic and Union in New Jersey
Philadelphia, PA	The Counties of Bucks, Chester, Delaware, Montgomery and Philadelphia in Pennsylvania and the Counties of Burlington and Glochester in New Jersey
Portland, OR	Multnomah County
San Diego, CA	San Diego County
San Francisco, CA	The Counties of San Francisco, Sonoma, Marin, San Mateo, Santa Clara, Santa Cruz, Contra Costa, Alameda, Santa Barbara
Seattle, WA	King County
St. Louis, MO	St. Charles and St. Louis Counties

Metropolitan Area	Cities and Counties Included in High Cost Center
Washington D.C.	Cities of Alexandria, Falls Church, Fairfax; the Counties of Arlington, Loudoun and Fairfax in Virginia; and the Counties of Montgomery and Prince Georges in Maryland

APPENDIX S - SUPPLEMENTAL AGREEMENTS

DEPARTMENT OF ADMINISTRATION

Article 1

Hours of Work

Article 5, Section 1(C), Schedule Posting, of the Master Agreement shall be modified as follows:

Facilities Management:

Schedule changes for General Maintenance Workers in Building Services which result in employees reporting to work earlier than their usual shift; e.g., employees who are scheduled to work second shift coming in during day shift hours, shall require a three (3) day notice only.

Employees shall be selected for such schedule changes on the basis of most senior qualified within the work area.

The Appointing Authority and Local Union may mutually agree to flextime scheduling plans where appropriate.

Summer Schedules:

On an annual basis, the Appointing Authority may decide to establish a summer schedule for Grounds Services. The schedule shall be posted at least fourteen (14) days in advance of the effective date.

Article 2

Overtime Distribution

Article 6, Section 4 of the Master Agreement shall be modified as follows:

Facilities Management:

Groundskeepers

When it is necessary for Groundskeepers to be trained on snow removal equipment, overtime may be assigned out of order.

General Maintenance Workers

Overtime distribution for General Maintenance Workers assigned to building services shall be as follows:

1. An effort shall be made to distribute overtime work as equally as possible among all General Maintenance Worker building services employees in all work areas within the Capitol Complex who are capable of performing the work and who desire the overtime work. The employee's shift and supervisor shall not be taken into consideration in the equal distribution of overtime.
2. This overtime distribution does not apply to extensions of the same shift, except as noted in 3 below or emergency situations. Extension of shift(s) shall be offered to the most Senior General Maintenance Worker assigned to the work area. If no General Maintenance Worker accepts the extension of shift, the Appointing Authority shall assign the overtime based upon inverse order of seniority. For emergency situations, the Appointing Authority shall make a reasonable effort to distribute the overtime the same as the shift extension. Overtime earned as an extension of the same shift or emergency situations shall not be counted as overtime worked for the purposes of equal distribution.
3. The extension of shift(s) for those employees assigned the Capitol work unit shall be done by equal distribution during the session. All overtime hours offered and/or worked shall be credited to the Capitol work unit distribution. This equal distribution of overtime hours shall be in effect while the Legislature is in session. In between sessions, these employees shall be under the seniority distribution of extension of shift overtime hours according to 2 above.
4. For purposes of tracking distribution, all overtime hours offered and/or worked will be zeroed out on June 30, of each year.
5. All overtime hours offered, except those listed in #2, shall be credited. Employees on scheduled vacation the work day before or after the overtime shift shall not be credited for overtime offered and not worked on the equal distribution list. However, once an employee has agreed to accept an overtime shift such overtime shift shall be considered a scheduled shift. If the employee is unable to work the scheduled overtime shift, that employee shall notify their supervisor no later than the beginning of the shift preceding the overtime shift assignment. Any employee that does not show for a scheduled overtime shift shall be credited the hours of that shift at the rate of time and one-half.

Plant Maintenance Engineer Helper and Plant Maintenance Engineer:

Overtime distribution for employees assigned to the Plant Maintenance Engineer Helper, Plant Maintenance Engineer and Plant Maintenance Engineer Lead job classes assigned to building services shall be as follows:

1. Facilities Management Division will prepare, maintain and publish updates, as required, to the “Facilities Management Engineer Call List” (Call List). The Call List will be the exclusive source to be used for overtime distribution for work in a building. This list will identify:

a. Name of Primary PME for each Capitol Complex Building
b. Name of Secondary PME for each Building
c. Name of Backup PME for each Building (Note: Primary, Secondary and Backup PME's will be drawn from the same work unit)
d. Names of certified IEQ team PME's and building assignments for each team member

2. In situations where overtime is event rather than building specific (i.e. Legislative Session requiring preventative, after-hours coverage for both Capitol, SOB and MSB), overtime shall be distributed as equally as possible between the Primary PME's assigned to those buildings involved in the event.

3. Overtime shall first be offered to the primary PME for the building requiring overtime. In the event that the primary PME is not available or declines the overtime, the overtime will be offered to the Secondary PME as identified for that building. The process will continue down to the Back Up PME as identified for that building. If no overtime has been accepted after calling the Primary, Secondary and Backup PME's, the Chief Engineer will be responsible for ensuring that qualified staff are contacted and overtime scheduled to assure the required coverage.

4. Overtime distribution for PME's working 2nd & 3rd shift will be as follows:

   If there is overtime needed to cover the 2nd shift, the 2nd shift PME who is not scheduled will be the first asked to work.

   If the non-scheduled 2nd shift PME declines, the 3rd shift PME who is not scheduled directly after this 2nd shift will be asked to work.

   If there is overtime needed to cover the 3rd Shift, the 3rd shift PME who is not scheduled will be the first asked to work.

   If the non-scheduled 3rd shift PME declines, the 2nd shift Engineer not scheduled directly before the 3rd shift will be asked to work.

   If the 2nd & 3rd Shift Engineers decline the overtime then the overtime will be distributed according the PME call list.

5. In the event of a need for planned overtime involving IEQ trained personnel, overtime will be offered to the PMEs identified on the Call List as a member of the IEQ team. Work assignments for the Capitol Complex buildings will be assigned by the Power Plant Chief Engineer.

6. During emergency situations, where the safety of our customers is put at risk and/or the integrity of our facilities is put in immediate danger (flood, fire or other natural disaster) and/or where Facilities Management or Capitol Security determine that time is of the essence, Facilities Management or Capitol Security acting as its agent will make every effort to follow the overtime Call List but it reserves the right to offer overtime to the PME(s) with knowledge of the building(s) and who are able to respond most quickly.

Article 6, Section 5, Liquidation, of the Master Agreement shall be modified as follows:

The compensatory time bank shall not exceed eighty (80) hours. Hours worked over eighty (80) hours shall be paid in cash. The bank shall not be liquidated in cash by the Employer or the employee and shall only be liquidated upon separation from employment. This section of the Supplement shall not be included in subsequent agreements between the parties unless mutually agreed upon.

Article 3

Holidays

Article 7, Section 4, Shift Work, of the Master Agreement shall be modified as follows:

The holiday for third shift employees will be the day on which the shift begins rather than where the majority of hours fall.

Article 7, Section 8, Work on a Holiday, of the Master Agreement, shall be modified as follows:

Facilities Management: Work on the Fourth of July shall be distributed according to the provisions of Article 6, Section 4 for General Maintenance Workers and Groundskeepers.

Article 4

Vacation Leave

Article 8, Section 3, Vacation Period, of the Master Agreement shall be modified as follows:

Requests for a vacation period of less than forty (40) consecutive hours, including holidays and weekends, may be submitted no more than ninety (90) days in advance of the request.

Article 5

Vacancies, Filling of Positions

Article 12, Section 4 (D), of the Master Agreement shall be modified as follows:

All Divisions:

The Appointing Authority may temporarily reassign any employee to another work area, off-site location, and/or shift, for six (6) consecutive months or less.

Article 12, Section 6, Eligibility for Bidding, of the Master Agreement shall be modified as follows:

Facilities Management:

Building Services employees represented by the Union shall be eligible to bid on vacant positions within their work area, but outside their work unit.

Employees in the General Maintenance Worker, Lead (Lead) classification shall be eligible to bid on posted General Maintenance Worker (GMW) vacancies. A Lead who successfully bids on a

GMW position shall have their salary adjusted to the same rate of pay the employee would have received had they been on the GMW pay range for the time as both a GMW and a Lead.

Article 6

Work Uniforms

The provisions of the Master Agreement shall be supplemented as follows:

Employees may be required to wear uniforms as a condition of employment; if so, the Appointing Authority shall furnish such uniforms. Laundry Service uniforms currently provided will be maintained by the Appointing Authority. Proper maintenance of purchased uniforms is an employee responsibility. Uniforms shall not be utilized for off duty activity by the employees.

GMWs:

Employees who chose under the 1999-2001 Agreement to be provided full uniforms (shirt and pants) will continue to receive these uniforms unless they do not wear both parts of the uniform. If they do not continue to wear uniform pants, they will receive shirts only. All other General Maintenance Workers will receive only uniform shirts.

Groundskeepers:

Groundskeepers shall be given a one-time choice under the 2003-2005 Agreement of either a full uniform (shirt and pants) or a uniform shirt only. Those current employees who choose the uniform shirt only option shall be required to supply their own pants/jeans. Employees hired after August 1, 2003 shall be supplied uniform shirts only.

Materials Transfer Drivers:

Employees are provided with uniform shirts only.

GMWs, Groundskeepers and Materials Transfer Drivers who choose the uniform shirt only (as above):

These employees shall be responsible for the laundering of their uniforms. The employer shall repair/replace uniforms and/or uniform shirts as needed. Pants will be in cotton, cotton/polyester, or jeans and shall be in either black or dark navy blue colors.
Employees working in Building Services and the Materials Transfer Unit shall be permitted to wear shorts during the summer months (May 1 to September 30). The shorts will be at a length just above the knee.

Article 7
Attendance at Union Meetings

The provisions of the Master agreement shall be supplemented and/or modified as follows: Employees may be permitted to adjust their hours of work to permit travel time necessary to attend regular monthly Local and Executive Board meetings of the Local Union. Such

adjustments shall be of reasonable duration, not to exceed two (2) hours and shall be at the beginning of the shift.

Employees who desire to make these adjustments must request and be granted approval from their immediate supervisor or other Appointing Authority designee in advance of the meeting date. Requests shall show the hours of release time requested. Approval of these requests shall not be unreasonably withheld. The Appointing Authority reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing the day of the meeting.

Employees shall receive no compensation for time spent in such travel, but may utilize vacation leave, compensatory overtime hours, or work extra hours, within the same payroll period, if work is available, to prevent a loss of earnings.

In the event work is available and an employee is authorized to work extra hours to offset time spent in travel to union meetings, the Appointing Authority shall have no liability for overtime hours or pay until the employee has worked an amount of time outside their regular shift which is equal to the amount of release time requested and used.

DOER Department of Employee Relations
200 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
651.259.3637
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www.doer.state.mn.us

May 3, 2005

Kurt Errickson, Business Representative
AFSCME, Council 5, AFL-CIO
300 Hardman Avenue South
South St. Paul, MN 55075

SUBJECT: Work Areas and Postings at Plant Management Division of the Department of Administration

Dear Kurt:

At the recently concluded supplement bargaining on the Department of Administration Supplement, extensive discussion occurred surrounding the work areas and job postings for the Plant Management Division, especially for vacancies in the classification of Plant Maintenance Engineer. You expressed concern that the employees be able to retain their existing bidding rights.

Postings will continue to list only one work area; there will also be a statement on the posting that the successful bidder will occasionally be assigned to other work locations both within and outside the work area. There is no intent to have the successful bidder assigned to more than one work area or to have them regularly assigned outside of the work area.

Thank you for making us aware of these concerns.

Sincerely,
Tony Brown /s/

Labor Relations Representative Principal
Department of Employee Relations

Equal Opportunity Employer

Minnesota Department of Employee Relations

OFFICE OF ADMINISTRATIVE HEARINGS

AFSCME Achievement Awards

Achievement Awards. At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year

in a lump sum amount not to exceed one thousand dollars ($1000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- dollar amount of awards;
- percentage of employees eligible for awards; and
- "team awards."

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

DEPARTMENT OF AGRICULTURE

Article 1

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Flextime Plan

Schedule Requests

The flextime plan shall allow an employee to request modification of their current work schedule to any schedule which includes forty (40) hours per work week. The normal work week is considered to run Wednesday through Tuesday; however, this period may be adjusted to a different seven- (7)-consecutive-day period by the placement of a memorandum in the employee's personnel file. Consecutive hours of work shall exclude a thirty or sixty minute unpaid lunch period. A schedule must begin no earlier than 6:30 a.m. and end no later than 6:30 p.m. The employee shall request a modification in writing to their immediate supervisor no later than fourteen (14) calendar days prior to the date the requested schedule would go into effect, if approved. Changes in approved flextime schedules shall be made by management only in accord with the provisions of Article 5 of the Master Agreement. Employees may request changes in their approved work schedules by giving the Appointing Authority the notice contained above. Upon mutual agreement by the employee and Employer, the fourteen (14) day notice may be waived.

Review of Requests

The immediate supervisor shall determine to approve or deny the request of the employee within their work unit based upon job-related considerations. If there are conflicting requests from employees and the needs of the supervisor require that not all requests may be approved, the supervisor shall approve (if all other considerations indicate approval) the request submitted by the employee with the most state seniority. Should conflicts still exist, they shall be resolved by lot.

The immediate supervisor shall provide the employee with written notice and explanation of the decision within seven (7) calendar days of receipt of the request. If an employee's request is denied, a copy of the written notice and explanation of the decision shall be available to the Union. No request shall be unreasonably denied.

Altered Schedules

Upon assignment of an employee to attend training sessions, other meetings, or a request by an employee and upon mutual agreement of the immediate supervisor and the employee, an employee's schedule may be temporarily altered for a duration of no more than fourteen (14) consecutive calendar days at a time without regard to the above provisions. These changes shall not result in payment of overtime.

If requested by the employee, the employee may change days, shifts, or hours of work with the approval of their supervisor, provided such change does not result in the payment of overtime. These changes shall not result in the payment of overtime. Such changes shall not exceed the forty (40) hour work period (Wednesday through Tuesday). “Altered Work Schedule” shall be noted on the timesheet.

Appeals

An employee may appeal the decision of the immediate supervisor to deny or revoke a flextime schedule to the appropriate division director who shall respond in writing and, if not resolved at that level, to the Commissioner's designee who shall respond in writing. The decision of the Commissioner or their designee is final and shall not be subject to Article 17 of the Master Agreement.

Article 2

Noon Meals

Article 20, Section 5, (B) of the Master Agreement shall be amended and/or modified as follows:

1. Whereas, the Minnesota Department of Agriculture is unique in that it has many employees assigned to field inspector positions who work out of their homes and who drive either their own personal vehicle or state vehicle on assigned business throughout the course of their normal work day and who are always away from their home station over the normal noon

meal period. Therefore, the interpretation of noon meal reimbursement shall be modified as follows:

Employees shall be reimbursed for the actual cost (not to exceed contract amount) of the noon meal if the employee has traveled more than 35 actual road miles before lunch after leaving their permanent work station (excluding employee's hometown).

Article 3

Home Work Station

Article 20 Section 7 of the Master Agreement shall be modified as follows:

The Appointing Authority will provide the employees who are assigned to use their residences as their office or work station either:

1. Payment of the employee's monthly basic service charge on their present telephone (touchtone rate); or
2. Payment of the employee's monthly basic service charge for a second telephone line, including the installation fee (monthly charge would be attached to the employee's expense report).

   When an employee is required to have an answering machine/voice mail as a part of the employment, the employer will provide the machine/ voice mail at no cost to the employee.

Article 4

Part-Time/Unscheduled Employees

The Minnesota Department of Agriculture hereby agrees to change the employment conditions of not more than five (5) intermittent Plant Industry Inspectors to Part-time/Unscheduled. In order to be included in this employment condition, the present Plant Industry Inspectors must have averaged a minimum of 1250 actual hours worked during their last calendar year of employment. “Actual hours worked” shall include all scheduled, unscheduled and overtime hours actually worked. The Department of Agriculture further agrees that this change in employment condition to Part-time/Unscheduled will make these employees eligible for insurance benefits under the part-time coverage provisions of Article 19, Insurance, of the Agreement between AFSCME Council No. 5, AFL-CIO and the State of Minnesota. This agreement would have the employer providing the employer's contribution for part-time coverage as noted above. For the purposes of moving intermittent employees into the PT/Unscheduled employment condition, each service point (identified as work location in the seniority roster) will be considered a work area. This employment condition will be offered to the most senior Plant Industry Inspector in the service point; if declined, the next most senior inspector will be offered the change. The offer will progress from most senior intermittent inspector to least senior intermittent inspector until it is accepted.

Hours will be offered to intermittents by seniority whenever reasonably practicable.

It is further understood that the Department of Agriculture can remove an employee from the PT/Unscheduled employment condition back to intermittent if the employee's annual average number of actual hours worked drops below 900 hours. In removing an employee from PT/Unscheduled to intermittent, the Department of Agriculture will move the least senior PT/Unscheduled Inspector in that service point to the employment condition of intermittent.

It is further understood that in consideration of the above, the Union and Employer agree that, with the exception of the provision of the part-time insurance coverage described above, all other provisions of the contract remain in effect as they pertain to the employment condition of the intermittents.

It is further understood that the Department of Agriculture will not convert more than five (5) Plant Industry Inspector positions to the PT/Unscheduled status without consultation with the Union.

The employer agrees to review hours worked for employees who receive coverage under this Agreement prior to the end of the calendar year so that employees who may be in danger of losing their coverage at the end of the calendar year may receive a non-binding advisory. This would be done around November 15th, allowing employees in danger of losing coverage to make alternate plans.

All changes will occur on a calendar year basis.

The parties agree that this article is non-precedential and shall not be referred to by either party in the context of collective bargaining or with other Appointing Authorities.

Article 5

Meet and Confer

The Appointing Authority and the Local Union agree to meet and confer regarding posting and bidding under Article 12 of the Master Agreement.

MINNESOTA BOARD OF ANIMAL HEALTH

Article 1

Purpose

The purpose of this Supplement is to establish a voluntary alternate work schedule at the Board of Animal Health. Each division, as designated by the Appointing Authority, has the option of implementing this program. “Division” is defined as a specified number of AFSCME employees who report directly to one immediate supervisor. If necessary, the work week shall be changed to conform with the Fair Labor Standards Act.

Article 2

Alternate Work Schedule Request

This schedule is based on a Wednesday through Tuesday (40 hour) work week over a two (2) week (80 hour) payroll period. The alternate work schedule shall allow an employee to request modification of their work schedule to the following: eight and one-half (8-1/2) consecutive hours eight (8) days per pay period and eight (8) consecutive hours one (1) day per pay period and four (4) consecutive hours one (1) day per pay period. The eight and one-half (8-1/2) hour scheduled days shall be from 7:30 AM to 4:30 PM or from 8:00 AM to 5:00 PM. Consecutive hours work shall exclude the normal unpaid lunch period. The employee shall request participation in this program in writing to their immediate supervisor no later than fourteen (14) calendar days prior to the starting date of the schedule. Changes to an employee's work schedule can be submitted for consideration twice during a fiscal year. Requests shall be submitted by October 1 and/or April 1.

Once the program is in effect, an employee may request to revert back to the original 8:00 a.m. - 4:30 p.m. schedule by providing a fourteen (14) calendar day notice to their immediate supervisor. Changes will take effect at the beginning of the first pay period following management's approval of the request.

The Employer retains the right to deny individual requests under this program, and with fourteen (14) calendar days notice, to end an individual's participation in the alternate scheduling program where it would adversely affect the operation of the group. The Employer's decision in this regard are not subject to the grievance procedure in Article 17 of the Master Agreement. An employee may appeal their supervisor's decision in this regard to the Executive Secretary or designee. If it is necessary to limit the number of participants within a division, the Employer shall approve the request(s) from the employee(s) with the most seniority within the division.

Article 3

Holidays and Paid Leave Hours

If a holiday falls on an employee's scheduled four (4) hour day, the employee may request a change in the days of work within the same pay period with the approval of the supervisor or shall be paid for eight (8) hours and work eight (8) hour days for the pay period. If a holiday falls on an employee's scheduled eight and one-half (8-1/2) hour day, the employee shall be paid for eight (8) hours and adjust their schedule to ensure an eighty (80) hour pay period.

Should an employee be on paid or unpaid leave from work on a day they are scheduled to work, the time charged to the paid leave or taken as unpaid leave shall be for the total hours they would have otherwise been in attendance at work that day.

Article 4

Hours of Work

This Supplemental Agreement hereby amends Section 2, Subdivision B-1 and 2 of Article 5 of the Master Agreement so as to recognize the legitimacy of an eight and one-half (8-1/2) hour work day.

No additional paid rest periods shall be provided to an employee participating in this program.

The supervisor may temporarily adjust an employee's alternate schedule for vacations, emergencies or training.

Article 5

Meet and Confer

This supplemental agreement shall be in effect for an indefinite period, or until further negotiated, beginning the effective date of the Agreement. Should problems occur, the parties agree to meet and confer in an effort to resolve the issues. If the meet and confer cannot resolve the issues, the local union reserves the right to terminate this program for any division by providing thirty (30) calendar days written notice to the other party.

Article 6

Achievement Awards

Achievement Awards. At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- dollar amount of awards
- percentage of employees eligible for awards
- "team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency’s mission and objectives for the distribution of achievement awards.

MINNESOTA BOARD OF WATER AND SOIL RESOURCES

Achievement Awards

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt

of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards
- Percentage of employees eligible for awards
- "Team Awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

DEPARTMENT OF COMMERCE

Article 1

Expense Allowances

Article 20, Section 5 (Meal Allowances) of the Master Agreement shall be supplemented and/or modified as follows:

Section 1. Definition. "Work Station" means a specific location (home/office) from which an employee generally carries out their official duties or assignment.

Section 2. Eligibility. An employee shall be eligible for noon meal reimbursement when the distance from their work station to the field assignment that day exceeds a radius of thirty-five (35) miles from the assigned work station or when an employee is required by the Employer to participate in a job related training conference with other employees from this department, providing the assignment extends through the normal lunch period and is approved in advance by the Employer. The reimbursement for the cost of the noon meal shall be in accordance with Article 20, Section 5 of the Master Agreement.

Section 3. Trainer/Instructor Status. When an Investigator I, Heavy, or an Investigator II, functions as a trainer or instructor, they shall be reimbursed for lunch at the appropriate rate, as determined by Article 20 of the Master Agreement.

Article 2

Attendance at Union Meetings

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees may be permitted to adjust their hours of work to permit travel time necessary to attend regular monthly meetings of the Local Union. Such adjustments shall be of reasonable duration, not to exceed two (2) hours.

Employees who desire to make these adjustments must request and be granted approval from their immediate supervisor or other Appointing Authority designee five (5) calendar days in advance of the meeting date. Requests shall show the hours of release time requested. Approval of these requests will not be unreasonably withheld. The Appointing Authority reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing on the day of the meeting. Employees shall receive no compensation for time spent in such travel, but may utilize vacation leave, compensatory overtime hours, or work extra hours, within the same payroll period, if work is available, to prevent a loss of earnings.

In the event work is available and an employee is authorized to work extra hours to offset time spent in travel to union meetings, the Appointing Authority shall have no liability for overtime hours or pay until the employee has worked an amount of time outside their regular shift which is equal to the amount of release time requested and used.

Article 3

Tools and Equipment

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

The Appointing Authority shall indemnify each employee up to a maximum of $800.00 for losses caused by fire, wind, or theft by forcible entry, of tools and equipment supplied by the employee and used in the performance of work and when in the care of custody of the Appointing Authority.

It shall be the responsibility of each employee to furnish a complete list of tools and equipment to be indemnified, including an accurate description and replacement cost to their immediate supervisor and to have that list approved by the supervisor in writing within thirty (30) days from the date of this Agreement.

In any losses covered by this provision the tool or equipment will be replaced with like tools or equipment purchased by the Appointing Authority through the State contract purchasing or through the State bidding procedures. In no cases will employees be paid in cash for their losses. The Appointing Authority reserves the right to withhold approval on any tools or equipment deemed unnecessary.

The provisions of this Article do not apply to any tools or equipment not included on an approved list and in no case apply to AM/FM Radios.

Article 4

Vacancies, Filling of Positions

The provisions of the Master Agreement, Article 12, Section 6, shall be supplemented and/or modified as follows:

Employees in the class of Weights and Measures Investigator I shall have the ability to bid into the class of Weights and Measures Investigator I, Heavy, and vice versa, based upon combined classification seniority (melding classification seniority in Weights and Measures Investigator I with Weights and Measures Investigator I, Heavy). This exception shall be applicable to bidding only. Ties shall be broken by State Seniority first, then by lot.

Article 5

Work Out of Class

Article 18, Section 6, of the Master Agreement shall be supplemented and/or modified as follows:

When an employee in the classification Weights and Measures Investigator I is expressly assigned to perform all duties of a position in the classification Weights and Measures Investigator I, Heavy, and such work out of class assignment exceeds two (2) consecutive working days in duration, the employee shall be paid for all such hours at a rate which is equal to the minimum rate for the Weights and Measures Investigator I, Heavy class or one (1) step higher than the employee's current salary, whichever is greater.

Article 6

Work Uniforms

Employees who are required to wear uniforms as a condition of employment shall be furnished such uniforms by the Appointing Authority. Proper maintenance and cleanliness of uniforms is an employee responsibility. Uniforms shall not be utilized for off-duty activity by the employee.

Prior to the purchasing and issuing of any uniforms, the Employer agrees to meet and confer with the Local Union.

Article 7

Flextime

Article 5, Section 2 of the Master Agreement shall be supplemented and/or modified as follows:

Investigators in the Weights and Measures Division who work four (4) consecutive ten (10) hour days shall be allowed, with the approval of their supervisor, to adjust their week day off during the same pay period to cover a day lost due to inclement weather.

Article 8

Overtime Hours

Article 6, Section 1, Overtime Hours, of the master agreement shall be modified as follows for Weights and Measures Investigators and Trainees:

Section 1, Overtime Hours. Except as otherwise provided in this section, all hours worked in excess of the forty-hours in the work week established by the employer, shall be considered overtime.

Employees shall notify their supervisor immediately if it is necessary to work less than or in excess of their normally scheduled work hours due to work demands and use of balanced hours shall be permitted with supervisor's advance approval.

In the event travel conditions result in an employee exceeding their normally scheduled work hours, the employee will notify their supervisor as soon as practicable.

All paid vacation time, paid holidays, paid sick leave, compensatory time off, and paid leaves of absence shall be considered as "time worked" for purposes of this Article.

Part-time employees whose established work day is less than eight (8) hours shall not be considered to be working overtime until having completed eight (8) hours of work.

Article 9

Achievement Awards

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00). In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

An employee may receive both an individual and a team achievement award in one (1) fiscal year.

DEPARTMENT OF CORRECTIONS - ALL SENIORITY UNITS

Article 1

Hours of Work

Article 5 of the Master Agreement shall be supplemented and/or modified as follows:

Meal Periods

Employees shall not normally be required to work during their meal period. Those employees who by the nature of their work are required by their supervisor to remain in a duty status during their meal period may, with the approval of their supervisor, either shorten their work

day by the length of the meal period or else have their meal period counted as time worked and be paid at the appropriate straight time or overtime rate, whichever is applicable.

Sentence to Service/Institution Community Work Crew Program

The provisions of Article 5, Hours of Work, are amended for Sentence to Service Crew Leaders and Carpenters working in the STS/ICWC Program as follows:

Section 1B. Each STS Crew Leader/Carpenter may establish their own individual work shift subject to approval by the Supervisor.

Section 1C. Schedule posting requirements may be waived with the agreement of the employee.

Section 3A2. STS Crew Leaders/Carpenters are under the language for Extended Operations.

Section 3B. The normal work day shall consist of eight (8), nine (9) or ten (10) hour days as approved by the Supervisor.

The normal work period shall consist of a total of forty (40) hours in an employee's designated seven (7) day work period.

Article 2

Overtime

Article 6, Section 4, Distribution shall be supplemented and/or modified as follows:

Corrections Manufacturing Specialist Overtime

Overtime will first be offered to the Specialist(s) who normally do the work, in order of Classification Seniority. Should the Specialist(s) who normally do the work decline the overtime, it shall be offered to all other capable Specialists in order of Classification Seniority. IN the event all capable Specialists decline overtime, the Appointing Authority shall have the right to assign overtime based upon inverse order of Classification Seniority among all capable Specialists.

Compensatory Time

Article 6, Section 5 shall be supplemented and/or modified as follows:

Once per fiscal year, the Employer may offer the employee the ability to liquidate all or a portion of the compensatory bank with thirty (30) calendar days advance written notice to the Local Union.

Article 3

Holidays

Article 7 shall be supplemented and/or modified as follows for Units 2, 3, 4, 6 and 7:

Section 3. Substitute Holidays. An Appointing Authority may designate substitute days or floating holidays for the observance of Veteran's Day, President's Day, the day after Thanksgiving, Memorial Day and Labor Day with the agreement of the Local Union at least thirty (30) days in advance of such change.

Article 4

Leaves of Absence

Article 10 of the Master Agreement shall be modified/supplemented as follows:

Hostage Leave

The Employer and the Union agree that under Article 18, Section 10, Injured on Duty Pay, persons employed in a correctional institution who suffer a disabling injury as a direct result of a life-threatening hostage incident, who otherwise meet the stated criteria contained therein, may be authorized by the Appointing Authority for injury on duty pay on the basis of psychological or mental illness suffered therein without demonstration of physical injury.

An Appointing Authority may require the employee to be examined by a psychiatrist, physician or other qualified medical practitioner to verify the employee's medical condition, need for such time off, and the length of time needed. In no case shall injury on duty pay extend beyond two-hundred forty (240) hours.

Military Leave

Employees who are Guard/Reserve members shall be allowed to work their regular days off and use the time to attend military drill weekends. When possible, notice of orders will be given to the supervisor fourteen (14) days in advance and orders will be submitted when available.

Article 5

Vacancies, Filling of Positions

Article 12 of the Master Agreement shall be supplemented and/or modified as follows:

Work Areas

Adult correctional facilities shall establish more than one work area for Unit 6 employees.

Required Probationary Period

If the Appointing Authority feels that an extension of the probationary period could result in successful completion of the probationary period, the Appointing Authority and the Local Union may agree to an extension not to exceed three (3) months.

Article 6

Wages

Article 18 of the Master Agreement shall be supplemented and/or modified as follows:

Corrections Trades Differential

Employees who were receiving Corrections Trades Differential prior to July 26, 1989 shall have the differential placed into their base rate of pay per hour and shall not receive any other compensation noted below.

Effective July 26, 1989, employees in Unit 2 positions who are specifically assigned by the Appointing Authority to supervise inmates in institutions of the Department of Corrections shall receive a sixty cents ($.60) per hour differential for each hour of such assignment. This differential shall not be paid for sick leave, vacation, compensatory time off or holidays.

Article 7

Expense Allowances

The provisions of Article 20 of the Master Agreement are supplemented as follows:

A. **Uniforms.** Employees who are required to wear uniforms as a condition of employment shall be furnished such uniforms by the Appointing Authority. Proper maintenance and cleanliness of uniforms is an employee responsibility. Uniforms shall not be utilized for off-duty activity by the employee. Where the Appointing Authority has maintained uniforms, it will continue to do so provided staffing and facilities are available.

B. **Protective Clothing.** Employees required to wear protective clothing or safety devices as a condition of employment shall have such clothing or devices furnished and maintained in proper working condition by the Appointing Authority.

C. **Clothing Damage.** An employee will be reimbursed for injury to or loss of their personal property while acting within the scope of their employment, pursuant to Minnesota Statutes 3.66 through 3.84 and in accord with procedures established by the Department of Corrections.

D. **Uniform Committee.** The Union shall be entitled to select a representative to serve on the uniform committee where one exists, and such representative shall meet without loss of pay.

Article 8

Affirmative Action Committees

When vacancies occur on the institution-level affirmative action committees, the Local Union may submit names to the Appointing Authority for consideration to serve on the committee.

Article 9

Supervisory Conferences

Supervisory conferences with employees shall be documented in writing within five (5) days of the conference. The employee shall receive a copy of this documentation, and the employee may respond to the written documentation.

MINNESOTA CORRECTIONAL FACILITY/FARIBAULT

Article 1

Overtime

Article 6, Section 4, Distribution, shall be supplemented and/or modified as follows:

LPN Overtime Distribution

The following language applies to Licensed Practical Nurses (LPN's) at the MCF-FB only:

A. **Procedure.** When time permits, intermittent LPN's will be offered work assignments prior to implementation of overtime distribution procedures. In the event that time does not permit the contacting of intermittent LPN's or there are no intermittent LPN's available, overtime shall be offered to LPN's in accordance with the following procedure:

Overtime Procedure for Subsequent Shift Overtime:

1. **On-Duty Volunteers.** Overtime shall be offered to the most senior qualified and capable LPN in the work unit on duty in descending order of state seniority until either the overtime is accepted or all such on-duty LPN's have been offered the overtime and declined the opportunity.
2. **Off-Duty Volunteers**. Overtime shall be offered to the most senior qualified and capable off-duty LPN in the work unit in descending order of state seniority until the overtime is accepted or all off-duty LPN's have been called and either were unavailable to accept the telephone call or declined the opportunity.
   a. The overtime is no longer considered available if the overtime has been distributed before an LPN returns the telephone call.
   b. The overtime will be considered available if an LPN returns a telephone call before the overtime has been distributed, and s/he will be assigned the overtime shift.
3. **No Volunteers.** In the event no on-duty or off-duty LPN accepts the overtime shift 15 minutes prior to the commencement of the overtime, the least senior qualified and capable on-duty LPN shall be assigned to work the overtime.

Non-Subsequent Shift Overtime: (Example: Notification of overtime occurs on Third Watch for overtime needed on Second Watch):

1. **Off-Duty Volunteers.** Overtime shall be offered to the most senior qualified and capable off-duty LPN in the work unit in descending order of state seniority until the overtime is accepted or all off-duty LPN's have been called and either were unavailable to accept the telephone call or declined the opportunity.

a. The overtime is no longer considered available if the overtime has been distributed before an LPN returns the telephone call.

b. The overtime will be considered available if an LPN returns a telephone call before the overtime has been distributed, and s/he will be assigned the overtime shift.

2. **No Volunteers.** In the event no off-duty LPN accepts the overtime shift or assignment. The least senior qualified and capable on-duty LPN working on shift at the time the overtime notice was received, shall be assigned to work the overtime on the non-subsequent shift.

   In the event, the notice of overtime occurs on First Watch and all nurses, who are off duty, decline the overtime the least senior qualified, capable and available off-duty LPN in the work unit will be notified they are assigned to work the overtime assignment.

B. **Conditions.**

1. No LPN shall be required to work overtime in the event vacation leave has been approved for the time of the overtime shift, however, the LPN would be eligible to volunteer for the overtime assignment. In the event that the LPN is notified that s/he is being forced to work overtime, the LPN shall inform the person assigning such overtime that s/he has approved vacation leave for the time of the overtime shift.

2. An LPN working a voluntary overtime shift may not be mandated to work the subsequent shift if overtime coverage is necessary. However, the LPN may volunteer if the supervisor determines the LPN capable and qualified. In the event that the LPN is notified that s/he is being forced to work overtime, the LPN shall inform the person assigning such overtime that s/he is currently working a voluntary overtime shift.

3. An LPN who prefers to not be contacted for overtime during scheduled days off or during periods of scheduled leave, shall submit a written request to the Nursing Supervisor.

MINNESOTA CORRECTIONAL FACILITY/OAK PARK HEIGHTS

Article 1

Overtime Distribution

Article 6, Overtime, and the Department of Corrections Supplemental shall be supplemented and/or modified as follows:

Physical Plant Snow Removal Overtime

Groundskeepers will always be called in first for snow removal overtime as part of their duties. A snow removal overtime list will be established each year prior to the snow removal season for all other physical plant staff who wish to be contacted for such overtime. In the event additional staff are needed for snow removal, those staff who are on the snow removal list will be contacted in the order of State Seniority until a sufficient number of employees have been obtained for the overtime assignment. If the employee is not at home or an answering machine

is contacted, no message will be left and a no answer for overtime will be assumed. All employees on this list will receive snow removal training.

If an insufficient number of employees on the snow removal list are available for the snow removal overtime, the Appointing Authority shall have the right to assign overtime to the appropriate number of physical plant staff based upon inverse order of State Seniority. The Appointing Authority shall retain the right of approval of all employees volunteering or required to perform snow removal duties based upon the supervisor's determination of the employee's ability to perform all such duties.

MINNESOTA DEPARTMENT OF EDUCATION

Article 1

Attendance at Union Meetings

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees may be permitted to adjust their hours or work to permit their attendance at regular monthly meetings of the Local Union. Such adjustments shall be of reasonable duration, not to exceed one (1) hour.

Employees who desire to make these adjustments must request prior approval from their supervisor or other Appointing Authority designee five (5) calendar days in advance of the meeting date. Requests shall include an indication of the length of release time requested. Approval of these requests will not be unreasonably withheld. The Appointing Authority reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing during the time of the meeting. Employees shall receive no compensation for time spent at Union meetings, but may utilize vacation leave or work extra hours, within five (5) working days, if work is available, to prevent a loss of earnings.

In the event work is available and an employee elects to work extra hours to offset time spent at Union meetings, the Appointing Authority shall have no liability for overtime hours of pay until the employee has worked an amount of time outside their regular shift which is equal to the amount of time spent at a Union meeting.

Article 2

Bidding

The provisions of Article 12, Section 6 of the Master Agreement shall be supplemented and/or modified as follows: In the event a vacancy occurs within the AFSCME bargaining units, that position shall be posted and filled according to Article 12 of the AFSCME Agreement, and shall be open for bids from all eligible employees within that classification within the Minnesota Department of Education excluding the Residential Academies.

DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

Article 1

Article 15, Section 3C of the Master Agreement shall be supplemented and/or modified as follows:

Layoff Notification

Layoffs which are necessary shall be on the basis of inverse Classification Seniority (Units 2, 3 and 7) or State Seniority (Unit 6) within employment condition, seniority unit, and work location. The Appointing Authority shall send a layoff notice to the employee with the least Classification Seniority in the same class (or class option), employment condition, shift and seniority unit within the work location of the position to be eliminated. Work locations for this Article are listed in Appendix A of this Supplement.

The balance of the layoff procedure shall be accomplished in accordance with the Master Agreement beginning at Article 15, Section 3D1b.

Filling Positions Vacated by Layoff

If the Appointing Authority determines to fill the position vacated by the employee who has received the layoff notice, the Appointing Authority shall have the option of requesting volunteers from among employees in the same class (or class option) and same employment condition and shift in the subdivision of the work location of the position to be eliminated, or may reassign the least senior qualified employee from the same class (or class option), employment condition and subdivision of the work location. However, if the Appointing Authority requires volunteers and one

or more employees volunteer for reassignment, the most senior qualified volunteer shall be reassigned. If there are no volunteers, the Appointing Authority shall reassign the least senior qualified employee in the same class (or class option) and same employment condition and shift in the subdivision of the work location of the position to be eliminated to the position vacated by the noticed employee.

Article 15, Section 3D of the Master Agreement shall be supplemented and/or modified as follows:

An employee who is to be bumped a third time within a six (6) month period shall have the option to be laid off rather than accept a vacancy or bump another employee.

Article 2

Bidding From Layoff

The provisions of the Master Agreement regarding bidding from layoff shall be supplemented and/or modified as follows:

The Appointing Authority shall not consider a bid by an employee if acceptance of the bid would create a layoff or bumping situation nor accept a bid from an employee if acceptance of the bid would prevent the recall of a more senior employee from the Seniority Unit Layoff List laid off from the same class, employment condition, and location.

Article 3

Seasonal Employees

The schedules of anticipated seasonal layoffs by work location shall be provided in a letter sent to the Union and posted in any work area where seasonal employees are working.

Article 4

Employee Lists

Upon request, but not more than every six (6) months, the Appointing Authority shall provide the Local Union with the staff complement for each work area (alpha sort and location code sort).

Article 5

Achievement Awards

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per state fiscal year (SFY) in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards
- Percentage of employees eligible for awards
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) state fiscal year (SFY).

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

APPENDIX A
LIST OF WORK LOCATIONS

Work Location (all listed are work locations)

- Commissioner's Office
  - Communications Analysis, Research, and Development
  - Government Affairs
  - Administrative and Financial Services
  - Human Resources
- Office of Diversity and Equal Opportunity
- Office of Economic Opportunity
- Workforce System Coordination Division
  - System Coordination
  - Governor’s Workforce Development Board Support
  - Minnesotaworks.net and CareerForce Systems State Services for the Blind (SSB)
    - Administrative Services
    - Assistive and Adaptive Technology
    - Audio Services
    - Braille
    - Business Enterprise Program
    - Communication Center
    - Radio Engineering
    - Radio Talking Book
    - Senior Services
    - Workforce Development
  - Vocational Rehabilitation Services (VRS)
    - Administrative Services
    - Strategic Initiatives & Community Partnerships
    - Public Affairs
    - Staff Development
    - Field Services
      - Vocational Rehabilitation Services Metro Area Offices:
        - BlaineApple Valley
        - Burnsville
        - Chaska-Carver County
        - Brooklyn Park
        - Bloomington
        - Minneapolis North
        - Minneapolis Northeast
        - Minneapolis South
        - North St. Paul
        - ShakopeeSt. Paul
        - St. Paul Deaf and Hard of Hearing

West St. Paul
Woodbury

Unemployment Programs (UI)
UI Projects
UI Audit and Special Accounts
UI Customer Service Centers
St. Cloud
St. Paul
UI Program Performance and Outreach
UI Appeals Operations and Legal Affairs

Workforce Development
Disability Determination Services
Medical Services
Operations
Administrative Services
Employment and Training Programs DivisionFiscal/Monitoring Activities
Veterans Employment Services
Job Seeker Services
Adult Career Pathways/ Dislocated Worker/Rapid Response/Trade Adjustment
Assistance/ Employer Services
Youth Programs
Administrative Operations
CareerForce Locations
Metro CareerForce Locations
Minneapolis North
Minneapolis South
Brooklyn Park Bloomington Blaine West St. Paul Burnsville St. Paul
Cottage Grove Forest Lake Woodbury
Greater MN CareerForce LocationsAlbert Lea Albert Lea
Vocational Rehabilitation Services (VRS)
Alexandria
Alexandria VRS
Austin
Austin VRS
Bemidji Bemidji VRS
Bemidji SSB
Brainerd Brainerd VRS
Brainerd SSB
Cambridge Cambridge VRS
Crookston
Crookston VRS
Cloquet Cloquet VRS

Detroit Lakes Duluth Duluth VRS
Duluth SSB
East Grand Forks
Fairmont
Fairmont VRS
Faribault Faribault VRS
Fergus Falls Fergus Falls VRS
Grand Rapids Hibbing Hibbing VRS
Hibbing SSB
Hutchinson Hutchinson VRS
Hutchinson SSB
International Falls Itasca County VRS (Grand Rapids)
Little Falls
Little Falls VRS
Litchfield Mankato
Mankato VRS
Mankato SSB
Marshall Marshall VRS
Marshall SSB
Montevideo Monticello Monticello VRS
Moorhead VRS
Moorhead SSB
Mora New Ulm
Owatonna Park Rapids VRS
Red Wing Red Wing VRS
Rochester Rochester VRS
Rochester SSB
Roseau VRS
St. Cloud St. Cloud VRS
St. Cloud SSB
Thief River Falls Thief River Falls VRS
Virginia Virginia VRS
Wadena
Wadena VRS
Willmar Willmar VRS
Winona Winona VRS
Worthington Worthington VRS
Business and Community Development
Broadband DevelopmentBusiness Development
Administration
Minnesota Job Skills Partnership
Small Business Assistance
Small Business Development
Business Finance

Tax Benefits
Community Finance
Brownfields & ReDev
Small Cities
Minnesota Trade Office

MINNESOTA STATE ACADEMIES

Article 1

Summer Program

The provisions of the Master Agreement are supplemented as follows:

An employee may agree to voluntarily remain on layoff in the event of a recall by requesting such action through a written waiver mutually agreed to and signed by the Appointing Authority and the employee. Once the employee elects to sign the waiver of recall, such employee shall not be able to exercise their seniority rights for recall for the duration of the summer program. The Appointing Authority agrees to provide a signed copy of any waiver of recall to both the Local Union and the employee. Any waiver of recall by an employee is not to be considered a refusal to return to work and shall not be considered to be a break in continuous service.

This Section does not, in any way, constitute a forfeiture of the Appointing Authority's right to recall laid off employees, wherever necessary, to carry out the functions and needs of the summer school programs.

Any work which becomes available on an emergency or temporary basis shall first be offered to current employees in lay-off status, in order of Classification Seniority (as defined in point #8 of this Article) for Units #2 or State Seniority for Units #3, #4 and #6 in the related classifications.

Notification of intent to return to work may be made in writing and hand delivered provided however that a written receipt of such notification is given.

Article 12 of the Master Agreement (Vacancies and Filling of Positions) and Article 15 of the Master Agreement (Layoff and Recall) shall be supplemented and/or modified as follows:

1. Summer Program: Twenty-five (25) days prior to the end of the academic year, the Appointing Authority shall post lists of all positions including the class, the general description of the duties, the shift and the normal hours of work, which will be available for summer program.
2. Employees then have five (5) working days to submit bids indicating all positions for which they desire recall ranked in order of preference. Employees will also indicate if they desire to be recalled to a class in which they previously served in the event they are unable to obtain a position in their present classification.

3. On the fifth working day following the close of bidding, the Appointing Authority will notify employees of the date which they will be laid off and the date of recall for the beginning of the next academic year. Employees who have secured a summer program position shall receive notification which includes the summer program position they have obtained, the duties of summer program, and the date of recall for the beginning of the next academic year. Layoffs shall be treated as seasonal layoffs unless the notice received by the employee indicates otherwise.
4. Summer program bids will be awarded and vacant positions in the Human Services Technician (HST), Special Education Program Assistant (SEPA), Residential Program Lead (RPL) or Recreation Program Assistant (RPA) classification shall be filled by recall of laid off employees, in State Seniority order, from the school where the vacancy exists, who are currently appointed or have previously served in such classifications. An employee must accept recall to their currently appointed class before accepting recall to a previously served in class.
5. In the event a summer program position in the class HST, SEPA, RPL or RPA becomes vacant at either the Academy for the Deaf or the Academy for the Blind, the Appointing Authority will first offer the position to employees who are on layoff from the Academy where the vacancy exists as outlined in this Section.
6. If all eligible employees from the Academy where the vacancy exist have obtained summer program positions or have waived their right of recall, the summer program position shall next be offered to employees from the other Academy who were either: a) unable to obtain a summer program position; b) obtained a position in a lower classification because no position in their classification was available; or c) obtained a less than full-time position.

   Such positions shall be posted for three (3) working days and employees listed in a, b, or c, who desire to bid on these positions must submit such bids within these three (3) working days. On the second working day following the close of bidding, employees who have secured a summer program position shall receive notification which includes the summer program position they have obtained, the duties of summer program, and the date of recall for the beginning of the next academic year.

   If vacancies again become open at an Academy because employees have exercised rights above, these newly opened positions shall be posted for three (3) working days and employees in a, b or c above, who desire to bid on the newly-opened positions must submit such bids within these three (3) working days. On the second working day following the close of bidding, employees who have secured a summer program position shall receive notification which includes the summer program position they have obtained, the duties of summer program, and the date of recall for the beginning of the next academic year.

   In all cases the position shall be offered to employees in order of Classification Seniority for Units #2 and State Seniority for Units #3, #4 and #6, provided the senior employee's ability and capacity to perform the job are relatively equal to that of the other bidders.

When it is necessary to reduce numbers of staff, the reductions shall first be made from the employees who bid from the other Academy. Such employees shall return to their respective Academy and resume their previously awarded bid.

7. Summer program bids will be awarded and vacant positions shall be filled by recall of laid off employees in State Seniority order for the classifications of Food Service Worker, Cook or Cook Coordinator, and in State Seniority order for the classifications of Licensed Practical Nurse I (LPN I) and Licensed Practical Nurse II (LPN II), who are currently appointed to or who have previously served in such classification. An employee must accept recall to their currently appointed class before accepting recall to a previously served in class.
8. Employees accepting recall to classes in which they have previously served shall retain their present salary unless that salary exceeds the maximum rate of pay for the new position, in which case the employee's salary shall be adjusted to the new maximum.
9. Employees who bid on summer program positions and intend to use leave for periods of three (3) days or more, during the summer program session, are expected to request the use of leave at the time they submit their bids.
10. An employee who does not make a successful bid shall indicate their interest (in writing) in picking up hours which become available.

Article 2

Hours of Work

Article 5 of the Master Agreement shall be supplemented and/or modified as follows:

If the work schedule to be worked by an employee at the beginning of a new academic year is the same as the schedule worked in the preceding academic year, the fourteen (14) calendar day posting requirement of Article 5 shall not apply. The Appointing Authority, at the time of notification of the employee’s return date, shall notify those employees of any changes from that anticipated work schedule.

Article 3

Work Schedules

If due to a change in the operation of a unit/program, it becomes necessary to permanently change the scheduling pattern of full-time employees in the interest of efficient operations, to meet the needs of the public or the Appointing Authority, to provide more beneficial student services, or to better use facilities or the working forces, no less than thirty (30) calendar days notice shall be given to the Local Union. At the request of the Local Union, the Appointing Authority shall meet and confer to develop a reasonable scheduling pattern prior to the fourteen (14) day posting period provided for in Article 5, Section 1(C) of the Master Agreement.

The Appointing Authority and Local Union may mutually agree to alter the terms of the section titled "Hours of Work."

Employees who voluntarily attend in service training of less than two (2) hours shall be paid only for those hours of attendance.

Article 4

Flextime Scheduling

The Appointing Authority and the Local Union may mutually agree to a flextime scheduling plan.

Article 5

Permanent Layoff

Article 15, Section 3, D 3 of the Master Agreement shall be modified by providing the following, additional options to employees who receive notice of permanent layoff:

1. Bump the least senior employee in the same insurance eligible status within the same work area or the seniority unit; or,
2. Bump the least senior employee in a different insurance eligibility status within the work area or the seniority unit.

Employees on permanent layoff may be appointed to an intermittent, temporary or emergency position; such appointment shall not be considered a recall.

End School Year Temporary Layoff

Article 15, Section 4B of the Master Agreement shall be supplemented and/or modified as follows:

Employees shall be permitted to extend their work season beyond the specified date of their layoff by the use of accumulated vacation and such extension of time shall not be considered a violation of the inverse seniority provisions of the layoff.

Employees engaged on an academic year who are not working summer school, shall, within one week of the completion of all summer school bidding, designate the amount of vacation leave hours to be used during the fiscal year. Employees engaged in summer school shall, prior to July 1 of each year, designate the amount of vacation leave hours to be used. Such employees shall indicate the vacation hours they intend to use, pay period by pay period, through the beginning of the next academic year. Employees may use any amount of vacation time available to them, up to a total of eighty (80) hours per pay period. The amount of vacation time used need not be the same for each pay period. Use of such accumulated vacation leave shall not entitle employees for holiday pay eligibility or conversion of vacation leave to sick leave.

Limited Interruptions of Employment

Article 15, Section 6 shall be modified as follows:

Limited interruptions of work shall not exceed ten (10) consecutive working days. All other provisions of Article 15, Section 6 shall apply.

Article 6

Vacation

The Master Agreement shall be supplemented and/or modified as follows:

Employees may use accumulated vacation to cover academic breaks.

Article 7

Limited Work

The Master Agreement shall be supplemented and/or modified as follows:

If work is not available for all scheduled employees to work on weekends, homegoing and return days, the available work shall first be offered to the most senior employee in order of Classification Seniority for positions in Units #2 or State Seniority for positions in Units #3, #4 and #6 in the same job class and in the same work area who are capable of performing the work available. Should the senior employee choose not to accept the work, the next most senior capable employee shall be offered the work. In the event all capable employees decline the work, the Appointing Authority shall have the right to assign the work based upon inverse order of Classification Seniority for positions in Units #2 or State Seniority for positions in Units #3, #4 and #6 among capable employees.

If a more senior employee must be rescheduled to work the above available work, the Appointing Authority is not liable for overtime pay.

Employees scheduled to work a midnight to 8:00 a.m. shift on the day following the students' return shall not be required to work an afternoon shift during the day of the students' return.

Article 8

Overtime

Article 6, Section 4 of the Master Agreement shall be supplemented and/or modified as follows:

In the event all capable employees in the same shift and work area decline overtime work, the Appointing Authority shall have the right to assign overtime based upon inverse order of Classification Seniority for positions in Units #2 or State Seniority for positions in Units #3, #4 and #6 among capable employees. In all instances, the overtime work shall first be assigned to employees on the shift immediately preceding or any shift ending within three hours of the overtime assignment.

Employees returning from leaves of absence in excess of thirty (30) days shall be credited with the number of overtime hours equal to the highest number credited to any current employee in the same class and same work area.

The record of each employee's accumulated overtime hours worked and overtime offered but not worked shall be adjusted to 0 (zero) once each year immediately prior to the start of the academic year.

In the case of special summer programs, overtime shall first be offered to employees who are working in that specific program.

The dormitories on the MSAD campus are each a work unit and are considered one work area. Overtime shall first be offered to employees within the work unit. If no staff accepts the overtime, it will then be offered in the other work unit of the dormitories work area. If the overtime need is not filled after offering to the other work unit, the work unit where the overtime originated will be required to cover based upon inverse order of State Seniority.

Article 9

Attendance at Union Meetings

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Local Union officers and stewards shall be allowed to adjust their work schedules to attend Local Union and Local Executive Board meetings.

Employees who desire to make these adjustments must request prior approval from their supervisor or other Appointing Authority designee five (5) calendar days in advance of the meeting date. If adjustment includes release time in the middle of the shift, the request shall include an indication of the length of the release time. Approval of these requests will not be unreasonably withheld. The Appointing Authority reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing during the time of the meeting. Employees shall receive no compensation for time spent at Union meetings, but may utilize vacation leave or work extra hours, within five (5) working days, if work is available, to prevent a loss of earnings.

In the event work is available and an employee elects to work extra hours to offset time spent at Union meetings, the Appointing Authority shall have no liability for overtime hours of pay until the employee has worked an amount of time outside their regular shift which is equal to the amount of time spent at a Union meeting.

Article 10

Overnight Activities

The total compensation granted employees assigned to overnight activities which involve the supervision of students when such assignments are twenty-four (24) consecutive hours shall be

as follows: eight (8) hours straight time, eight (8) hours at the appropriate overtime rate, and eight (8) hours at the on-call rate.

Article 11

Eligibility for Bidding

Article 12, Section 6 of the Master Agreement shall be modified as follows:

Intermittent employees shall not be eligible to bid.

Employees who are not eligible bidders (because they are on the same shift and in the same employment condition and work area) who express interest in a vacant position shall be given consideration before the posting/bidding process begins. Such expressions of interest will be granted in Classification Seniority order for positions in Units #2 or in State Seniority order for positions in Units #3, #4 and #6, unless there is a programmatic reason for denial.

Article 12

Training Meet and Confer

The Appointing Authority and Local Union agree to meet and confer to discuss training needed by employees and other training issues. This meet and confer shall be scheduled near the beginning of the academic year.

Article 13

Part-Time Hours Procedures

In accordance with current practice, part-time or full-time employees will first be allowed to work additional available hours to make up for hours lost due to a reduction in the employee's schedule. Temporary employees are not covered by this article.

If additional hours are still available, part-time employees in the food service area and part-time employees in the HST and SEPA classifications may work additional hours within the fourteen (14) day posting period at the straight time rate in accordance with the following procedure:

If additional work is needed within the fourteen (14) day posting period, and the work cannot be performed by previously scheduled employees (i.e., temporary reassignment), the Appointing Authority shall first offer this work to part-time employees in order of state seniority in the work area. If a part-time employee accepts the offered work, the part-time employee shall not be eligible for "penalty pay."

A part-time employee would not be eligible to be offered such work if the additional hours would result in the payment of overtime pursuant to the Fair Labor Standards Act.

If no eligible part-time employee accepts the work, the Appointing Authority is not required to assign the work to a part-time employee. The Appointing Authority may use one of the following methods of securing resources (this list is not inclusive):

- use of an intermittent employee;
- use of a non-bargaining unit employee;
- overtime.

Any hours assigned to part-time staff beyond the fourteen (14) day posting period are not subject to the provisions of this agreement.

If a part-time employee is assigned the work as overtime, the part-time employee shall be eligible for overtime pay pursuant to the collective bargaining agreement.

Any additional hours worked by a part-time employee under this provision shall not be considered in determining a part-time employee's eligibility for health insurance.

When an employee works sixteen (16) hours or fewer in a pay period, the employee may assign these straight-time hours to the compensatory bank provided for in Article 6 of the Master Agreement.

Either party may terminate this procedure in whole or for a specified work area with thirty (30) days written notice to the other party. In the event this procedure is terminated by either party, the normal overtime provisions of the agreement shall apply.

Article 14

Extracurricular Assignments

Employees who are offered and accept extracurricular assignments shall be paid the same rates specified in the current State Residential Schools Education Association Agreement.

Article 15

Holidays

AFSCME employees who work straight time on Veterans' Holiday will convert the holiday to vacation or compensatory bank at the employee's option. The AFSCME members of MSA agreed and approved to waive the time and one-half pay addressed in Article 7, Section 8, Work on a Holiday.

Minnesota State Academies

June 8, 2005

Barb Sasik
AFSCME Council No. 5
300 Hardman Ave. S., Ste. 3
South St. Paul, MN 55075-2470

RE: New Employee Orientation

Dear Barb:

As part of the negotiations with AFSCME for the 2005-2007 Agreement, we had discussions regarding the opportunity for AFSCME representatives to attend formal group orientation for new employees. The Academies will make every reasonable effort to schedule any such group orientation sessions during hours/days that union representatives are available to attend. It is our understanding that no more than two (2) union representatives will attend, and if they are scheduled to work during the time that such session is held, they shall be allowed to attend with no loss of pay.

Sincerely,

Martina Hagen
Human Resources Director

Academy for the Blind
400 S.E. 6th Avenue
Faribault, MN 55021

Academy for the Deaf
615 Olof Hanson Drive
Faribault, MN 55021

GAMBLING CONTROL BOARD

Article 1

Flex-Time Schedules

Should the current hours of the Gambling Control Board change over the duration of the Master Agreement, the Appointing Authority shall provide the local union with a thirty (30) calendar day written notice of such change, and, if requested, by the local union, the Appointing Authority and the local union will meet and confer to discuss possible flex-time options.

DEPARTMENT OF HEALTH

Article 1

Article 5 of the Master Contract is supplemented as follows:

Achievement Awards

Achievement Awards. At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- dollar amount of awards
- percentage of employees eligible for awards
- "team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency’s mission and objectives for the distribution of achievement awards.

HEALTH RELATED BOARDS –

Boards of Barber Examiners, Behavioral Health and Therapy, Chiropractic Examiners, Cosmetologist Examiners, Dentistry, Dietetics and Nutrition Practice, Marriage and Family Therapy, Medical Practice, Nursing, Examiners for Nursing Home Administrators, Occupational Therapy, Optometry, Pharmacy, Physical Therapy, Podiatric Medicine, Psychology, Social Work, and Veterinary Medicine.

Achievement Awards

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year. The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards
- Percentage of employees eligible for awards
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year. Appointing Authorities may establish Achievement Award Committees consisting of both

Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

HOUSING FINANCE

Achievement Awards.

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards
- Percentage of employees eligible for awards
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year. Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

DEPARTMENT OF HUMAN RIGHTS

Achievement Awards

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards
- Percentage of employees eligible for awards
- "Team Awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

DEPARTMENT OF HUMAN SERVICES - ALL FACILITIES

Article 1

No Layoff Agreement

Section 1. This Agreement is made between the State of Minnesota and the various bargaining unit representatives with respect to the restructuring of the State's health facility system and opportunities which will be provided employees as change occurs.

This Agreement will become effective only if the Legislature substantially authorizes the policy and funding necessary to implement the department's re-structuring plan.

The parties agree to the following terms in order to ensure that fair and equitable arrangements are carried out to protect the interests of affected State employees under the re-structuring. These terms shall be part of the collective bargaining Agreements between parties and shall be implemented through the master and supplemental Agreements.

1. As a result of changes in the department's service delivery system, no person employed by a State-operated treatment center or nursing home except a temporary employee, intermittent or emergency employee shall suffer a reduction in pay or be involuntarily laid off. Hours of work of full-time unlimited employees shall not be involuntarily reduced. The hours of work of part-time employees shall not be involuntarily reduced below their current level of Employer paid insurance contributions.

   Employees hired on or after August 1, 2005 shall retain only those rights provided for under the normal separation procedures.

   Intermittent employees who are laid off shall retain rights under their normal separation procedures.

2. Reduction in employee numbers will be made through normal attrition and through the provisions detailed in the employee mitigation to layoff section of this agreement.
3. Nothing in the Agreement shall be interpreted as entitling an employee to lifetime employment or as protecting an employee against discharge for just cause.
4. Employees of the department who move to State operated community based facilities in accord with the re-structuring proposal will be guaranteed collective bargaining rights as applicable under M.S. 179A and other rights under M.S. 43A, M.S. 352, and M.S. 354.
5. Training and re-training of staff who, as a result of re-structuring, fill a position in a state operated community based facility, or staff who fill a position within a facility, or between facilities, will be the responsibility of the department. The department will make every reasonable effort to coordinate training and re-training with public institutions or post-secondary education.
6. Procedures for notifying employees affected by the re-structuring plans will be negotiated into the collective bargaining agreements or supplemental agreements.
7. Any dispute concerning the interpretation, application or meaning, and relationship to the terms of the respective master or supplemental agreements must be resolved by the grievance/arbitration procedures of the appropriate agreements. The terms of the Memorandum are non-precedential.
8. Every effort will be made to communicate openly and have common understanding between the State and labor organizations affected by the re-structuring plan, including the establishment of joint labor and management committees.
9. The term of this Agreement for each facility extends until the completion of the re-structuring at that facility.

Section 2. Employee Mitigation to Layoff. For employees whose positions will be eliminated by implementation of the department's re-structuring plan, a number of options will be offered. If an employee's position is to be eliminated, the following will be simultaneously presented to the employee:

1. job and training opportunities
2. enhanced separation options
3. normal separation including recall rights

Employees hired after August 1, 2005 and whose positions are eliminated will be provided with only those rights under the normal separation procedures including recall rights.

In order to reduce involuntary separations otherwise necessary, the most senior employee within a class shall be offered the choice of one of the available options before less senior employees. At the time an offer is made, the employee may select from the options available. Selection of the enhanced separation or normal separation packages preclude exercising any other option. The employee who selects from job and training opportunities [items 1.1 - 1.4] shall choose from all available job and training opportunities. Once such a selection has been made, the employee is precluded from exercising another option from items 1.1 - 1.4 at a later time, unless the employee's position is subsequently eliminated as a result of re-structuring. An employee who selected the job and training opportunities shall be guaranteed one job and training opportunity within twelve (12) months of selecting the job and retraining option.

Section 3. Job and Re-training Opportunities.

1.1 A position in the same or transferable class or as a promotion or demotion. The position must be within the same employment condition and must be at the same or a higher insurance contribution level.

1.2 A position which the parties agree can best be filled by upgrading existing staff and for which the employer agrees to pay the cost of necessary training or certification. Relocation expenses will be paid by DHS per the Master Agreement.

1.3 Up to 160 hours training necessary to qualify for a comparable job (i.e., no reduction in pay) and the subsequent offer of that job within DHS or another State agency. Relocation expenses will be paid by DHS per the Master Agreement.

1.4 A position at any State agency pursuant to the activation of M.S. 246.60 by the Commissioner of Minnesota Management & Budget and Administration. Relocation expenses will be paid by DHS per the Master Agreement.

An employee who refuses a job and training opportunity not requiring relocation waives their right to enhanced separation. An employee who does not accept a job and training opportunity requiring relocation shall be entitled to select the enhanced separation option or normal separation.

Employees who have not been offered a position within twelve (12) months of selecting the Job and Retraining Option shall be offered Option 2, Enhanced Separation or Option 3, Normal Separation.

Employees who selected the Job and Retraining Option prior to August 1, 2005 shall have their twelve (12) month time frame begin effective the August 1, 2005 date.

Section 4. Enhanced Separation Package.

2.1 Retirement, with Employer paid insurance benefits; the employee shall continue to receive the Employer contribution toward health and dental insurance equal to one hundred percent (100%) of the current annual contribution for themselves and their enrolled dependents. DHS will absorb subsequent increases up to two hundred dollars ($200). Increases beyond two hundred dollars ($200) will be the employee's responsibility; or

2.2 In addition to benefits provided under collective bargaining agreements, a one-time enhanced payment not to exceed $20,000 and not to exceed $2,000 multiplied by the number of years of State service. For employees selecting this option, the department agrees not to contest any unemployment insurance determination; or,

2.3 In lieu of the one-time enhanced payment, tuition, fees, books, travel expenses, career guidance, and related expenses at a public institution of post-secondary education, up to the amount of the enhanced payment to which the employee would be entitled.

An employee electing the enhanced separation options waives theirrecall rights under the collective bargaining agreements.

Section 5. Normal Separation Package.

3.1 Normal separation, with all rights negotiated under collective bargaining agreements.

Article 2

Memorandum of Understanding - Implementation Procedures

Section 1. Non-Eligible Employees:

1. The following types of employees are not governed by any of the terms of the Memorandum of Understanding:
    a. part-time and full-time temporary employees, including student workers and temporary unclassified employees.
    b. part-time and full-time emergency employees.
    c. any permanent or probationary employee hired on or after August 1, 2005.
    d. intermittent employees. However, such employees are eligible for the layoff and recall provisions of the parties' Collective Bargaining Agreements except that the vacancy and bumping options shall not be available to the employees. Layoff and recall provisions include:
        1. cash out of any existing accumulated vacation balance.
        2. severance pay pursuant to the parties' Collective Bargaining Agreements.
        3. placement on the layoff lists for the employment condition from which they were laid off (intermittent).

Section 2. Procedure.

1. The Appointing Authority shall determine the position(s) in the classification or class option, if one exists, employment condition and work location within the facility which is to be eliminated by implementation of the Department's restructuring plan.
2. The Appointing Authority shall notify the exclusive representatives of the classification(s) and number of positions to be eliminated within the time frame and manner specified in the applicable Collective Bargaining Agreement.
3. Provisional and emergency employees shall be terminated before the elimination of positions of probationary or permanent employees in the same class and employment condition within the facility.
4. The Appointing Authority shall post the position(s) by class (or class option), employment condition, seniority unit, and work location that are to be eliminated for a minimum of seven (7) calendar days electronically and/or on all employee bulletin boards where employees in the facility in the class are stationed. When the seven (7) calendar day posting requirement would be met on a Saturday, Sunday or holiday, the expiration date of the posting shall be the day following the weekend or holiday.
5. Simultaneously with the above posting, the Appointing Authority shall post the list of available jobs. During the seven (7) day posting period, employees may express a willingness to be at risk. At the end of the seven (7) day period employees for whom a desired option still exists shall be placed at risk and the employees shall indicate their desire to select either mitigation to layoff options 1, 2, or 3. If the employee picks mitigation to layoff option 1, the employee shall also notify the Personnel Office/Job Center in writing of theirspecific job and training opportunity option/position. If the employee picks mitigation to layoff option 2, the employee shall also notify the Personnel Office/Job Center in writing of theirchoice of retirement with Employer contribution to insurance, one-time enhanced payment, or educational payment.

Designation of at-risk employees and the awarding of available job and retraining opportunities shall be made in seniority order within the affected classifications.

For employees represented by MAPE and MMA, "seniority" shall be defined as Classification Seniority; for employees represented by MNA, "seniority" shall be defined as Bargaining Unit Seniority; for employees represented by AFSCME, Council No. 5, AFL-CIO, "seniority" shall be defined as State Seniority; and for employees represented by SRSEA "seniority" shall be defined pursuant to Collective Bargaining Agreement between the parties.

It is further understood that classifications which are recognized as part of a junior/senior plan shall be treated as one classification for purposes of this Agreement.

6. At the end of the seven (7) day posting period, if no employee(s) has indicated theirdesire to be declared "at-risk", the least senior employee(s) (as defined in #5 above) shall be notified in writing by the Appointing Authority that they are declared to be "at-risk." The employee shall provide written receipt of this notice to the Appointing Authority.

   The written notice shall state that the employee may select one of the following employee mitigation to layoff options:

   1) job and retraining opportunities;

   2) enhanced separation package;

      a. retirement, with Employer contribution to insurance;
      b. one-time enhanced severance;
      c. educational payment;

   3) normal separation package.

   Within fourteen (14) calendar days of the receipt of such notice, the employee must notify the Personnel Office/Job Center in writing of theirintent to select mitigation to layoff option 1, 2, or 3 and the specific option/position within the particular option. At the end of the fourteen (14) day period, the employee may not change the specific option/position that they previously selected. If the employee(s) fails to notify the Appointing Authority they shall be considered to have selected option 3 (normal separation package).

   The job and retraining opportunities listing all available jobs and retraining options as determined by the Minnesota Management & Budget active requisition list shall be posted in at least three (3) areas that are accessible to employees on all shifts. A copy shall also be provided to the applicable Local Union/Exclusive Representative. Upon request, the Appointing Authority and the exclusive representative shall meet and confer to develop posting procedures for areas of unique concern within a facility.

   Upon the request of the employee, the employee shall receive an approximate calculation of the employer paid contribution to insurance based upon their age eligibility, the one-time enhanced payment/education payment; and/or separation benefits under the applicable Collective Bargaining Agreement.

7. An employee who is away from their work location on assignment or approved vacation in excess of seven (7) calendar days, may submit in writing an advance option selection, if theywish to exercise option 2 or option 3.

If an employee is on an approved leave of absence at the time their position is determined to be "at-risk," the employee shall be notified by certified mail. A copy of such notice shall also be sent to the Union/Local Union/Association office.

An employee on leave at the time theirposition is declared "at-risk" shall be given the opportunity to select option 1, 2, or 3. If they select option 1, the employee shall be able to choose from available job and retraining options at the time their leave expires. It is understood this does not prevent an employee from terminating his/her leave and selecting a job and retraining option at the time they are declared "at-risk."

8. The Appointing Authority may, with the agreement of the Union/Local Union/Association office, designate individual employees at risk out of order seniority.
9. If an employee selects the enhanced separation package or the normal separation package, they shall be precluded from selecting a job and training opportunity.
10. An employee selecting the job and retraining opportunities may choose any of the available options.

    It is understood that all available job and retraining options may not be available to any given employee depending upon the job and retraining option selected by another employee. Employees may be asked to rank their order of preference of available jobs and retraining options. The employee with the most seniority (as defined in #5 above) shall receive their first preference. Subsequent job and retraining options shall be made on the basis of seniority (as defined in #5 above).

11. Once an employee selects a particular job and retraining opportunity option, the employee is precluded from exercising another job and retraining opportunity option at a later time, unless the employee's position is subsequently eliminated as a result of the Department's restructuring plan (e.g. an employee from one Regional Treatment Center accepts a position at another Regional Treatment Center and the employee's position at the RTC is subsequently eliminated because of the Department's restructuring plan).
12. An employee who refuses a job and retraining opportunity option that is within a reasonable commuting distance shall not be eligible to an enhanced separation package option. The employee who refuses such a job and retraining opportunity shall be laid off pursuant to the applicable Collective Bargaining Agreement. The parties may negotiate changes to the vacancy and bumping options in the applicable Collective Bargaining Agreement for such employees at other facilities at a later time.

Section 3. Job and Retraining Opportunities.

1. The availability of positions shall be based upon the Minnesota Management & Budget "active requisition" list.

   Employees who are interested in a vacancy shall have the claim to that position made by their current Personnel Director/Job Center.

2. An employee who selects the job and retraining opportunities option shall be offered one job and retraining opportunity within twelve (12) months of selecting the job and retraining option.

Employees who have not been offered a position within twelve (12) months of selecting the Job and Retraining Option shall be offered Option 2, Enhanced Separation or Option 3, Normal Separation.

3. All positions shall first be posted pursuant to the applicable Collective Bargaining Agreement. If, at the time the position is posted there is a qualified "at risk" employee in the same employment condition, bidding will be limited to employees in the same employment condition and insurance contribution level. However, the parties may negotiate at a later time changes in the procedures for filling positions in State operated community based residential or day habilitation services or positions in the technical support group for these services.
4. Positions to be offered will be:
   - in a same or transferable class, or
   - as a promotion or demotion,
   - in the same employment condition, and
   - at the same or a higher insurance contribution level.
5. The covered expenses for employees who receive relocation allowances shall be pursuant to the applicable Collective Bargaining Agreement.
   The parties may negotiate changes to the eligibility for relocation expenses in the applicable Collective Bargaining Agreement for employees at other facilities at a later time.
6. An employee who transfers within the same class or is demoted to a different class shall receive no salary adjustment. An employee who transfers between classes shall receive the minimum adjustment necessary to bring their salary within the range of the new class. However, for either a transfer or a demotion, an employee receiving a rate of pay in excess of the range maximum shall continue to receive that rate of pay.

   An employee who is promoted is entitled to a salary adjustment as defined in the Collective Bargaining Agreement.
7. The Department shall supply the exclusive representatives with a list of possible positions for which an employee could qualify with up to 160 hours training. Upon the request of an exclusive representative the Department shall meet with the exclusive representative to discuss the determinations. Such training shall be on State time and be paid for by the Department.
8. An employee may agree to accept a position in a different employment condition and the employee shall be considered in such employment condition for purposes of the applicable Collective Bargaining Agreement. In this situation, the employee shall be considered to have been offered a job in the same employment condition.
9. If the Commissioners of Minnesota Management & Budget and Administration determine to activate the provisions of M.S. 246.60, the Department of Human Services shall discuss its implementation with the exclusive representatives.
10. An employee who accepts a position at another State Agency may be required to serve a probationary period pursuant to the applicable Collective Bargaining Agreement. An employee who accepts a position within the Department of Human Services shall not be required to serve a probationary period if they accept a position in a classification in which they have previously and successfully completed a probationary period.

11. An employee who accepts a position in a new class or who has transferred and is required to serve a probationary period shall have a trial period pursuant to the applicable Collective Bargaining Agreement. However, if the employee elects to return to their former position, the employee shall not be allowed to select another option under job and retraining opportunities under the Memorandum of Understanding and the normal separation package shall apply.
12. Notwithstanding #10 in the Procedure section, an employee who is non-certified shall be eligible to select from mitigation to layoff options 2 or 3 pursuant to the procedures described in this Agreement.
13. Employees who have been declared at-risk shall be allowed up to one hundred and sixty (160) hours of paid leave to improve their employment skills and/or to interview for job and retraining opportunities.

    (a) Up to forty (40) hours as initiated by the employee,

    (b) Up to forty (40) hours as initiated by the employee, submitted fourteen (14) days in advance, and not unreasonably denied by the supervisor, and

    (c) Eighty (80) hours at the discretion of the Appointing Authority.

    For (b) and (c) above, an expedited appeal process is available to employees who believe their requests have been unreasonably denied.

    The Appointing Authority may require confirmation of the occurrence of such interviews or skill improvement opportunities. The employee shall not be eligible for expenses.

Section 4. Enhanced Separation Package.

An employee who selects the enhanced separation package option may select option 2.1, if eligible, option 2.2 or 2.3.

2.1 Retirement; with employer paid insurance benefits as negotiated under chapter 605 (1988 session laws). The employee shall continue to receive the Employer contribution toward health and dental insurance equal to one hundred percent (100%) of the current annual contribution for themselves and their enrolled dependents. DHS will absorb subsequent increases up to two hundred dollars ($200).

Increases beyond two hundred dollars ($200) will be the employee's responsibility.

Employees who elected the Employer paid insurance benefits prior to August 1, 2005 will continue to receive one hundred percent (100%) of the Employer contribution toward health and dental insurance regardless of rate increases.

Employees shall receive the following:

1. Severance Pay
    a. As provided for in the applicable Collective Bargaining Agreement.
2. Accumulated Vacation
    a. As provided for in the applicable Collective Bargaining Agreement.
3. Employer Contribution to Health and Dental Insurance Premiums
    a. An employee shall be eligible for the Employer contribution to health and dental insurance premiums if the employee meets the following conditions:

i. has not yet attained the age of sixty-five (65); and

ii. terminates active employment in State service and is eligible and applies for a retirement annuity.

iii. has three (3) or more years of continuous service.

b. An employee shall be eligible to receive the contribution toward the Employer paid health and dental insurance premiums to which they were entitled at the time of retirement.

The employee shall continue to receive the Employer contribution toward health and dental insurance equal to one hundred percent (100%) of the current annual contribution for themselves and their enrolled dependents. DHS will absorb subsequent increases up to two hundred dollars ($200).

Increases beyond two hundred dollars ($200) will be the employee's responsibility.

c. An employee is no longer eligible for the Employer contribution to health and dental insurance premiums with the first occurrence of any of the following:

i. at the end of month in which the retired employee attains the age of sixty-five (65); or

ii. at the end of the month in which the retired employee chooses not to receive an annuity; or

iii. the retired employee is eligible for Employer-paid health insurance from a new employer.

An employee selecting this option shall not be placed on any layoff lists under the applicable Collective Bargaining Agreements.

2.2 In addition to benefits provided under collective bargaining agreements, a one-time enhanced payment not to exceed $20,000 and not to exceed $2,000 multiplied by the number of years of state service. For employees selecting this option, the Department agrees not to contest any unemployment insurance determination.

Employees shall receive the following:

1. Severance Pay

   a. As provided for in the applicable Collective Bargaining Agreement for employees on layoff.

2. Accumulated Vacation

   a. As provided for in the applicable Collective Bargaining Agreements.

3. Employer Contribution for Insurance

   a. As provided for in the applicable Collective Bargaining Agreement for employees on layoff.

4. A one-time enhanced payment not to exceed $20,000 and not to exceed $2,000 multiplied by the number of years of State service.

   a. The employee's number of years of State service shall be defined as the length of employment with the State of Minnesota since the last date of hire.

5. Unemployment Insurance
    a. The Department of Human Services shall not contest any unemployment insurance determination.

An employee selecting this option shall not be placed on any layoff lists under the applicable Collective Bargaining Agreements.

2.3 In lieu of the one-time enhanced payment, tuition, fees, books, travel expenses, career guidance, and related expenses at a public institution of post-secondary education, up to the amount of the enhanced payment to which the employee would be entitled.

Employees shall receive the following:

1. Severance Pay
    a. As provided for in the applicable Collective Bargaining Agreement.
2. Accumulated Vacation
    a. As provided for in the applicable Collective Bargaining Agreement.
3. Employer Contribution for Insurance
    a. As provided for in the applicable Collective Bargaining Agreement for employees on layoff.
4. Payment for tuition, fees, books, travel expenses, career guidance, and related expenses at a public institution of post-secondary education, up to the amount of the one-time enhanced payment to which the employee would be entitled.

    The Department in consultation with the exclusive representatives shall develop policies and procedures to implement the above provision.

    An employee selecting this option shall not be placed on any layoff lists under the applicable Collective Bargaining Agreements.

5. **Section 5. Normal Separation Package.**

Employees shall receive the following:

1. Severance Pay
    a. As provided for in the applicable Collective Bargaining Agreement.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - ANOKA METRO REGIONAL TREATMENT CENTER (AMRTC)

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available,
- Paid leave, or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training
- Staff development
- Informational meetings
- Team meetings

Employee-Initiated Schedule Changes:

Article 5, Section 1 (C) of the Master Agreement is changed as follows:

If you need to request leave and vacation or sick leave is not an option, your supervisor may approve unpaid personal leave if you can exchange one (1) or more scheduled days of work with a capable and qualified part-time employee in the same work area who is not scheduled to work that day(s). Your vacation and sick leave will be adjusted according to the actual hours you work in that pay period.

If you are a part-time employee asked to exchange shifts, you cannot work the additional hours if it would result in overtime pay under the Fair Labor Standards Act (FLSA). All the additional hours you work will be paid at straight time. Your vacation and sick leave will be adjusted according to the actual hours you work in that pay period.

Your supervisor must approve these requests and will not unreasonably deny them.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Turnaround Time:

The number of hours between scheduled shifts shall not be less than eight (8) hours.

Full-Time Employees:

If you are a full-time employee, your supervisor may use any of the following schedule patterns:

No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or,

No more than seven (7) consecutive work days, no fewer than three (3) consecutive work days, two (2) or more weekends off out of every eight (8) weekends, consecutive days off; or,

No more than seven (7) consecutive work days, two (2) weekends off out of every four (4) weekends, days off may not be consecutive.

If you are a full-time Unit 4 employee working a fixed night or a rotating shift, the following apply:

You will be scheduled on a 7-3 rotation with every other weekend off.

Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, and special projects.

If you are a full-time employee and your predictable days off must be permanently changed, your supervisor must give you and the Local Union twenty-eight (28) calendar days' notice both in writing and via the posted schedule. Y your supervisor will change the schedule of the capable volunteer from your job class, unit and rotation with the most State Seniority. If no one volunteers, your supervisor will change the schedule of the employee with the least State Seniority from the same pool offered the change.

Part Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week pay period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

Management and the Local Union will meet and confer:

- To ensure that progress continues toward addressing weekends off for part-time employees.
- To discuss issues related to intermittent employees.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings; and
- Workers' compensation situations.

Your supervisor may offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be scheduled to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,

- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that they request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If you initiate the request, and only by written agreement between you, Management, and the local union, you may permanently increase or decrease your employment condition from part-time partial insurance contribution, part-time full insurance contribution and full-time. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

For overtime purposes, MHPA's and HST's will be considered one pool. This applies to voluntary and mandated overtime.

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Before offering overtime and if practicable, your supervisor will first offer the available hours at straight time to part-time and intermittent employees.

Release from Overtime:

Reasonable effort shall be made to release staff who are working mandated overtime on an assigned unit, in order of seniority, before releasing staff who are working voluntary overtime on the same assigned unit. This provision is not subject to the grievance process.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to AMRTC employees in the selected class(es) who are capable of performing the work, normally assigned to the work unit and have put in writing his/her interest in the shift (most State seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime to the most senior employee normally assigned to the work unit and willing to split the shift. If you accept the shift, you are responsible for finding another capable and qualified employee to work the portion of the shift you don't want to work. If you cannot find anyone to work, you will be responsible for working the entire shift.
4. Have the right to assign mandatory overtime to the capable employee, normally assigned to the work unit with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority. Your supervisor can choose to offer the overtime to employees in other work units who have indicated an interest in the shift before assigning mandatory overtime.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable, normally assigned to the unit, and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable normally assigned in the same work unit and have put in writing his/her interest in the shift. If no one accepts the overtime,
4. Offer the overtime to the most senior employee normally assigned to the work unit and willing to split the shift. If you accept the shift, you are responsible for finding another capable and qualified employee to work the portion of the shift you don't want to work. If you cannot find anyone to work, you will be responsible for working the entire shift.
5. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State seniority who is normally assigned to the same work unit. This assignment will rotate within each pay period beginning with the employee with the least State Seniority. Your supervisor may choose to offer the overtime to employees in other work units who have indicated an interest in the shift before assigning overtime.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of the State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the

employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. You will be compensated in cash for all actual hours worked on the holiday. In addition, the portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay in vacation hours or compensatory time at your discretion.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Scheduling:

If you work in the Anoka Dietary Department on an extended operation schedule, you will rotate these holidays: Thanksgiving Day, Christmas Day, and New Year's Day. You are guaranteed one (1) of these off each year and will rotate through these holidays over a three (3) year period.

To make this rotation work, Management can change the scheduling pattern for only these holiday schedules. However, you cannot be scheduled to work more than seven (7) days in a row.

To make this rotation work, you may not ask for vacation leave that includes the two (2) of these holidays you are scheduled to work.

After the holiday rotation is applied, Article 7, Section 8A of the Master Agreement will apply for available shifts.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

Vacation Period:

Article 8, Section 3 of the Master Agreement is changed as follows:

Every reasonable effort shall be made by the Appointing Authority to schedule the employee vacations at a time agreeable to the employee insofar as adequate scheduling of the unit permits.

If it is necessary to limit the number of employees in a work unit on vacation at the same time, the Appointing Authority shall determine whether conflicts over vacation periods shall be resolved among classes or within a particular class based on staffing needs. In either event, vacation requests of less than five (5) working days or forty (40) hours shall be first approved on the basis of date and time submitted. If not all vacation requests can be approved as requested, the Appointing Authority will approve vacation requests on the basis of State Seniority within the employee's work unit based on date and time submitted.

Rescinding Posted Vacation Requests:

Article 8, Section 3.B of the Master Agreement is changed as follows:

Vacation time approved under the posting system may be rescinded per the following:

Requests to rescind vacation more than four (4) weeks in advance that are approved shall be made available through the process identified in Article 8, Section 3.B of the master agreement.

Requests to rescind vacation less than four (4) weeks in advance that are approved shall be posted so that other employees may be considered.

Vacancies, Filling of Positions

Reassignment:

Article 12, Section 4 of the Master Agreement is changed as follows:

If you are an LPN temporarily working on a unit that is not your normally assigned unit and you are concerned about unfamiliar patients, you will not be required to administer medications unless another employee who is familiar with the patients is available in the vicinity when medications are dispensed.

Fixed Straight Shift Positions:

Article 12, Section 5 and 7 of the Master Agreement is changed as follows:

1. Limited straight shifts will be utilized on Units B, C, D, E, G, and H.
2. Each identified unit will permanently post:
    - An early shift full-time Licensed Practical Nurse (LPN) under the 7-3 rotation (every other weekend off),
    - An early shift full-time Human Services Technician (HST) under the 7-3 rotation (every other weekend off), and
    - A late shift full-time Human Services Technician (HST) under the 7-3 rotation (every other weekend off).

3. The use of straight shifts in Units B, C, D, E, G, and H will remain in effect as long as the current business need/programmatic design of the unit continues. Should the defined business need/programmatic design change in any of the identified units, both Labor and Management agree to Meet and Confer to discuss the continued appropriateness of using straight shifts. Following the Meet and Confer, should the decision be to discontinue the fixed straight shifts on any or all units, a thirty (30) day notice will be provided to the other party.
4. Should the defined business need/programmatic design change in any unit not currently identified above, both Labor and Management agree to Meet and Confer to discuss the appropriateness of initiating straight shifts in that work unit.

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an expression of interest using the same process as if you were an eligible bidder. If there are no successful bidders on a posting, Management may consider your expression of interest. If you are selected to fill the vacancy based on your expression of interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/expression of interest.

Staffing Information:

Upon Request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Discipline

Article 16 of the Master Agreement is supplemented as follows:

You are not eligible to sign up for or accept additional hours or voluntary overtime in the same pay period after you serve an unpaid suspension.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or MHPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty dollars ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – SHORT TERM RESIDENTIAL – MINNESOTA LIFE BRIDGE (MLB) AND CRISIS HOMES

Hours of Work

Schedule Posting

Article 5, Section 1.C of the Master Agreement is changed as follows:

Your supervisor will make a reasonable effort to follow your posted schedule, but may change your posted schedule with three (3) working days' notice for an admission to a (MLB and Crisis Homes) program. Your qualifications will be the primary consideration.

- Your supervisor will consider State Seniority.

If the service where you work is temporarily not open or is underutilized, your supervisor will offer you the choice of any combination of the following:

- Temporary reassignment,
- Paid leave (vacation, compensatory time, or sick leave as appropriate), or
- Unpaid leave.

Schedules shall be posted fourteen (14) days prior to the implementing of the schedule, by six (6) a.m. on Wednesday.

Definitions

Article 5, Section 3A of the Master Agreement is changed as follows:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. 1

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Your supervisor may temporarily change your schedule for training, staff development, informational meetings, team meetings and special projects.

Your supervisor must give you twenty-eight (28) days' notice before permanently changing your scheduling pattern.

For full-time and part-time employees, you may or may not be scheduled a duty free meal period.

If you are full-time, the normal work day is from six (6) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

If you are part-time your normal workday is between three (3) and ten (10) hours in a twenty-four (24) hour period. You may be scheduled less than three (3) hours for:

- Staff meetings
- Planning meetings
- Training

Shifts Between Days Off

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

For this section only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Work Shift

Article 5, Section 3D of the Master Agreement is changed as follows:

The Local Union and Management may meet and confer to develop reasonable scheduling patterns before the schedules must be posted. If no scheduling patterns are developed through this process, your supervisor may use any of the following scheduling patterns:

Full-Time Employees:

A. A 6-2-3 rotation;
B. A 6-2 rotation with four (4) consecutive days off every sixth week;
C. A 7-5-3 or 3-5-7 rotation with every third weekend off;
D. No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive;
E. No more than four (4) consecutive ten (10) hour days with every third weekend off. Scheduled days off may not be consecutive;

F. Five (5) consecutive workdays with two (2) consecutive days off. The days off must be fixed.

G. Five (5) consecutive work days with two (2) consecutive days off. The days off must be fixed and bids will be awarded by seniority.

H. No more than six (6) consecutive work days with two (2) weekends off out of every 6 weekends. Other scheduled days off may not be consecutive.

I. No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.

J. No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Schedules days off may not be consecutive.

K. No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.

L. No more than ten (10) workdays in a pay period with a minimum of two (2) consecutive days and every sixth (6) weekend off.

Departures from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

Part-Time Employees:

A. At least four (4) days off in a two (2) week period;

B. At least two (2) of the days off must be consecutive;

C. No more than seven (7) consecutive workdays;

D. At least one (1) weekend off out of six (6) unless other arrangements are agreed to by the employee and the supervisor.

If all current part-time staff in the work area are schedule to their maximum hours allowed by current contract provisions, the employer may offer part-time extra hours or work partnership hours up to twenty-eight (28) days in advance. This provision becomes effective upon the successful ratification of the 2019 – 2021 contract by the legislature and will remain in effect for the duration of the 2019 – 2021 contract.

Intermittent Employees:

If you are an intermittent employee, and full-time and part-time employees cannot be scheduled, your supervisor may schedule you to cover:

- Your own training or the training of other employees;
- Sick leave (including workers compensation); and
- Leaves of absence (as indicated in Article 10 of the Master Agreement);
- Vacations/compensatory time; and
- Informational meetings

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

Fixed Night Shift

Definitions:

Weekend:

Friday and Saturday are the weekend for employees who work the night shift.

All night shifts are fixed shifts.

If you work the night shift, your supervisor may temporarily reschedule you to a different shift for the following reasons:

- Training or other staff development;
- Informational meetings;
- Workers' compensation light duty;
- Jury duty;
- Emergencies.

If you do not work the night shift, your supervisor may temporarily reassign you to the night shift for the following reasons:

- To cover vacant night shift positions during the posting, bidding and hiring process.
- To cover for days off of night shift employees.
- To cover for leave (paid or unpaid) of six (6) months or less of a night shift employee.
- To cover for night shift staff temporarily schedule to other shifts.
- Temporarily assign more staff to nights.
- Emergency situations.

If your supervisor decides to temporarily reassign to the night shift, they will:

1. Decide which work area(s) employee(s) will be rescheduled from;
2. Decide which class(es) are needed;
3. Offer the assignment to capable and qualified employees (most State Seniority to least) until it is accepted. If no one accepts,
4. Offer the assignment to capable and qualified intermittents until it is accepted. If no one accepts,
5. Reschedule the capable and qualified employees with the least State Seniority excluding intermittents.

Work Partnership Procedure

(Not applicable to temporary employees, HST Overnight option employees, intermittent employees, or employees outside the bargaining unit).

Work Partnership provisions allow capable and qualified MLB/crisis employees to work in MSOCS residential, or vocational programs.

If you are a part-time classified employee, you will be offered additional hours in your own work area and may be offered additional hours in other work areas (which may include other homes/programs within CBS). If you sign up for additional hours under the Work Partnership:

- You will be eligible for full insurance benefits;
- You will be responsible to notify in writing the Human Resources department to coordinate your insurance benefits;
- You must notify your supervisor and the supervisor of other sites if you wish to work in them;
- All staff will be contacted, based on State Seniority, in their own work site for additional hours, you will need to put in writing if you do not wish to be called in your own site;
- If you are on vacation or have used sick leave or compensatory time, you will not be considered available to work on that day;
- Management will review the number of hours you work every three (3) months. Your insurance eligibility will be adjusted based on the average number of hours worked. Hours worked includes vacation, sick leave, holidays and compensatory time;
- You will be paid at your regular rate for all hours worked using this procedure;
- You will not be reimbursed for mileage under this procedure;
- You will receive shift differential for eligible hours accepted and worked under the Work Partnership Program.

When the supervisor needs additional staff, they:

1. Will decide which classification is needed;
2. Will offer the hours to all capable and qualified employees in the site (most State Seniority to least) until the need is met;
3. May offer hours to capable and qualified employees in the chosen class outside the site who are on the roster for additional hours.
4. Partnership employees may be offered overtime hours in sites outside of their assigned work area after the following conditions are met:
    a. All other employees assigned to the work area were first offered and turned down the overtime hours (including holidays);
    b. All overtime hours worked under the Partnership Program will be paid in cash.

Extra Hours Procedure

For Moose Lake only:

If additional work is needed within your own home/program or other MLB/CBS homes/programs and it cannot be performed by previously scheduled employees (i.e. temporary reassignment), the following procedure will apply.

Extra Hours provisions allow capable and qualified MLB employees to work in MSOCS residential or vocational programs.

You are not eligible for the work if it would cause overtime according to the Fair Labor Standards Act.

- All part-time employees will be eligible to participate in this procedure.
- Employees interested in working voluntary extra hours, may sign up to work at separate work sites. One of those work sites must be the employee's current work site.
- The sign-up procedure for voluntary extra hours is the same sign-up procedure used for voluntary overtime. At the time of sign-up, the employee must indicate whether they are interested in voluntary extra hours, overtime, or both.
- Employees must indicate in writing, dated and signed (email is acceptable), to the site supervisor when adding/changing or dropping sites.
- Once the supervisor has received the list of employees eligible to pick up extra hours at their site(s), the supervisor will arrange for necessary training. Each site will develop its own training packet/requirements.
- Employees who select the crisis home as one of their sites may be required to complete another background study.
- Employees will be paid at their regular rate of pay for all hours worked, and will receive shift differential for eligible hours under the voluntary extra hours procedure. However, employees will not be reimbursed mileage under the voluntary extra hours procedure.
- Employees who are on vacation or who use sick leave or compensatory time will not be considered available to work on that day or during the identified vacation period (XV day).

Union Meetings:

If you are a rotating shift employee, management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each work area for an early shift once a month on the day of the Local Union meeting. The employee requesting the early shift must notify her/his supervisor in writing at least seven (7) days before that schedule is posted.

Overtime

Definitions:

Next Immediate Subsequent Shift

The next shift includes any shift that begins within one (1) hour of the end of the current shift.

Sign Up

Refer to the Partnership procedure for offering overtime hours to employees outside the work area.

Distribution

Article 6, Section 4 of the Master Agreement is changed as follows:

For purposes of overtime only, Residential Program Leads and Behavior Modification Assistants will be considered one class and may fill behind each other.

Hours that become available inside the fourteen (14) day posting period will be offered in the following order, where applicable:

- to employees signed up under the Extra Hours and Work Partnership programs,
- to intermittents, and lastly as
- overtime

If you are required (mandated/inversed) to stay beyond the end of your regularly scheduled shift for any length of time you may find other capable and qualified employee(s) to fill any part of the overtime shift. The mandated employee will be considered inversed and the replacement employee(s) will be considered voluntary.

Your supervisor will make every reasonable effort to offer/assign overtime work as soon as possible.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave (Approved leave includes vacation, sick leave or compensatory time.)

You cannot be forced to work more than two (2) consecutive overtime shifts except for overnight activities, emergencies or change to Central Standard Time.

If you use unscheduled sick, personal or leave without pay on a preceding shift because of personal illness, you will not be eligible for overtime work.

B. <u>Immediate Subsequent Shift</u>

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift they will:

1. Decide which class(es) will perform the work.
2. Offered the overtime to all capable on duty employees in the selected class(es) and work area (most State seniority to least) until the work is accepted. If no one accepts,
3. Offer the overtime work to capable employees listed on the roster or signed up under the Work Partnership procedure in the selected class(es) and work area (most State seniority to least) until the work is accepted. If you are signed up under Work Partnership, refer to your language in the Hours of Work Article above
4. Assign mandatory overtime to the capable employee(s) on duty with the least State seniority. (The assignment will rotate within each pay period starting with the least senior capable and qualified employee.)

C. <u>Other than Immediate Subsequent Shift</u>

If your supervisor needs someone to work overtime for other than the next shift, they will:

1. Decide which class(es) will perform the work;

2. Offer the overtime work to employees listed on the roster or signed up under the Extra Hours procedure (where applicable) for the selected class(es) and work area (most State seniority to least) and who will be off duty until the work is accepted. If no one accepts the overtime;
3. Offer the overtime to capable employees in the selected class(es) from other work areas signed up under the Work Partnership procedure until the work is accepted. If you are signed up under Work Partnership, refer to your language in the Hours of Work Article above.
4. Assign mandatory overtime to the employee from the same pool offered the overtime in #2 above with the least State Seniority, who is scheduled for the shift right before the shift where the overtime is needed.
5. If no one is scheduled right before the overtime shift, assign the mandatory overtime to the employee with the least State Seniority in the work area. (The assignment will rotate within each pay period starting with the least senior capable and qualified employee.)

In an emergency, Management may assign someone to deal with the situation regardless of the overtime distribution.

In all instances, pay will begin at the end of your regularly scheduled shift. You will not be considered to be working overtime until having completed the normally scheduled shift of eight (8) or ten (10) hours of work.

Compensatory Time Liquidation in Cash

Your compensatory time bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum of forty (40) hours anytime you bid or transfer to another program site.

Overnight Activities

Article 6 of the Master Agreement is supplemented as follows:

When you are assigned to supervise activities outside the home that extend beyond your normal shift, you will be paid:

- the on-call rate for sleep time, not to exceed eight (8) hours;

- straight time for your shift of eight (8) or ten (10);
- the overtime rate for the balance of the activity.

This compensation will be repeated every twenty-four (24) hour period for the duration of the activity.

You may choose either compensatory time or cash for this overnight activity.

Supplementing Compensatory Time Hours: (For all MSOCS)

Article 6. Section 5.E of the Master Agreement is changed as follows

If you are scheduled below eighty (80) hours in a payroll period, part-time employees may supplement their hours up to a maximum of eighty (80) hours by using accrued compensatory time. The following conditions apply:

- You have not used unapproved leave without pay (ETL) within the pay period;
- You have not served an unpaid suspension in the pay period; or
- You have not turned down work at voluntary straight time or voluntary overtime in the pay period, unless it is on your four (4) days off.

Under no circumstances can supplementing compensatory time put the employee into overtime. This provision becomes effective upon the successful ratification of the 2019 – 2021 contract by the legislature and will remain in effect for the duration of the 2019 – 2021 contract.

Holidays

Floating Holiday

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority. Floating holidays may not be accumulated or paid off.

Work on a Holiday.

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday of at least twenty-eight (28) days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

If work on the holiday becomes available within the fourteen (14) day posting period, the work will first be offered in order of state seniority to employees who are not scheduled and did not request the holiday off.

Vacation

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

You may submit requests for vacation up to one (1) year in advance.

Vacation Leave

Article 8, Section 4 of the Master Agreement is changed as follows:

If you are a part-time employee, vacation hours used will be prorated as follows:

- If you are part-time/partial insurance eligible, your base time/day will be four (4) hours.
- If you are part-time/full insurance eligible, your base time/day will be six (6) hours.

You may supplement those hours up to a maximum of eight (8) vacation hours per day. If you work a ten (10) hour fixed night shift, you may supplement those hours up to a maximum of ten (10) vacation hours per day.

If problems arise using this proration language, the Union and Management agree to meet and confer in an effort to resolve the problem.

If the problem cannot be resolved, either the Union or Management may cancel this vacation proration language with thirty (30) days written notice to the other party.

Cancellation

If you fill a vacancy in the seniority unit when a program is started, your previously approved vacation may be canceled if necessary. You may resubmit the canceled vacation request in the new program.

When you bid, voluntarily transfer, or voluntarily demote to fill a vacancy in an existing seniority unit position and you have an approved vacation, your new supervisor may cancel it if an employee already working in the program has approved leave for any of the same days. This does not apply to employees who accept a vacancy as an MOU or lay off option. The need to limit vacation will be prospective and noted on the job posting.

To cancel a vacation, you must give notice to your supervisor a minimum of four (4) weeks before the Wednesday before the first day of the posting period in which the vacation occurs. Your entire approved vacation shall be rescinded if you do not have sufficient accruals to cover the entire request.

Vacancies

Job Posting

Article 12, Section 5 of the Master Agreement is changed as follows:

When a job is posted for a new or expanded service, Management with agreement from the local may take longer than four (4) weeks to fill the position if the expected fill date is included on the job posting.

Eligibility for Bidding:

Article 12, Section 7 of the Master Agreement is changed as follows:

If a Community Based Services vacancy remains unfilled after the bidding process the Appointing Authority may fill the position via a voluntary demotion or voluntary transfer by only considering employees currently employed in Community Based Services.

This provision becomes effective upon the successful ratification of the 2019 – 2021 contract by the legislature and will remain in effect for the duration of said contract.

Discipline and Discharge

Disciplinary Procedure:

Article 16, Section 3 of the Master Agreement is changed as follows:

If you have a suspension, you will not be eligible for voluntary overtime or Partnership/Extra hours within the same pay period.

Wages

Achievement Awards:

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, BMA, MHPA, WTA, WTT, SPA, and RPL who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of fifty ($50.00) in addition to their regular compensation for hours worked.

DEPARTMENT OF HUMAN SERVICES/CENTRAL OFFICE

Article 1

Hours of Work

Article 5 or the Master Agreement is changed as follows:

If you are full-time, you may request a modification in your work schedule which includes:

- Eight (8) consecutive hours of work in five (5) consecutive work days,
- Ten (10) consecutive hours of work in four (4) work days,
- Nine (9) consecutive hours of work in four (4) work days, plus four (4) consecutive hours of work for the other work day.
- Nine (9) consecutive hours of work in four work days, plus eight (8) consecutive hours of work on the fifth (5th) work day, followed by nine (9) consecutive hours of work in four (4) work days.

If you want to modify your work schedule, you must submit a written request to your supervisor at least twenty-one (21) days before the requested change.

Your supervisor will:

- Approve or deny your request based on job-related considerations in your work area.
- Not unreasonably deny your request.
- Approve requests in State Seniority order (within/among classes), if all requests cannot be approved.
- Notify you of the decision in writing within seven (7) calendar days after receiving your request.
- Give the Union a copy of the written decision (including an explanation) if your request is denied.
- Ensure any changes are consistent with Article 5 of the Master Agreement.

Your supervisor will deny your request if it adversely affects another employee's schedule.

The Union may grieve violations of this provision through Step 3 of the grievance process. If the violation includes specific provisions of the Master Agreement, the Union may grieve through Step 4 of the grievance process.

Article 2

Probation

Article 12, Section 10C of the Master Agreement is changed as follows:

Your supervisor may extend your probationary period up to three (3) months (or the equivalent number of hours if you are intermittent or less than half-time), as long as the Local Union agrees.

Upon completion of the probationary period, all materials referring to the extension of the probation shall be removed from the employee's personnel file.

Article 3

Vacancies, Filling of Positions

Article 12, Vacancies, Filling of Positions of the Master Agreement shall be amended as follows:

In Unit 7, all reference to Classification Seniority shall be changed to State Seniority for the purpose of filling vacancies.

Article 4

Layoff and Recall

Article 15, Layoff and Recall, Sections 3E, 3H.2, and 3I of the Master Agreement shall be amended as follows:

- The conditions for bumping or accepting vacancies from within or into Unit 7 positions shall have all references to Classification Seniority changed to State Seniority.
- Any employee exercising bumping rights within Unit 7 or from another Unit into Unit 7, must have greater State Seniority than the employee who is being bumped.
- The Class (or Class Option) layoff list and the Advisory Testing (reemployment lists) shall not be changed to reflect State Seniority.

Article 5

Seniority Rosters

Article 4, Section 3 of the Master agreement is changed as follows:

Seniority rosters will be prepared and posted no later than November 30 and May 31 of each year. The Appointing Authority shall assure the rosters are available electronically to all employees. Copies will be furnished to the local union as designated, either electronically or in paper version.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - CHILD AND ADOLESCENT BEHAVIORAL HEALTH SYSTEM (CABHS)

Hours of Work

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave; or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.
Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Work Schedules Containing Twelve (12) Hour Shift:

The Local Union and the Appointing Authority may mutually agree to develop and implement work schedules containing twelve (12) hour shifts. Assignments to these schedules shall be posted and bid as defined in Article 12 of the Master Agreement. Employees shall not be involuntarily assigned to a twelve (12) hour shift. Employees working such a schedule shall be limited to no more than sixteen (16) total work hours per day, including regular hours and assigned or voluntary overtime hours. Such employees shall be designated as 40/7 under the Fair Labor Standards Act (FLSA).

Work Period:

Full-time employees shall at the Appointing Authority's discretion be:

1. Scheduled to work a 6-2 rotation with four (4) consecutive days off every sixth week; or
2. Scheduled to work no more than seven (7) consecutive days and no fewer than three (3) consecutive days with two (2) or more weekends (Saturday and Sunday) off out of every eight (8) weekends (Saturday and Sunday). Scheduled days off shall be consecutive; or
3. Scheduled to work a 7-5-3 rotation with every third weekend (Saturday and Sunday) off; or
4. Scheduled to work a 3-5-7 rotation with every third weekend (Saturday and Sunday) off; or
5. Scheduled to work no more than seven (7) consecutive days with two (2) weekends (Saturday and Sunday) out of every four (4) weekends (Saturday and Sunday). Scheduled days off need not be consecutive; or
6. Scheduled to work a 7-3 rotation with every other weekend off; or
7. Scheduled to work no more than four (4) consecutive ten (10) hour days with every third weekend (Saturday and Sunday) off. Scheduled days off need not be consecutive; or
8. Scheduled to work five (5) consecutive days with two (2) consecutive days off. Such days off shall be fixed and bid by seniority.

If due to a change in the operation of a unit/program it becomes necessary to permanently change the scheduling pattern of employees in the interest of efficient operations, to meet the needs of the public, the Department, or the program, to provide for more beneficial resident/client services, or to better use facilities or the working forces, no less than twenty-eight (28) calendar days' notice shall be given to the Local Union. The Local Union and the Appointing Authority shall

meet and confer to develop a reasonable scheduling pattern for that unit/program prior to the fourteen (14) day posting period provided for in Article 5, Section 1 (C).

Part-Time Employees:

Part-time employees shall be scheduled for a minimum of four (4) days off in a two (2) week pay period. At least two (2) of the days off shall be consecutive and such part-time employees shall not be scheduled for more than seven (7) consecutive days of work.

Part-time employees shall be scheduled at least one (1) weekend off out of every six (6) weekends.

Part-time employees may be scheduled a 5-3 rotation with every other weekend off.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you as necessary to meet the needs of the facility.

With the exception of mandatory requirements including but not limited to mandatory training, mandatory, mandatory staff meetings, etc. management will contact intermittents and ask their availability for work prior to scheduling them.

All of the additional hours will be offered to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work area who is working other than fixed nights shall be schedule to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,

- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or it is replaced by another employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request. For purposes of this subsection, your days off will be assigned by State Seniority on the unit/work area that you mutually exchange to.

Part-Time Hours Procedure:

If you are a part-time, but not a temporary or emergency, Unit 4 employee, you may work additional hours within the posting period at straight time in accordance with the following. If additional hours need to be worked within the fourteen (14) day posting period and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,

2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day. If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Reduction to Part-Time:
Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

For purposes of overtime distribution, LPN's and HST's will be considered one pool in situations where licensure is not needed. Management maintains the right to determine when and where licensure is needed.

Before offering overtime, your supervisor will offer the available hours at straight time to part-time and then to intermittent.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime

shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing their interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Employees Assigned to a Schedule Containing Twelve (12) Hour Shifts:

If such an employee does not work on a designated holiday, pay shall be computed at the employee's normal day's pay (i.e., hourly rate of pay multiplied by the hours in the normal work day). If an employee works on a holiday, the employee shall be paid in cash at the appropriate overtime rate for all hours worked in addition to twelve (12) hours of compensatory time in lieu of holiday pay as described in the previous sentence.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3.B of the Master Agreement is changed as follows:

1. Vacation requests may be made for a time period more than six (6) months in advance if part of that request is within the six (6) month period.
2. Employees may request vacation days commencing more than six (6) months in advance if a posted request contains days within the six (6) month period.
3. However, employees may not request a vacation period which commences more than six (6) months in advance and which extends beyond the posted vacation (mentioned in A. above) unless they have more seniority than the person who made the original request.
4. Once the original posted request expires, that time period is no longer "open" for additional vacation requests. We revert back to the original six (6) month timeframe.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an expression of Interest using the same process as if you were an eligible bidder. If there are no successful bidders on a posting, Management may consider your expression of interest. If you are selected to fill the vacancy based on your expression of interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/expression of interest.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In

no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, MHPA or CDPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – COMMUNITY ADDICTION RECOVERY ENTERPRISES (CARE) – ANOKA

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available,
- Paid leave, or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Employee-Initiated Schedule Changes:

Article 5, Section 1 (C) of the Master Agreement is changed as follows:

If you need to request leave and vacation or sick leave is not an option, your supervisor may approve unpaid personal leave if you can exchange one (1) or more scheduled days of work with a capable and qualified part-time employee in the same work area who is not scheduled to work that day(s). Your vacation and sick leave will be adjusted according to the actual hours you work in that pay period.

If you are a part-time employee asked to exchange shifts, you cannot work the additional hours if it would result in overtime pay under the Fair Labor Standards Act (FLSA). All the additional hours you work will be paid at straight time. Your vacation and sick leave will be adjusted according to the actual hours you work in that pay period.

Your supervisor must approve these requests and will not unreasonably deny them.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include

the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees:

If you are a full-time employee, excluding Unit 4 employees working a fixed night or a rotating shift as referenced below, your supervisor may use any of the following schedule patterns:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or,
2. No more than seven (7) consecutive work days, no fewer than three (3) consecutive work days, two (2) or more weekends off out of every eight (8) weekends, consecutive days off; or,
3. No more than seven (7) consecutive work days, two (2) weekends off out of every four (4) weekends, days off may not be consecutive.

If you are a full-time Unit 4 employee working a fixed night or a rotating shift, but are not a Chemical Dependency Counselor/Senior, the following apply:

- You will be scheduled on a 7-3 rotation with every other weekend off.
- Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, and special projects.

If you are a full-time employee and your predictable days off must be permanently changed, your supervisor must give you and the Local Union twenty-eight (28) calendar days' notice both in writing and via the posted schedule. Your supervisor will change the schedule of the capable volunteer from your job class, unit and rotation with the most State Seniority. If no one volunteers, your supervisor will change the schedule of the employee with the least State Seniority from the same pool offered the change.

Part Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week pay period.
- At least two (2) of the days off must be consecutive.

- No more than seven (7) consecutive work days.

Management and the Local Union will meet and confer:

- To ensure that progress continues toward addressing weekends off for part-time employees.
- To discuss issues related to intermittent employees.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings; and
- Workers' compensation situations.

Your supervisor may offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be scheduled to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,

- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that they request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee are capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If you initiate the request, and only by written agreement between you, Management, and the local union, you may permanently increase or decrease your employment condition from part-time partial insurance contribution, part-time full insurance contribution and full-time. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Before offering overtime, and if practicable, your supervisor will first offer the available hours at straight time to part-time and intermittent employees

If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work overtime before the beginning of the pay period.

Release from Overtime:

Reasonable effort shall be made to release staff who are working mandated overtime on an assigned unit, in order of seniority, before releasing staff who are working voluntary overtime on the same assigned unit. This provision is not subject to the grievance process.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

- Decide which class(es) will perform the work.
- Offer the overtime work to employees in the selected class(es) who are capable of performing the work, normally assigned to the work unit and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
- Offer the overtime to the most senior employee normally assigned to the work unit and willing to split the shift. If you accept the shift, you are responsible for finding another capable and qualified employee to work the portion of the shift you don't want to work. If you cannot find anyone to work, you will be responsible for working the entire shift.

- Have the right to assign mandatory overtime to the capable employee, normally assigned to the work unit with the least State Seniority. This assignment will rotate within each period starting with the employee with the least State Seniority. Your supervisor can choose to offer the overtime to employees in other work units who have indicated an interest in the shift before assigning mandatory overtime pay

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable, assigned to the unit, and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable normally assigned in the same work unit and have put in writing their interest in the shift. If no one accepts the overtime,
4. Offer the overtime to the most senior employee normally assigned to the work unit and willing to split the shift. If you accept the shift, you are responsible for finding another capable and qualified employee to work the portion of the shift you don't want to work. If you cannot find anyone to work, you will be responsible for working the entire shift.
5. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority who is normally assigned to the same work unit. This assignment will rotate within each pay period beginning with the employee with the least State Seniority. Your supervisor may choose to offer the overtime to employees in other work units who have indicated an interest in the shift before assigning overtime.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing

Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (no including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. You will be compensated in cash for all actual hours worked on the holiday. In addition, the portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay in vacation hours or compensatory time at your discretion.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

Rescinding Posted Vacation Requests:

Article 8, Section 3.B of the Master Agreement is changed as follows:

Vacation time approved under the posting system may be rescinded per the following:

- Requests to rescind vacation more than four (4) weeks in advance that are approved shall be made available through the process identified in Article 8, Section 3.B of the master agreement.
- Requests to rescind vacation less than four (4) weeks in advance that are approved shall be posted so that other employees may be considered.

Vacancies, Filling of Positions

Fixed Straight Shift Positions:

Article 12, Section 5 of the Master Agreement is changed as follows:

1. Limited straight shifts will be utilized on Miller North and Miller South.
2. Each identified unit will permanently post:
   - An early shift full-time Licensed Practical Nurse (LPN),
   - An early shift full-time Human Services Technician (HST), and
   - A late shift full-time Human Services Technician (HST).
3. The use of straight shifts in Miller North and Miller South will remain in effect as long as the current business need/programmatic design of the unit continues. Should the defined business need/programmatic design change in any of the identified units, both Labor and Management agree to Meet and Confer to discuss the continued appropriateness of using straight shifts. Following the Meet and Confer, should the decision be to discontinue the fixed straight shifts on any or all units, a thirty (30) day notice will be provided to the other party.
4. Should the defined business need/programmatic design change in any unit not currently identified above, both Labor and Management agree to Meet and Confer to discuss the appropriateness of initiating straight shifts in that work unit.

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an expression of interest using the same process as if you were an eligible bidder. If there are no successful bidders on a posting, Management may consider your expression of interest. If you are selected to fill the vacancy based on your expression of interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/expression of interest.

Staffing Information:

Upon Request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Discipline

Article 16 of the Master Agreement is supplemented as follows:

You are not eligible to sign up for or accept additional hours or voluntary overtime in the same pay period after you serve an unpaid suspension.

Wages

Achievement Awards:

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or CDPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty dollars ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – COMMUNITY ADDICTION RECOVERY ENTERPRISES (CARE) – CARLTON

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave; or
- Unpaid leave.

Employee-Initiated Schedule Changes:

Article 5, Section 1 (C) of the Master Agreement is changed as follows:

If you need to request leave and vacation or sick leave is not an option, your supervisor may approve unpaid personal leave if you can give one (1) or more scheduled days of work with a capable and qualified part-time employee in the same work area who is not scheduled to work that day(s). Your vacation and sick leave will be adjusted according to the actual hours you work in that pay period.

Your supervisor must approve these requests and will not unreasonably deny them.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can leave work one-half (1/2) hour before the end of your shift.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees.

The Local Union and Management will meet and confer to develop a reasonable scheduling pattern before the schedules must be posted. If no scheduling patterns are developed through this process, your supervisor may use any of the following scheduling patterns for full-time employees:

1. A 6-2-3 rotation.
2. A 6-2 rotation with four (4) consecutive days off every sixth week.
3. A 7-5-3 or 3-5-7 rotation with every third weekend off.
4. No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends.
5. No more than four (4) consecutive ten (10) hour work days with every third weekend off. Scheduled days off may not be consecutive.
6. Five (5) consecutive work days with two (2) consecutive days off. The days off must be fixed. You must bid for fixed days off and bids will be awarded by seniority.

Your schedule may be changed temporarily for training, staff development, informational meetings, team meetings, special projects, transports, and emergencies without penalty pay.

Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Part-Time Employees.

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

You must be scheduled a minimum of two (2) days off between consecutive seven (7) day work periods.

Management and the Local Union will meet and confer to discuss schedules for part-time employees.

Departures from the above listed scheduling patterns/practices shall be implemented pursuant to Master language.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you as necessary to meet the needs of the facility.

Your supervisor may offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.
- Workers' compensation/light duty situations.
- Emergencies

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be scheduled to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift; or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request. For purposes of this subsection, your days off will be assigned by State seniority on the unit/work area that you mutually exchange to.

Part-Time Hours Procedure:

If you are a part-time, classified, you may work additional hours at straight time in accordance with the following. If additional hours need to be worked and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,
2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

If you have indicated a desire for additional hours in writing and you decline those hours as straight time, you will not be eligible for voluntary overtime for those hours.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Reduction to Part-time:

Article 5, Section 4.A Article 12 and Article 15 of the Master Agreement is changed as follows:

If you initiate the request, and only by written agreement between you, Management, and the local union, you may permanently increase or decrease your employment condition from part-time partial insurance contribution, part-time full insurance contribution and full-time. Employees may contact SEGIP for information on employment condition changes that may effect their benefits.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for overnight activities, emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Before offering overtime, your supervisor will offer the available hours at straight time to the following employees (where applicable) in the following order:

- Employees signed up under the Part-Time Hours program;
- Intermittents.

If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work overtime before the beginning of the pay period.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable, and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable unit and have put in writing their interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of the State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority. Floating holidays may not be accumulated or paid off.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

Vacation Requests More than Six Months in Advance:

Article 8 of the Master Agreement is changed as follows:

You may submit a request for vacation up to one (1) year in advance.

Cancelling Vacations:

Article 8 of the Master Agreement is changed as follows:

If you fill a vacancy in a program when it is started, your previously approved vacation/compensatory time may be canceled if necessary. You may resubmit the canceled vacation/compensatory time request in the new program.

The Appointing Authority and the local union agree to meet and confer to discuss vacation issues.

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

It is your responsibility to have sufficient vacation or compensatory time accruals, or the ability to earn sufficient vacation accruals, at the time of the request. (Comp time cannot be projected.) If it is subsequently determined that you do not have sufficient accruals, beginning with the approved dates furthest out, vacation may be canceled until they are in alignment with your balances.

Vacancies, Filling of Positions

Definition:

Article 12, Section 1(A) of the Master Agreement is changed as follows:

A vacancy is an opening in the classified service for a non-temporary (more than six (6) months) position, the assemblage of a seasonal work crew if defined as such in Supplemental Agreements, or a shift opening in the seniority unit which Management decides to fill. A vacancy may be created by death, resignation, dismissal, transfer out of the seniority unit, permanent reassignment to a new work location forty (40) miles or more distant, retirement, leave of absence expected to be longer than six (6) months, permanent disability, promotions, demotions, successful bid or the creation of a new shift or seasonal work crew.

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an expression of interest using the same process as if you were an eligible bidder. If there are no successful bidders on a posting, Management may consider your expression of interest. If you are selected to fill the vacancy based on your expression of interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/expression of interest. If the vacancy is filled through and expression of interest, Management has met the posting requirement and may hire directly into the subsequent vacancy. This language is applicable for the duration of the 2019-2021 contract.

Staffing Information:

Upon Request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Relocation Allowances

Article 21, Section 1(C) of the Master Agreement is changed as follows:

Eligibility:

You will only be reimbursed for relocation expenses if:

- Your new work location is at least forty (40) miles from your current work location, or
- Management requires you to move; and

You move within six (6) months or have had an extension approved by Management.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an

achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019-2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or CDPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty dollars ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - COMMUNITY ADDICTION RECOVERY ENTERPRISES (CARE) – FERGUS FALLS

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave; or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can take your meal period at the end of your shift and leave work one-half (1/2) hour early.

Shifts Between Days Off

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Work Period

A. Work Period.

Full-Time Employees:

If you are a full-time employee, your supervisor may use any of the following scheduling patterns:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or

2. No more than seven (7) consecutive work days; no fewer than three (3) consecutive work days; two (2) weekends off out of every eight (8) weekends; consecutive days off; or,

3. No more than seven (7) consecutive work days; two (2) weekends off out of every four (4) weekends; days off may not be consecutive; or,

4. No more than seven (7) consecutive work days; two (2) weekends (Friday/Saturday, Saturday/Sunday, Sunday/Monday) off out of every four (4) weekends; consecutive days off).

B. **Schedules.**

If you are a Unit 4 full-time employee who is not a Chemical Dependency Counselor/Senior:

1. Management will assign one scheduling pattern to each position in your scheduling unit. For this subsection, A above will include:

   - Five (5) consecutive work days; two (2) consecutive fixed days off. With each of those seven possible schedules a separate option, and

   - No more than six (6) work days; no fewer than three (3) work days; consecutive days off.

2. If Management assigns more than one (1) scheduling pattern in your scheduling unit to positions in the same class or among a group of classes selected by Management, those scheduling patterns will be posted for seven (7) days starting sixty (60) days after the effective date of the Master Agreement. During the seven (7) day posting period, you may notify your supervisor in writing which scheduling pattern interests you.

   You will receive the scheduling pattern you select in order of State Seniority, if:

   - You are capable and qualified, and

   - There is a capable and qualified person with less State Seniority in your scheduling unit to fill your current scheduling pattern.

3. Management will have a transition period to place you in your selected scheduling pattern to avoid creating overtime.

4. When Management fills a vacancy in one of these positions, they may change that position's scheduling pattern. The posting will state the pattern has changed and indicate the new pattern.

For All Full-Time Employees:

Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, coverage, and special projects.

Schedules. Part-Time Employees.

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

Departure from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

Intermittent Employees:

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings; and
- Workers' compensation situations.

Your supervisor will offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.
- Worker's Compensation/Light Duty.
- Emergencies.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work area who is working other than fixed nights shall be schedule to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift: or
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-Time Hours Procedure

If you are a part-time, classified employee, you may work additional hours within the posting period at straight time in accordance with the following. If additional hours need to be worked and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,
2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

If you accept extra hours, you are expected to keep your commitment for those hours as if they were part of your normally scheduled shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Reduction to Part-Time:

Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Full and part time employees will not be mandated to work overtime on their required four (4) days off per pay period except in an emergency.

Before offering overtime, your supervisor will offer the available hours at straight time to the following employees (where applicable) in the following order:

- Employees signed up under the Part-time Hours program;
- Intermittents.

If you have indicated a desire for additional hours in writing and you decline those hours as straight time, you will not be eligible for voluntary overtime for those hours.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing their interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of the State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority. Floating holidays may not be accumulated or paid off.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday.

Article 7, Section 8 of the Master Agreement is changed as follows:

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

If work on the holiday becomes available within the fourteen (14) day posting period, the work will first be offered in order of State Seniority to employees who are not scheduled and did not request the holiday off.

Vacation Leave

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3 of the Master Agreement is changed as follows:

1. **Summer Vacations:**

   To guarantee all staff have access to a summer vacation (May 1 through September 30), employees, in order of State Seniority, will be able to sign up for a maximum of two (2) weeks of vacation. A sign up and offering procedure will be established and will begin with the most senior employee who can sign up for any portion of either two (2) 1-week blocks or two (2) consecutive weeks. If you do not have a full week of accruals (or the ability to earn them), you are eligible to sign up for less than a 1-week block, however the days must be consecutive, to the extent of your accruals. Requests made under this summer vacation language may begin twelve (12) months in advance of the May 1 through September 30 period.

   After all staff have made their selection in order of State Seniority, days that remain available during the designated timeframe will then become available through the current vacation process identified in this supplement/contract.

2. **Other Extended Vacation Requests (14 days or more):**

   Notwithstanding the above and after summer vacations have been requested and approved, vacation requests of fourteen (14) consecutive calendar days or more may be submitted up to twelve (12) months in advance as long as some portion of the request begins within the 12 month period. Employees who desire to cancel a vacation period approved under this section may do so with the approval of their supervisor. Such cancellation requests must be submitted in writing at least thirty (30) days in advance must be for the entire vacation period that was originally requested and approved.

   Once a work schedule is posted, your hours of work shown on the schedule but extending fourteen (14) days beyond the posting period will not be changed to accommodate another employee's annual leave without your agreement.

Cancelling Vacations:

Article 8 of the Master Agreement is changed as follows:

If you fill a vacancy in a program when it is started, your previously approved vacation/compensatory time may be canceled if necessary. You may resubmit the canceled vacation/compensatory time request in the new program.

Vacancies, Filling of Positions

Temporary Reassignment

Article 12, Section 4.C of the Master Agreement is supplemented as follows:

When applying the temporary reassignment language, the Appointing Authority shall consider State Seniority as the primary deciding factor. The Appointing Authority shall request volunteers and the most senior qualified employee shall be reassigned. If there are no volunteers, the least senior qualified employee shall be reassigned.

When seniority cannot be the deciding factor or is not in the best interest of the program, the Appointing Authority retains the right to reassign the most appropriate employee.

Eligibility for Bidding

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or CDPA, who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of fifty ($50.00) in addition to their regular compensation for hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - COMMUNITY ADDICTION RECOVERY ENTERPRISES (CARE) – ST. PETER

Union Security

Employee Lists:

Article 3, Section 3 of the Master Agreement is changed as follows:

If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Hours of Work

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave; or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Scheduling for Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each work area for an early shift once a month on the day of the Local Union meeting. The employee asking for the early shift must notify her/his supervisor at least seven (7) days before that schedule is posted.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees: Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Work Period:

Full-Time Employees: If you are a full-time employee, your supervisor will use one of the following schedule patterns:

- No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.
- No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.
- No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.

Part-Time Employees: Your schedule must include:

- At least four (4) days off in a two (2) week pay period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

You may be scheduled eight (8) consecutive work days with six (6) days off if you request and your supervisor approves it.

When full-time and part-time employees cannot be scheduled to cover for medical and parenthood leaves, your supervisor can schedule an intermittent employee.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings; and
- Workers' compensation situations.

Your supervisor will offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be schedule to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,

- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.

- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that they request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,

- Notwithstanding the provisions of Article 12, an employee working other than the fixed night shift agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request. For purposes of this subsection, your days off will be assigned by State Seniority on the unit/work area that you mutually exchange to.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If the employee initiates the request, Management may permanently reduce their employment condition from full-time to part-time or increase their employment condition from part-time to full-time, only by a written agreement between the employee, Management and the Local Union. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:

Next (Immediate Subsequent) Shift: The next shift includes any shift that begins within one-half (1/2) hour of the end of the current shift.

Involuntary Overtime Assignment: An involuntary overtime assignment is counted when the employee is required by a supervisor to stay beyond the end of their regularly scheduled shift for

any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Assignment: If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

Overtime Payment: Your overtime payment begins effective the first minute worked only if you are required to stay beyond seven and one-half (7½) minutes.

Overtime Sign Up:

Next (Immediate Subsequent) Shift: You must, on a daily basis, put in writing your interest in working overtime beyond your scheduled shift.

Other Than Next Shift: If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work.

Distribution:

Your supervisor will assign overtime as soon as possible once the need is known.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/extra hours contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be assigned mandatory overtime between your last scheduled shift and approved leave. (Approved leave includes vacation, sick leave, compensatory time or holiday leave.)

You are not eligible to work overtime on a day you have an approved day of vacation unless you relieve someone who has been mandated to work overtime. The day will be defined as the calendar day in which the majority of the hours of your shift fall.

If you work seventy-five percent (75%) time or more, you cannot be assigned mandatory overtime between the last scheduled shift before your days off and your next scheduled shift unless there is an emergency. Part-time employees working less than seventy-five percent (75%) time will not be assigned mandatory overtime before scheduled vacation days or weekends off.

You cannot be assigned mandatory overtime for more than twenty-four (24) hours within a forty-eight (48) hour period unless there is an emergency. If you work a ten (10) hour shift language does not apply to you.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to on-duty employee(s) in the selected class(es) who are capable, in the same work area and have put in writing his/her interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,

3. Have the right to assign mandatory overtime work to the on-duty employee(s) with the least seniority in the same work area who is capable of performing the work. This includes capable employees on duty when the overtime assignment is made whose shift ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

If your supervisor needs someone to work overtime for other than the next shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) in the work area who are capable of performing the work and have put in writing his/her interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the capable employee in the work area with the least seniority who is scheduled for the shift immediately before the overtime. This includes any shift which ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authoriry.

Holiday Pay:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. The portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay as defined in Article 7 section 7 of

the Master Agreement that will be paid in cash, compensatory time or vacation time at your option.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation Leave

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

Vacation Requests:

Article 8, Section 3 paragraph 3 of the Master Agreement is changed as follows:

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Period – Cancellation:

Article 8, Section 3 of the Master Agreement is changed as follows:

To cancel a vaction of five (5) consecutive days of more, you must give notice to your supervisor a minimum of four (4) weeks before the first day of the posting period in which the vacation occurs.

Leaves of Absence

Unpaid Leave of Absence:

Article 10, Section 4 of the Master Agreement is supplemented as follows:

If you are a permanent employee who doesn't pass a background check or has practice restrictions placed on your license by an outside agency, Management will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you will be placed on an unpaid personal leave of absence. The accommodation or leave of absence will not continue beyond six (6) month unless otherwise determined by the Appointing Authority.

Investigatory Leave:

Article 10, Section 4.K of the Master Agreement is supplemented as follows:

If you are placed on investigatory leave, you will be told the nature of the investigation. You and the Local Union will receive written confirmation as soon as practicable.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an expression of Interest form. If there are no successful bidders on a posting, Management may consider your expression of interest. If you are selected to fill the vacancy based on your expression of interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/expression of interest.

Filling Positions:

Article 12, Section 7 of the Master Agreement is changed as follows:

If you are the successful bidder and direct contact (by phone or in person) has been made with you to offer the position, you have two (2) hours to accept or reject the bid. If you do not respond within two (2) hours, your bid will be considered to have been rejected.

If you are the successful bidder and direct contact (by phone or in person) was not made with you at the time the position was being offered a voice message will be left and an email will be sent to you making the offer. If you do not respond to the voice message or email within eight (8) hours, your bid will be considered to have been rejected.

Staffing Information:

Upon Request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Discipline

Article 16 of the Master Agreement is supplemented as follows:

Management may initiate a developmental plan for performance related issues prior to imposing discipline.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - COMMUNITY ADDICTION RECOVERY ENTERPRISES (CARE) – WILLMAR

Hours of Work

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available,
- Paid leave, or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Work Schedules Containing Twelve (12) Hour Shift:

The Local Union and the Appointing Authority may mutually agree to develop and implement work schedules containing twelve (12) hour shifts. Assignments to these schedules shall be posted and bid as defined in Article 12 of the Master Agreement. Employees shall not be involuntarily assigned to a twelve (12) hour shift. Employees working such a schedule shall be limited to no more than sixteen (16) total work hours per day, including regular hours and assigned or voluntary

overtime hours. Such employees shall be designated as 40/7 under the Fair Labor Standards Act (FLSA).

Work Period:

Full-time employees shall at the Appointing Authority's discretion be:

1. Scheduled to work a 6-2 rotation with four (4) consecutive days off every sixth week; or
2. Scheduled to work no more than seven (7) consecutive days and no fewer than three (3) consecutive days with two (2) or more weekends (Saturday and Sunday) off out of every eight (8) weekends (Saturday and Sunday). Scheduled days off shall be consecutive; or
3. Scheduled to work a 7-5-3 rotation with every third weekend (Saturday and Sunday) off; or
4. Scheduled to work a 3-5-7 rotation with every third weekend (Saturday and Sunday) off; or
5. Scheduled to work no more than seven (7) consecutive days with two (2) weekends (Saturday and Sunday) out of every four (4) weekends (Saturday and Sunday). Scheduled days off need not be consecutive; or
6. Scheduled to work a 7-3 rotation with every other weekend off; or
7. Scheduled to work no more than four (4) consecutive ten (10) hour days with every third weekend (Saturday and Sunday) off. Scheduled days off need not be consecutive; or
8. Scheduled to work five (5) consecutive days with two (2) consecutive days off. Such days off shall be fixed and bid by seniority.

If due to a change in the operation of a unit/program it becomes necessary to permanently change the scheduling pattern of employees in the interest of efficient operations, to meet the needs of the public, the Department, or the program, to provide for more beneficial resident/client services, or to better use facilities or the working forces, no less than twenty-eight (28) calendar days' notice shall be given to the Local Union. The Local Union and the Appointing Authority shall meet and confer to develop a reasonable scheduling pattern for that unit/program prior to the fourteen (14) day posting period provided for in Article 5, Section 1 (C).

Part-Time Employees:

Part-time employees shall be scheduled for a minimum of four (4) days off in a two (2) week pay period. At least two (2) of the days off shall be consecutive and such part-time employees shall not be scheduled for more than seven (7) consecutive days of work.

Part-time employees shall be scheduled at least one (1) weekend off out of every six (6) weekends.

Part-time employees may be scheduled a 5-3 rotation with every other weekend off.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you as necessary to meet the needs of the facility.

With the exception of mandatory requirements including but not limited to mandatory training, mandatory, mandatory staff meetings, etc. management will contact intermittents and ask their availability for work prior to scheduling them.

All of the additional hours will be offered to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be schedule to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that you request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another

employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,

- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request. For purposes of this subsection, your days off will be assigned by State Seniority on the unit/work area that you mutually exchange to.

Part-Time Hours Procedure:

If you are a part-time, but not a temporary or emergency, Unit 4 employee, you may work additional hours within the posting period at straight time in accordance with the following. If additional hours need to be worked within the fourteen (14) day posting period and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,
2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Reduction to Part-Time Employment:

Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for overnight activities, emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

For purposes of overtime distribution, LPN's and HST's will be considered one pool in situations where licensure is not needed. Management maintains the right to determine when and where licensure is needed.

Before offering overtime, your supervisor will offer the available hours at straight time to the part-time and then intermittent employees.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.

2. Offer the overtime work to on-duty employees in the selected class(es) who are capableand have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority..

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of the State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Employees Assigned to a Schedule Containing Twelve (12) Hour Shifts:

If such an employee does not work on a designated holiday, pay shall be computed at the employee's normal day's pay (i.e., hourly rate of pay multiplied by the hours in the normal work day). If an employee works on a holiday, the employee shall be paid in cash at the appropriate overtime rate for all hours worked in addition to twelve (12) hours of compensatory time in lieu of holiday pay as described in the previous sentence.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3.B of the Master Agreement is changed as follows:

1. Vacation requests may be made for a time period more than six (6) months in advance if part of that request is within the six (6) month period.
2. Employees may request vacation days commencing more than six (6) months in advance if a posted request contains days within the six (6) month period.
3. However, employees may not request a vacation period which commences more than six (6) months in advance and which extends beyond the posted vacation (mentioned in A. above) unless they have more seniority than the person who made the original request.
4. Once the original posted request expires, that time period is no longer "open" for additional vacation requests. We revert back to the original six (6) month timeframe.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an expression of Interest using the same process as if you were an eligible bidder. If there are no successful bidders on a posting, Management may consider your expression of interest. If you are selected to fill the vacancy based on your expression of interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/expression of interest.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or CDPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - COMMUNITY BEHAVIORAL HEALTH HOSPITAL (CBHH) – ALEXANDRIA

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available,
- Paid leave, or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can take your meal period at the end of your shift and leave work one-half (1/2) hour early.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees.

If you are a full-time employee, your supervisor may use any of the following scheduling patterns:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or
2. No more than seven (7) consecutive work days; no fewer than three (3) consecutive work days; two (2) weekends off out of every eight (8) weekends; consecutive days off; or,
3. No more than seven (7) consecutive work days; two (2) weekends off out of every four (4) weekends; days off may not be consecutive; or,
4. No more than seven (7) consecutive work days; two (2) weekends (Friday/Saturday, Saturday/Sunday, Sunday/Monday) off out of every four (4) weekends; consecutive days off).

For All Full-Time Employees:

Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, coverage, and special projects.

Schedules - Part-Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

Departure from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

Intermittent Employees:

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings;
- Workers' compensation situations.

Your supervisor may offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development;
- Informational meetings;
- Worker's Compensation light duty;
- Worker's compensation/light duty situations.
- Emergencies.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be

assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work area who is working other than fixed nights shall be schedule to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-Time Hours Procedure:

If you are a part-time, classified employee you may work additional hours at straight time in accordance with the following. If additional hours need to be worked and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,
2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

If you accept extra hours, you are expected to keep your commitment for those hours as if they were part of your normally scheduled shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Reduction to Part-Time:

Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Full and part time employees will not be mandated to work overtime on their required four (4) days off per pay period except in an emergency.

Before offering overtime, your supervisor will offer the available hours at straight time to the following employees (where applicable) in the following order:

- Employees signed up under the Part-time Hours program;
- Intermittents.

If you have indicated a desire for additional hours in writing and you decline those hours as straight time, you will not be eligible for voluntary overtime for those hours.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing their interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.

- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority. Floating holidays may not be accumulated or paid off.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

If work on the holiday becomes available within the fourteen (14) day posting period, the work will first be offered in order of State Seniority to employees who are not scheduled and did not request the holiday off.

Vacation Leave

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3 of the Master Agreement is changed as follows:

1. **Summer Vacations:**

   To guarantee all staff have access to a summer vacation (May 1 through September 30), employees, in order of State Seniority, will be able to sign up for a maximum of two (2) weeks of vacation. A sign up and offering procedure will be established and will begin with the most senior employee who can sign up for any portion of either two (2) 1-week blocks or two (2) consecutive weeks. If you do not have a full week of accruals (or the ability to earn them), you are eligible to sign up for less than a 1-week block, however the days must be consecutive, to the extent of your accruals. Requests made under this summer vacation language may begin twelve (12) months in advance of the May 1 through September 30 period.

   After all staff have made their selection in order of State Seniority, days that remain available during the designated timeframe will then become available through the current vacation process identified in this supplement/contract.

2. **Other Extended Vacation Requests (14-days or more):**

   Notwithstanding the above and after summer vacations have been requested and approved, vacation requests of fourteen (14) consecutive calendar days or more may be submitted up to twelve (12) months in advance as long as some portion of the request begins within the 12 month period. Employees who desire to cancel a vacation period approved under this section may do so with the approval of his/her supervisor. Such cancellation requests must be submitted in writing at least thirty (30) days in advance must be for the entire vacation period that was originally requested and approved.

   Once a work schedule is posted, your hours of work shown on the schedule but extending fourteen (14) days beyond the posting period will not be changed to accommodate another employee's annual leave without your agreement.

Cancelling Vacations:

Article 8 of the Master Agreement is changed as follows:

If you fill a vacancy in a program when it is started, your previously approved vacation/compensatory time may be canceled if necessary. You may resubmit the canceled vacation/compensatory time request in the new program.

Vacancies, Filling of Positions

Temporary Reassignment:

Article 12, Section 4.C of the Master Agreement is supplemented as follows:

When applying the temporary reassignment language, the Appointing Authority shall consider State Seniority as the primary deciding factor. The Appointing Authority shall request volunteers and the most senior qualified employee shall be reassigned. If there are no volunteers, the least senior qualified employee shall be reassigned.

When seniority cannot be the deciding factor or is not in the best interest of the program, the Appointing Authority retains the right to reassign the most appropriate employee.

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

Staffing Information

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or MHPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of fifty dollars ($50.00) in addition to their regular compensation for hours worked.

DEPARTMENT OF HUMAN SERVICES/ DIRECT CARE AND TREATMENT - COMMUNITY BEHAVIORAL HEALTH HOSPITAL (CBHH) – ANNANDALE

Hours of Work

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available,
- Paid leave, or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Work Schedules Containing Twelve (12) Hour Shift:

The Local Union and the Appointing Authority may mutually agree to develop and implement work schedules containing twelve (12) hour shifts. Assignments to these schedules shall be posted and bid as defined in Article 12 of the Master Agreement. Employees shall not be involuntarily assigned to a twelve (12) hour shift. Employees working such a schedule shall be limited to no more than sixteen (16) total work hours per day, including regular hours and assigned or voluntary overtime hours. Such employees shall be designated as 40/7 under the Fair Labor Standards Act (FLSA).

Work Period:

Full-time employees shall at the Appointing Authority's discretion be:

1. Scheduled to work a 6-2 rotation with four (4) consecutive days off every sixth week; or
2. Scheduled to work no more than seven (7) consecutive days and no fewer than three (3) consecutive days with two (2) or more weekends (Saturday and Sunday) off out of every eight (8) weekends (Saturday and Sunday). Scheduled days off shall be consecutive; or
3. Scheduled to work a 7-5-3 rotation with every third weekend (Saturday and Sunday) off; or
4. Scheduled to work a 3-5-7 rotation with every third weekend (Saturday and Sunday) off; or
5. Scheduled to work no more than seven (7) consecutive days with two (2) weekends (Saturday and Sunday) out of every four (4) weekends (Saturday and Sunday). Scheduled days off need not be consecutive; or
6. Scheduled to work a 7-3 rotation with every other weekend off; or
7. Scheduled to work no more than four (4) consecutive ten (10) hour days with every third weekend (Saturday and Sunday) off. Scheduled days off need not be consecutive; or

8. Scheduled to work five (5) consecutive days with two (2) consecutive days off. Such days off shall be fixed and bid by seniority.

If due to a change in the operation of a unit/program it becomes necessary to permanently change the scheduling pattern of employees in the interest of efficient operations, to meet the needs of the public, the Department, or the program, to provide for more beneficial resident/client services, or to better use facilities or the working forces, no less than twenty-eight (28) calendar days' notice shall be given to the Local Union. The Local Union and the Appointing Authority shall meet and confer to develop a reasonable scheduling pattern for that unit/program prior to the fourteen (14) day posting period provided for in Article 5, Section 1 (C).

Part-Time Employees:

Part-time employees shall be scheduled for a minimum of four (4) days off in a two (2) week pay period. At least two (2) of the days off shall be consecutive and such part-time employees shall not be scheduled for more than seven (7) consecutive days of work.

Part-time employees shall be scheduled at least one (1) weekend off out of every six (6) weekends.

Part-time employees may be scheduled a 5-3 rotation with every other weekend off.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you as necessary to meet the needs of the facility.

With the exception of mandatory requirements including but not limited to mandatory training, mandatory, mandatory staff meetings, etc. management will contact intermittents and ask their availability for work prior to scheduling them.

All of the additional hours will be offered to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority

within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be schedule to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that you request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request. For purposes of this subsection, your days off will be assigned by State Seniority on the unit/work area that you mutually exchange to.

Part-Time Hours Procedure:

If you are a part-time, but not a temporary or emergency, Unit 4 employee, you may work additional hours within the posting period at straight time in accordance with the following. If additional hours need to be worked within the fourteen (14) day posting period and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,

2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Reduction to Part-Time:

Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

For purposes of overtime distribution, LPN's and HST's will be considered one pool in situations where licensure is not needed. Management maintains the right to determine when and where licensure is needed.

Before offering overtime, your supervisor will offer the available hours at straight time to part-time and then intermittent employees.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the workt and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capableand have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of the State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Employees Assigned to a Schedule Containing Twelve (12) Hour Shifts:

If such an employee does not work on a designated holiday, pay shall be computed at the employee's normal day's pay (i.e., hourly rate of pay multiplied by the hours in the normal work day). If an employee works on a holiday, the employee shall be paid in cash at the appropriate overtime rate for all hours worked in addition to twelve (12) hours of compensatory time in lieu of holiday pay as described in the previous sentence.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3.B of the Master Agreement is changed as follows:

1. Vacation requests may be made for a time period more than six (6) months in advance if part of that request is within the six (6) month period.
2. Employees may request vacation days commencing more than six (6) months in advance if a posted request contains days within the six (6) month period.
3. However, employees may not request a vacation period which commences more than six (6) months in advance and which extends beyond the posted vacation (mentioned in A. above) unless they have more seniority than the person who made the original request.
4. Once the original posted request expires, that time period is no longer "open" for additional vacation requests. We revert back to the original six (6) month timeframe.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an expression of Interest using the same process as if you were an eligible bidder. If there are no successful bidders on a posting, Management may consider your expression of interest. If you are selected to fill the vacancy based on your expression of interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/expression of interest.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or MHPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/ DIRECT CARE AND TREATMENT - COMMUNITY BEHAVIORAL HEALTH HOSPITAL (CBHH) – BAXTER

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available
- Paid leave, or
- Unpaid leave

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training
- Staff development
- Informational meetings
- Team meetings

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can take your meal period at the end of your shift and leave work one-half (1/2) hour early.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably

deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees.

If you are a full-time employee, unless otherwise noted below, you will be scheduled for one (1) of the following rotations:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or,
2. No more than seven (7) consecutive work days; no fewer than three (3) consecutive work days; two (2) or more weekends off out of every eight (8) weekends; consecutive days off; or,
3. No more than seven (7) consecutive work days; two (2) weekends off out of every four (4) weekends; days off may not be consecutive.

Management can change any other position's scheduling pattern/practice when filling a vacancy. The posting for a vacancy will indicate the pattern was changed.

Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, and special projects.

There are several reasons that Management can permanently change the scheduling pattern of a unit/program. These reasons are:

- Efficiency;
- The needs of the public, DHS, or the Center;
- Better consumer services;
- Better use of the facility and/or you and other staff.

Management must give at least twenty-eight (28) days' notice to the Local Union before changing the normal scheduling pattern. The Local Union and Management will meet and confer to develop a reasonable scheduling pattern for that unit/program before the new schedules are posted.

Part Time Employees.

Your schedule must include:

- At least four (4) days off in a two (2) week pay period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

In addition to the above required criteria for part-time employees, your schedule may also include:

- At least one (1) weekend out of every sixth (6) weekend off.
- No more than six (6) consecutive work days.

The Local Union and Management will meet and confer to develop a reasonable scheduling pattern for any new unit/program before schedules for that unit/program must be posted.

Intermittent Employees:

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

If you are an intermittent employee, your supervisor may schedule you to cover:

- vacation;
- sick leave;
- leaves of absence;
- staff training and development;
- jury duty;
- informational meetings;
- workers' compensation situations,

Your supervisor will offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior

volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work area who is working other than fixed nights shall be schedule to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift; or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-Time Hours Procedure:

If you are a part-time, classified employee you may work additional hours at straight time in accordance with the following. If additional hours need to be worked and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,
2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Reduction to Part-Time:

Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for, emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Before offering overtime your supervisor will offer the available hours at straight time to the following employees (where applicable) in the following order:

- Employees signed up under the Part-time Hours program, and lastly
- Intermittents.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.

2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capableand have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3.B of the Master Agreement is changed as follows:

Vacation Requests:

You may ask for vacation leave of five (5) or more working days up to one (1) year in advance.

If you initiate a move to a different work location and you have approved vacation leave that occurs more than six (6) months from the date of the move, that leave is canceled. You may resubmit your leave request at your new work location.

If you initiate a move to a different work location and you have approved vacation leave that occurs less than six (6) months from the date of the move, your new supervisor may honor the request if it does not cause overtime and staffing needs are met.

This provision does not diminish your right to ask for schedule changes or agree to exchange days, shifts, or hours of work as provided for in the Master Agreement.

Either the Local Union or Management may change back to the Master Agreement by giving the other a thirty (30) day calendar notice.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards:

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - COMMUNITY BEHAVIORAL HEALTH HOSPITAL (CBHH) – BEMIDJI

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available,
- Paid leave, or
- Unpaid leave.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can take your meal period at the end of your shift and leave work one-half (1/2) hour early before the end of your shift.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore is not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees.

Your supervisor may use any of the following scheduling patterns:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or,
2. No more than seven (7) consecutive work days; no fewer than three (3) consecutive work days; two (2) or more weekends off out of every eight (8) weekends , consecutive days off; or,
3. No more than seven (7) consecutive work days; two (2) weekends off out of every four (4) weekends, days off may not be consecutive.

Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, special projects, and emergencies.

If you work in the Nursing Department and you need to request leave but vacation, comp time or sick leave is not an option, your supervisor may approve leave without pay if you can exchange your scheduled hours of work for another employee's day off. You must get the exchange approved before it takes place and the exchange cannot cause penalty pay or overtime under the Fair Labor Standards Act.

Part-Time Employees.

Your schedule must include:

- At least four (4) days off in a two (2) week pay period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

In addition to the above required criteria for part-time employees, your schedule may also include:

- At least one (1) weekend out of every sixth (6) weekend off.
- No more than six (6) consecutive work days.

Departure from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

If your supervisor must extend your shift, they will tell you as soon as possible.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you as necessary to meet the needs of the facility.

Your supervisor may offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development
- Informational meetings
- Workers' compensation/light duty situations
- Emergencies

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work area who is working other than fixed nights shall be scheduled to work the shift to:

1. Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
2. Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
3. Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
4. Cover for days off of employees assigned to fixed nights; and/or,
5. Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift; or
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-Time Hours Procedure:

If you are a part-time, classified employee, you may work additional hours at straight time in accordance with the following. If additional hours need to be worked and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,
2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Reduction to Part-Time:

Article 5, Section 4.A of the Master Agreement is changed as follows:
Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Before offering overtime and if practicable, your supervisor will offer the available hours at straight time to the following employees (where applicable) in the following order:

- Employees signed up under the Part-time Hours program, and lastly
- Intermittents.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work, and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing their interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority. Floating holidays may not be accumulated or paid off.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards:

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and

- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or MHPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty dollars ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - COMMUNITY BEHAVIORAL HEALTH HOSPITAL (CBHH) – FERGUS FALLS

Hours of Work

Definitions:

Weekend:
Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:
Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:
Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave; or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;

- Informational meetings;
- Team meetings.

Meal Periods:
Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows.

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can take your meal period at the end of your shift and leave work one-half (1/2) hour early.

Shifts Between Days Off:
Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift.

Work Day:
Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees:
If you are a full-time employee, your supervisor may use any of the following scheduling patterns:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or

2. No more than seven (7) consecutive work days; no fewer than three (3) consecutive work days; two (2) weekends off out of every eight (8) weekends; consecutive days off; or,

3. No more than seven (7) consecutive work days; two (2) weekends off out of every four (4) weekends; days off may not be consecutive; or,

4. No more than seven (7) consecutive work days; two (2) weekends (Fri./Sat., Sat./Sun., Sun./Mon.) off out of every four (4) weekends; consecutive days off), or

For All Full-Time Employees.
Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, coverage, and special projects.

Schedules. Part-Time Employees.
Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

You may be scheduled eight (8) consecutive work days with six (6) days off if you request and your supervisor approves it.

Departure from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

When full-time and part-time employees cannot be scheduled to cover for medical and parenthood leaves, your supervisor can schedule an intermittent employee.

Intermittent Employees:

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings;
- Workers' compensation situations.

Your supervisor will offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:
Article 5, Section 3 of the Master Agreement is supplemented as follows:
All night shifts are fixed.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development
- Informational meetings
- Worker's Compensation/Light Duty
- Emergencies

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority

within or among class(es) as determined by the Appointing Authority from such work area who is working other than fixed nights shall be scheduled to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift; or
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-Time Hours Procedure:
If you are a part-time, classified employee, you may work additional hours at straight time in accordance with the following. If additional hours need to be worked and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,

2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

If you accept extra hours, you are expected to keep your commitment for those hours as if they were part of your normally scheduled shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Reduction to Part-Time Employment:
Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:
If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Full and part time employees will not be mandated to work overtime on their required four (4) days off per pay period except in an emergency.

Before offering overtime, your supervisor will offer the available hours at straight time to the following employees (where applicable) in the following order:

- Employees signed up under the Part-time Hours program,
- Intermittents.

If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work overtime before the beginning of the pay period.

If you have indicated a desire for additional hours in writing and you decline those hours at straight time, you will not be eligible for voluntary overtime for those hours.

Involuntary Overtime Assignment:
An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:
If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable, and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing their interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority who is normally assigned to the same work unit. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:
Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:
Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority. Floating holidays may not be accumulated or paid off.

Holiday Pay Entitlement:
Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:
Article 7, Section 8 of the Master Agreement is changed as follows:

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

If work on the holiday becomes available within the fourteen (14) day posting period, the work will first be offered in order of State Seniority to employees who are not scheduled and did not request the holiday off.

Vacation Leave

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3 of the Master Agreement is changed as follows:

1. **Summer Vacations:**

To guarantee all staff have access to a summer vacation (May 1 through September 30), employees, in order of State Seniority, will be able to sign up for a maximum of two (2) weeks of vacation. A sign up and offering procedure will be established and will begin with the most senior employee who can sign up for any portion of either two (2) 1-week blocks or two (2) consecutive weeks. If you do not have a full week of accruals (or the ability to earn them), you are eligible to sign up for less than a 1-week block, however the days must be consecutive, to the extent of your accruals. Requests made under this summer vacation language may begin twelve (12) months in advance of the May 1 through September 30 period.

After all staff have made their selection in order of State Seniority, days that remain available during the designated timeframe will then become available through the current vacation process identified in this supplement/contract.

2. Other Extended Vacation Requests (14 days or more):
Notwithstanding the above and after summer vacations have been requested and approved, vacation requests of fourteen (14) consecutive calendar days or more may be submitted up to twelve (12) months in advance as long as some portion of the request begins within the 12 month period. Employees who desire to cancel a vacation period approved under this section may do so with the approval of his/her supervisor. Such cancellation requests must be submitted in writing at least thirty (30) days in advance must be for the entire vacation period that was originally requested and approved.

Once a work schedule is posted, your hours of work shown on the schedule but extending fourteen (14) days beyond the posting period will not be changed to accommodate another employee's annual leave request without your agreement.

Cancelling Vacations:
Article 8 of the Master Agreement is changed as follows:

If you fill a vacancy in a program when it is started, your previously approved vacation/compensatory time may be canceled if necessary. You may resubmit the canceled vacation/compensatory time request in the new program.

Vacancies, Filling of Positions

Temporary Reassignment:

Article 12, Section 4.C of the Master Agreement is supplemented as follows:

When applying the temporary reassignment language, the Appointing Authority shall consider State Seniority as the primary deciding factor. The Appointing Authority shall request volunteers and the most senior qualified employee shall be reassigned. If there are no volunteers, the least senior qualified employee shall be reassigned.

When seniority cannot be the deciding factor or is not in the best interest of the program, the Appointing Authority retains the right to reassign the most appropriate employee.

Eligibility for Bidding:
Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

Staffing Information:

Upon Request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards:
Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:
Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or MHPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of fifty dollars ($50.00) in addition to their regular compensation for hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - COMMUNITY BEHAVIORAL HEALTH HOSPITAL (CBHH) – ROCHESTER

Union Security

Employee Lists:
Article 3, Section 3 of the Master Agreement is changed as follows:
If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave; or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Scheduling for Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each work area for an early shift once a month on the day of the Local Union meeting. The employee asking for the early shift must notify their supervisor at least seven (7) days before that schedule is posted.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your

schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Work Period

Full-Time Employees.

If you are a full-time employee, your supervisor will use one of the following schedule patterns:

- No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.
- No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.
- No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.

Part-time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week pay period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

You may be scheduled eight (8) consecutive work days with six (6) days off if you request and your supervisor approves it.

When full-time and part-time employees cannot be scheduled to cover for medical and parenthood leaves, your supervisor can schedule an intermittent employee.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;

- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings; and
- Workers' compensation situations.

Your supervisor will offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be schedule to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that they request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed

night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,

- Notwithstanding the provisions of Article 12, an employee working other than the fixed night shift agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request. For purposes of this subsection, your days off will be assigned by State Seniority on the unit/work area that you mutually exchange to.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If the employee initiates the request, Management may permanently reduce their employment condition from full-time to part-time or increase their employment condition from part-time to full-time, only by a written agreement between the employee, Management and the Local Union. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:

Next (Immediate Subsequent) Shift:

The next shift includes any shift that begins within one-half (1/2) hour of the end of the current shift.

Involuntary Overtime Assignment.

An involuntary overtime assignment is counted when the employee is required by a supervisor to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Assignment.

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

Overtime Payment:

Your overtime payment begins effective the first minute worked only if you are required to stay beyond seven and one-half (7½) minutes.

Overtime Sign Up:

Next (Immediate Subsequent) Shift:

You must, on a daily basis, put in writing your interest in working overtime beyond your scheduled shift.

Other Than Next Shift:

If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work.

Distribution:

Your supervisor will assign overtime as soon as possible once the need is known.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/extra hours contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be assigned mandatory overtime between your last scheduled shift and approved leave. (Approved leave includes vacation, sick leave, compensatory time or holiday leave.)

You are not eligible to work overtime on a day you have an approved day of vacation unless you relieve someone who has been mandated to work overtime. The day will be defined as the calendar day in which the majority of the hours of your shift fall.

If you work seventy five percent (75%) time or more, you cannot be assigned mandatory overtime between the last scheduled shift before your days off and your next scheduled shift unless there is an emergency. Part-time employees working less than seventy-five percent (75%) time will not be assigned mandatory overtime before scheduled vacation days or weekends off.

You cannot be assigned mandatory overtime for more than twenty-four (24) hours within a forty-eight (48) hour period unless there is an emergency. If you work a ten (10) hour shift language does not apply to you.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to on-duty employee(s) in the selected class(es) who are capable, in the same work area and have put in writing his/her interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the on-duty employee(s) with the least seniority in the same work area who is capable of performing the work. This includes capable employees on duty when the overtime assignment is made whose shift ends no

more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

If your supervisor needs someone to work overtime for other than the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) in the work area who are capable of performing the work and have put in writing his/her interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the capable employee in the work area with the least seniority who is scheduled for the shift immediately before the overtime. This includes any shift which ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. The portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay as defined in Article 7 section 7 of the Master Agreement that will be paid in cash, compensatory time or vacation time at your option.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation Leave

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

Vacation Requests:

Article 8, Section 3 paragraph 3 of the Master Agreement is changed as follows:

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Period – Cancellation:
Article 8, Section 3 of the Master Agreement is changed as follows:

To cancel a vacation of five (5) consecutive days or more, you must give notice to your supervisor a minimum of four (4) weeks before the first day of the posting period in which the vacation occurs.

Leaves of Absence

Unpaid Leave of Absence:

Article 10, Section 4 of the Master Agreement is supplemented as follows:

If you are a permanent employee who doesn't pass a background check or has practice restrictions placed on your license by an outside agency, Management will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you will be placed on an unpaid personal leave of absence. The accommodation or leave of absence will not continue beyond six (6) month unless otherwise determined by the Appointing Authority.

Investigatory Leave:

Article 10, Section 4.K of the Master Agreement is supplemented as follows:

If you are placed on investigatory leave, you will be told the nature of the investigation. You and the Local Union will receive written confirmation as soon as practicable.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an expression of Interest form. If there are no successful bidders on a posting, Management may consider your expression of interest. If you are selected to fill the vacancy based on your expression of interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/expression of interest.

Filling Positions:

Article 12, Section 7 of the Master Agreement is changed as follows:

If you are the successful bidder and direct contact (by phone or in person) has been made with you to offer the position, you have two (2) hours to accept or reject the bid. If you do not respond within two (2) hours, your bid will be considered to have been rejected.

If you are the successful bidder and are direct contact (by phone or in person) was not made with you at the time the position was being offered a voice message will be left and an email will be sent to you making the offer. If you do not respond to the voice message or email within eight (8) hours, your bid will be considered to have been rejected.

Staffing Information:

Upon Request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Discipline

Article 16 of the Master Agreement is supplemented as follows:

Management may initiate a developmental plan for performance related issues prior to imposing discipline.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – COMMUNITY SUPPORT SERVICES (CSS) – MOBILE TEAMS

Union Security

Employee Lists:

Article 3, Section 3 of the Master Agreement is changed as follows:

If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Hours of Work

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is changed as follows:

Part-Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.

- No more than seven (7) consecutive work days.

Schedules shall be posted fourteen (14) days prior to the implementing of the schedule, by six (6) a.m. on Wednesday

Work Day:

Article 5, Section 3.B of the Master Agreement is changed as follows:

Your posted schedule can be changed without penalty. Your supervisor will make a reasonable effort to follow your posted schedule, but may change your posted schedule with three (3) calendar days' notice if it is necessary to respond to an individual in crisis.

- Your qualifications will be the primary consideration.
- Your supervisor will consider State Seniority

If the service where you work is temporarily not open or is underutilized, your supervisor will offer you a choice of any combination of the following:

- Temporary reassignment
- Paid leave, or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Work Schedules:

Article 5, Section 3 of the Master Agreement is changed as follows:

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the

night shift, your weekend is Friday and Saturday.

Work Day

Your supervisor may temporarily change your schedule for training, staff development, informational meetings, team meetings, and special projects.

Your supervisor must give you at least twenty-eight (28) days' notice before permanently changing your scheduling pattern.

Shifts Between Days Off:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

For this section only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Intermittent Employees:

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each work area for an early shift once a month on the day of the Local Union meeting. The employee requesting the early shift must notify their supervisor in writing at least seven (7) days before that schedule is posted.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:

Next (immediate subsequent) shift: The next shift includes any shift that begins within one (1) hour of the end of the current shift.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Distribution:

Your supervisor will make every effort to offer/assign overtime work as soon as possible.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/ contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be forced to work more than two (2) consecutive overtime shifts except for overnight activities, emergencies or change to Central Standard Time.

If you use unscheduled sick, personal or leave without pay on a preceding shift because of personal illness, you will not be eligible for overtime.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, they will:

- Decide which class (es) will perform the work.
- Offer the overtime to all capable and qualified on duty employees in the select class(es) and work area (most State Seniority to least) until work is accepted. If no one accepts,

- Offer the overtime work to all capable and qualified off duty employees in the selected classes from the work area (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
- Assign the mandatory overtime to the employee from the same pool identified in #2 above with the least State Seniority. (This assignment is rotated within each pay period starting with the least senior, capable and qualified employee.)

If your supervisor needs someone to work overtime for any time other than the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to capable and qualified employees within the selected class(es) and work area (most State Seniority to least) until the work is accepted. If no one accepts,
3. Assign the mandatory overtime to the capable and qualified employee in the selected class(es) and work area with the least State Seniority who is scheduled to work the shift right before the shift where the overtime is needed.
4. If no one is scheduled right before the overtime shift, assign the mandatory overtime to the employee with the least State Seniority in the pool of people identified in #2 above. (This assignment is rotated within each pay period starting with the least senior, capable and qualified employee.)

Overnight Activities:

If you supervise individuals for an assignment that lasts for twenty-four (24) hours, you will be paid eight (8) hours straight time, eight (8) hours at your overtime rate and eight (8) hours at the on-call rate.

Supplementing Compensatory Time Hours: (For all MSOCS)

Article 6. Section 5.E of the Master Agreement is changed as follows

If you are scheduled below eighty (80) hours in a payroll period, part-time employees may supplement their hours up to a maximum of eighty (80) hours by using accrued compensatory time. The following conditions apply:

- You have not used unapproved leave without pay (ETL) within the pay period;
- You have not served an unpaid suspension in the pay period; or
- You have not turned down work at voluntary straight time or voluntary overtime in the pay period, unless it is on your four (4) days off.

Under no circumstances can supplementing compensatory time put the employee into overtime. This language is applicable for the duration of the 2019 – 2021 contract.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the requested holiday. Floating holidays may not be accumulated. If you have not requested or used

your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority. Floating holidays may not be accumulated or paid off.

Holiday Pay:

Article 7, Section 7 of the Master Agreement is changed as follows:

If you are scheduled to work and are in pay status for any part of the early or afternoon shift the day before a holiday and any part of the night shift that begins on that holiday, the holiday will be treated as if it falls on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

If work on the holiday becomes available within the fourteen (14) day posting period, the work will first be offered in order of state seniority to employees who are not scheduled and did not request the holiday off.

Vacation

Article 8 of the Master Agreement is changed as follows:

Intermittents:

Intermittents may be scheduled for vacation coverage when using full-time and/or part-time employees would cause overtime. In those situations, the intermittent may be used to cover only the regularly scheduled shift.

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

You may submit requests for vacation up to one (1) year in advance.

For purposes of vacation requests, compensatory and vacation time will be considered the same.

Leaves of Absence

Article 10 of the Master Agreement is changed as follows:

If you are a permanent employee who does not pass a background check or has practice restrictions placed on your license by an outside agency, the Appointing Authority will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you

will be allowed to request an unpaid leave of absence. The accommodation or leave of absence will not continue beyond six (6) months unless otherwise determined by the Appointing Authority.

Job Safety

Article 11 of the Master Agreement is changed as follows:

You will be allowed time to clean up and/or change your clothes if you become soiled or in need of repair due to an action by an individual. Your supervisor will not unreasonably deny you permission for this.

Vacancies, Filling of Positions

Reassignment Between Work Areas and Shifts:

Article 12, Section 4 of the Master Agreement is changed as follows:

If Management decides to fill a position without adding more staff, it may permanently reassign an employee who works within forty (40) miles of the position. In the reassignment process, Management will:

1. Decide from which class, work area and shift the reassignment will be made.
2. Reassign the qualified volunteer from that class, work area and shift with the most State Seniority. If no one volunteers,
3. Reassign the person in the same pool as above with the least State Seniority.

If a staff/ individual or staff/staff relationship issue arises, Management may permanently reassign staff to another area after a Meet and Confer with the Local Union.

Eligibility for Bidding:

Article 12, Section 7 of the Master Agreement is changed as follows:

If a Community Based Services vacancy remains unfilled after the bidding process the Appointing Authority may fill the position via a voluntary demotion or voluntary transfer by only considering employees currently employed in Community Based Services.

This language is applicable for the duration of the 2019-2021 contract.

Probationary Period:

Article 12, Section 10 of the Master Agreement is changed as follows:

Your probationary period is nine (9) months if:

- You are in Unit 204, and
- You work at least 50% time, and
- You have an unlimited appointment (not temporary).
- You are appointed from outside the CSS program.

Your probation is fifteen hundred sixty-six (1,566) hours (this includes only actual hours worked, excluding overtime) to a maximum of eighteen (18) months if:

- You are in Unit 204, and

- You work less than 50% time, or
- You are an intermittent.
- You are appointed from outside CSS.

You will receive a performance evaluation at approximately three (3), six (6) and nine (9) months or approximately five hundred twenty (520), one thousand forty (1040), and one thousand five hundred sixty-six (1566) hours, whichever is appropriate. You may be certified at the end of the nine (9) months or fifteen hundred sixty-six (1566) hour or after two (2) consecutive satisfactory appraisals, whichever comes first. Any leave of ten (10) consecutive work days or more will be added to the nine (9) months.

Discipline and Discharge

Article 16 of the Master Agreement is changed as follows:

Management may initiate a developmental plan for performance related issues prior to imposing discipline.

If you have a suspension, you will not be eligible for voluntary overtime or straight time hours within the same pay period.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, BMA, MHPA, WTA, WTT, SPA, and RPL who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of fifty ($50.00) in addition to their regular compensation for hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – FORENSICS - COMPETENCY RESTORATION PROGRAM (CRP)

Union Security

Employee Lists:

Article 3, Section 3 of the Master Agreement is changed as follows:

If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Seniority

Article 4, Section 1 of the Master Agreement is changed as follows:

Throughout the provisions of this Supplemental Agreement, when applying language based on seniority, Security Counselors and Security Counselor Leads will refer to Class Seniority. All other employees covered by this Supplement will refer to State Seniority.

Hours of Work

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is changed as follows:

Full–Time Employees:

Management and the union agree to the following scheduling patterns and practices:

- No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.
- No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.
- No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.
- Security Counselors and Security Counselor Leads will be scheduled five (5) consecutive workdays, two (2) consecutive days off. Days off will be determined by Class Seniority. Initially, successful bidders would have the assigned days off of the previous incumbent. Days off will be adjusted for all units where there have been bids every two months. Your days off will be adjusted on the first scheduled adjustment date following your bid movement.

Departures from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

Part-Time Employees:

- Your schedule must include:
- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

When full-time and part-time employees cannot be scheduled to cover for medical and parenthood leaves, your supervisor can schedule an intermittent employee.

All Employees:

Mutual Exchange:
You may mutually agree to exchange days, shifts or hours of work with another employee that results in one or both of you working two consecutive shifts (a "double"). You must both be capable and qualified to perform the work. Such requests require supervisory approval and shall not be unreasonable denied provided such change does not result in the payment of overtime.

You can mutually exchange into a "double" no more than one (1) time per pay period.

When working a "double", if your shift would normally overlap by 30 minutes you may take vacation or comp time to account for the overlap.

Work Schedules:

Article 5, Section 3 of the Master Agreement is changed as follows:

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.
Work Period:

Your schedule may be temporarily changed for training, staff development, informational meetings, team meetings, and special projects.
Your supervisor must give you at least twenty-eight (28) days' notice before permanently changing your scheduling pattern.

Shifts Between Days Off: Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.
For this subsection only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change of no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Part-Time Hours:

Article 5, Section 4 of the Master Agreement is changed as follows:

If additional coverage is needed within the posting period and that work cannot be performed by previously scheduled employees (i.e., temporary reassignment), your supervisor will first offer the work to part-time employees using the voluntary overtime distribution procedure. If you accept the hours, you are not eligible for "penalty pay".

You are not eligible for the work if it would cause overtime according to the Fair Labor Standards Act.

If no one eligible accepts the work, your supervisor may assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime. This list is not inclusive).

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Fixed Night Shift: All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire to fill the vacancy or reassign the person with the least State Seniority who is capable and qualified but not on a fixed night schedule.

If you work the night shift, your supervisor may temporarily schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.
- Jury duty.

If you do not work the night shift, your supervisor may temporarily schedule you to the night shift for the following reasons:

- To cover vacant night shift positions during the posting, bidding and hiring process.
- To cover days off of night shift employees.
- To cover for leave (paid or unpaid) of six (6) months or less of a night shift employee.
- To cover for night shift staff temporarily scheduled to other shifts.
- Temporarily assign more staff to nights.
- Emergency situations.

If your supervisor decides to temporarily reschedule to the night shift, (s)he will decide:

- Which class(es) are needed.
- Which work area(s) employee(s) will be reassigned from.

The capable and qualified employee(s) in the appropriate class(es) and work area with the most State Seniority who requests will work the night shift. You must submit in writing to your supervisor your preference to work the night shift. Your written preference will be kept on file and assignments to nights will be made by seniority. If no one requests the reassignment, the capable and qualified employee(s) in the appropriate class(es) and work area with the least State seniority will work the night shift. If that employee has been scheduled for a holiday off, the least senior employee not off for the holiday will work the night shift.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

1. Successfully bid on a vacancy in another shift. If you are still the capable and qualified employee with the least State Seniority for the night shift, your bid will be rejected; or
2. Ask your Human Resources Director to remove you from the night shift after at least three (3) months assignment to the night shift. If there are other employees not on the night shift with less State Seniority who are capable and qualified, the employee with the least

State Seniority will be assigned to the night shift and you will fill the position that person leaves. You must be capable and qualified to fill the position of the person filling your night shift position. Your request will be in effect for a maximum of twelve (12) months and, during this time, will remain open until you withdraw it or you are replaced by another employee; or

3. With Supervisory approval, you may exchange shifts with an employee who does not work the night shift. You must both be in the same class(es) and option selected by Management, and you must both be capable and qualified for the other's position.

Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each scheduling unit for an early shift once a month on the day of the Local Union meeting. The employee requesting the early shift must notify her/his supervisor in writing at least seven (7) days before that schedule is posted.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If the employee initiates the request, Management may permanently reduce their employment condition from full-time to part-time or increase their employment condition from part-time to full- time, only by a written agreement between the employee, Management and the Local Union. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:

Next (Immediate Subsequent) Shift: The next shift includes any shift that begins within one-half (1/2) hour of the end of the current shift.

Involuntary Overtime Assignment: An involuntary overtime assignment is counted when the employee is required by a supervisor to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Assignment: If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

Overtime Payment: Your overtime payment begins effective the first minute worked only if you are required to stay beyond seven and one-half (7½) minutes.

Overtime Sign Up:

If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work.

Distribution:

For purposes of overtime only Security Counselors and Security Counselor Leads will be considered one class and may fill behind each other.

Your supervisor will assign overtime as soon as possible once the need is known.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/extra hours contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be assigned mandatory overtime between your last scheduled shift and approved leave. (Approved leave includes vacation, sick leave, compensatory time or holiday leave.)

You are not eligible to work overtime on a day you have an approved day of vacation. The day will be defined as the calendar day in which the majority of the hours of your shift fall.

If you work seventy-five percent (75%) time or more, you cannot be assigned mandatory overtime between the last scheduled shift before your days off and your next scheduled shift unless there is an emergency. Part-time employees working less than seventy-five percent (75%) time will not be assigned mandatory overtime before scheduled vacation days or weekends off.

You cannot be assigned mandatory overtime for more than twenty-four (24) hours within a forty-eight (48) hour period unless there is an emergency. If you work a ten (10) hour shift language does not apply to you.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to on-duty employee(s) in the selected class(es) who are capable, in the same work area and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the on-duty employee(s) with the least seniority in the same work area who is capable of performing the work. This includes capable employees on duty when the overtime assignment is made whose shift ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

If your supervisor needs someone to work overtime for other than the next shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) in the work area who are capable of performing the work and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the capable employee in the work area with the least seniority who is scheduled for the shift immediately before the overtime. This includes any shift which ends no more than thirty (30) minutes before the

start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

Holidays

Floating Holiday:
Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay:

Article 7, Section 7 of the Master Agreement is changed as follows:

If you are scheduled to work and are in pay status for any part of the early or afternoon shift the day before a holiday and any part of the night shift that begins on that holiday, the holiday will be treated as if it falls on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. The portion that is premium pay will be paid in cash, compensatory time or vacation time at your option. You will also receive holiday pay as defined in Article 7, Section 7 of the Master Agreement that will be paid in cash compensatory time, or vacation time, at your option.

Of the employees who do not request the holiday off at least twenty-eight (28) calendar days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation

Article 8 of the Master Agreement is changed as follows:

Intermittents:

Intermittents may be scheduled for vacation coverage when using full-time and/or part-time employees would cause overtime. In those situations, the intermittent may be used to cover only the regularly scheduled shift.

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

For purposes of vacation requests, compensatory and vacation time will be considered the same.

When you bid, voluntarily transfer, or voluntarily demote to a different Appointing Authority and you have an approved vacation, your new supervisor may cancel it if an employee already working in the work area has previously approved leave for any of the same days. The need to limit vacation will be prospective and noted on the job posting.

It is your responsibility to have sufficient vacation or compensatory time accruals, or the ability to earn sufficient vacation accruals, at the time of the request. (Comp time cannot be projected.) If it is subsequently determined that you do not have sufficient accruals, beginning with the approved dates furthest out, vacation may be canceled until they are in alignment with your balances.

Vacation Period – Cancellation:

Article 8, Section 3 of the Master Agreement is changed as follows:

To cancel a vacation of five (5) consecutive days or more, you must give notice to your supervisor a minimum of four (4) weeks before the first day of the posting period in which the vacation occurs.

Leaves of Absence

Article 10 of the Master Agreement is changed as follows:

If you are a permanent employee who does not pass a background check or has practice restrictions placed on you license by an outside agency, the Appointing Authority will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you will be allowed to request an unpaid leave of absence. The accommodation or leave of absence will not continue beyond six (6) month unless otherwise determined by the Appointing Authority.

Job Safety

Article 11 of the Master Agreement is changed as follows:

You will be allowed time to clean up and/or change your clothes if you become soiled.

Vacancy, Filling of Positions

Job Posting:

Article 12, Section 5 of the Master Agreement is changed as follows:

Electronic Postings:

Postings will be forwarded to every employee electronically. You may send your bid or interest bid to the Human Resources Office by email or written response.

If you are the successful bidder and direct contact (by phone or in person) has been made with you to offer the position, you have two (2) hours to accept or reject the bid. If you do not respond within two (2) hours, your bid will be considered to have been rejected.

If you are the successful bidder and direct contact (by phone or in person) was not made with you at the time the position was being offered a voice message will be left and an email will be sent to

you making the offer. If you do not respond to the voice message or email within eight (8) hours, your bid will be considered to have been rejected.

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

For purposes of bidding, Security Counselor Leads will be allowed to bid on Security Counselor positions. If you are a successful bidder, your salary will be treated as a voluntary demotion under the Master language.

Discipline and Discharge

Article 16 of the Master Agreement is changed as follows:

Management may initiate a developmental plan for performance related issues prior to imposing discipline.

Uniforms

Employees required to wear a uniform as a condition of employment shall be furnished with the necessary uniforms by the Appointing Authority.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – FORENSICS - NURSING HOME

Union Security

Employee Lists:

Article 3, Section 3 of the Master Agreement is changed as follows:

If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Hours of Work

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is changed as follows:

Full–Time Employees:

Management and the union agree to the following scheduling patterns and practices:

- No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.
- No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.
- No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.

Departures from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

Part-Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

When full-time and part-time employees cannot be scheduled to cover for medical and parenthood leaves, your supervisor can schedule an intermittent employee.

Work Schedules:

Article 5, Section 3 of the Master Agreement is changed as follows:

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Work Period:

Your schedule may be temporarily changed for training, staff development, informational meetings, team meetings, and special projects.

Your supervisor must give you at least twenty-eight (28) days' notice before permanently changing your scheduling pattern.

Shifts Between Days Off: Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

For this subsection only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change of no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Part-Time Hours:

Article 5, Section 4 of the Master Agreement is changed as follows:

If additional coverage is needed within the posting period and that work cannot be performed by previously scheduled employees (i.e., temporary reassignment), your supervisor will first offer the work to part-time employees using the voluntary overtime distribution procedure. If you accept the hours, you are not eligible for "penalty pay."

You are not eligible for the work if it would cause overtime according to the Fair Labor Standards Act.

If no one eligible accepts the work, your supervisor may assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime. This list is not inclusive).

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Fixed Night Shift: All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire to fill the vacancy or reassign the person with the least State Seniority who is capable and qualified but not on a fixed night schedule.

If you work the night shift, your supervisor may temporarily schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.
- Jury duty.

If you do not work the night shift, your supervisor may temporarily schedule you to the night shift for the following reasons:

- To cover vacant night shift positions during the posting, bidding and hiring process.
- To cover days off of night shift employees.
- To cover for leave (paid or unpaid) of six (6) months or less of a night shift employee.
- To cover for night shift staff temporarily scheduled to other shifts.
- Temporarily assign more staff to nights.
- Emergency situations.

If your supervisor decides to temporarily reschedule to the night shift, (s)he will decide:

- Which class(es) are needed.
- Which work area(s) employee(s) will be reassigned from.

The capable and qualified employee(s) in the appropriate class(es) and work area with the most State seniority who requests will work the night shift. You must submit in writing to your supervisor your preference to work the night shift. Your written preference will be kept on file and assignments to nights will be made by seniority. If no one requests the reassignment, the capable and qualified employee(s) in the appropriate class(es) and work area with the least State seniority will work the night shift. If that employee has been scheduled for a holiday off, the least senior employee not off for the holiday will work the night shift.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

1. Successfully bid on a vacancy in another shift. If you are still the capable and qualified employee with the least State Seniority for the night shift, your bid will be rejected; or
2. Ask your Human Resources Director to remove you from the night shift after at least three (3) months assignment to the night shift. If there are other employees not on the night shift with less State Seniority who are capable and qualified, the employee with the least State Seniority will be assigned to the night shift and you will fill the position that person leaves. You must be capable and qualified to fill the position of the person filling your night shift position. Your request will be in effect for a maximum of twelve (12) months and, during this time, will remain open until you withdraw it or you are replaced by another employee ; or
3. With Supervisory approval, you may exchange shifts with an employee who does not work the night shift. You must both be in the same class(es) and option selected by Management, and you must both be capable and qualified for the other's position.

Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each scheduling unit for an early shift once a month on the day of the Local Union meeting. The employee requesting the early shift must notify her/his supervisor in writing at least seven (7) days before that schedule is posted.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If the employee initiates the request, Management may permanently reduce their employment condition from full-time to part-time or increase their employment condition from part-time to full-time, only by a written agreement between the employee, Management and the Local Union. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:

Next (Immediate Subsequent) Shift: The next shift includes any shift that begins within one-half (1/2) hour of the end of the current shift.

Involuntary Overtime Assignment: An involuntary overtime assignment is counted when the employee is required by a supervisor to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Assignment: If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

Overtime Payment: Your overtime payment begins effective the first minute worked only if you are required to stay beyond seven and one-half (7½) minutes.

Overtime Sign Up:

If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work.

Distribution:

Your supervisor will assign overtime as soon as possible once the need is known.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/extra hours contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be assigned mandatory overtime between your last scheduled shift and approved leave. (Approved leave includes vacation, sick leave, compensatory time or holiday leave.)

You are not eligible to work overtime on a day you have an approved day of vacation unless you relieve someone who has been mandated to work overtime. The day will be defined as the calendar day in which the majority of the hours of your shift fall.

If you work seventy-five percent (75%) time or more, you cannot be assigned mandatory overtime between the last scheduled shift before your days off and your next scheduled shift unless there is an emergency. Part-time employees working less than seventy-five percent (75%) time will not be assigned mandatory overtime before scheduled vacation days or weekends off.

You cannot be assigned mandatory overtime for more than twenty-four (24) hours within a forty-eight (48) hour period unless there is an emergency. If you work a ten (10) hour shift language does not apply to you.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to on-duty employee(s) in the selected class(es) who are capable, in the same work area and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the on-duty employee(s) with the least seniority in the same work area who is capable of performing the work. This includes capable employees on duty when the overtime assignment is made whose shift ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

If your supervisor needs someone to work overtime for other than the next shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) in the work area who are capable of performing the work and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the capable employee in the work area with the least seniority who is scheduled for the shift immediately before the overtime. This includes any shift which ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a

requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay:

Article 7, Section 7 of the Master Agreement is changed as follows:

If you are scheduled to work and are in pay status for any part of the early or afternoon shift the day before a holiday and any part of the night shift that begins on that holiday, the holiday will be treated as if it falls on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. The portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay as defined in Article 7, Section 7 of the Master Agreement that will be paid in cash compensatory time, or vacation time, at your option.

Of the employees who do not request the holiday off at least twenty-eight (28) calendar days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation

Article 8 of the Master Agreement is changed as follows:

Intermittents:

Intermittents may be scheduled for vacation coverage when using full-time and/or part-time employees would cause overtime. In those situations, the intermittent may be used to cover only the regularly scheduled shift.

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

For purposes of vacation requests, compensatory and vacation time will be considered the same.

A record of approved vacation requests will be available at all times to employees in the vacation pool. Vacation requests will be approved only when you have or have the ability to earn sufficient vacation leave and/or have enough current compensatory time to cover the time of the request. If you do not have enough time (vacation/compensatory time) to cover the entire request at the time the schedule which includes the request, is posted, the entire vacation becomes null and void. (Comp time cannot be projected.) If it is subsequently determined that you do not have sufficient accruals, beginning with the approved dates furthest out, vacation may be canceled until they are in align with your balances

When you bid, voluntarily transfer, or voluntarily demote to a different Appointing Authority and you have an approved vacation, your new supervisor may cancel it if an employee already working

in the work area has previously approved leave for any of the same days. The need to limit vacation will be prospective and noted on the job posting.

Vacation Period – Cancellation:

Article 8, Section 3 of the Master Agreement is changed as follows:

To cancel a vacation of five (5) consecutive days or more, you must give notice to your supervisor a minimum of four (4) weeks before the first day of the posting period in which the vacation occurs.

Leaves of Absence

Article 10 of the Master Agreement is changed as follows:

If you are a permanent employee who does not pass a background check or has practice restrictions placed on you license by an outside agency, the Appointing Authority will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you will be allowed to request an unpaid leave of absence. The accommodation or leave of absence will not continue beyond six (6) month unless otherwise determined by the Appointing Authority.

Job Safety

Article 11 of the Master Agreement is changed as follows:

You will be allowed time to clean up and/or change your clothes if you become soiled.

Vacancies, Filling of Positions

Job Posting:

Article 12, Section 5 of the Master Agreement is changed as follows:

Electronic Postings:

Postings will be forwarded to every employee electronically. You may send your bid or interest bid to the Human Resources Office by email or written response.

If you are the successful bidder and direct contact (by phone or in person) has been made with you to offer the position, you have two (2) hours to accept or reject the bid. If you do not respond within two (2) hours, your bid will be considered to have been rejected.

If you are the successful bidder and direct contact (by phone or in person) was not made with you at the time the position was being offered a voice message will be left and an email will be sent to you making the offer. If you do not respond to the voice message or email within eight (8) hours, your bid will be considered to have been rejected.

If you are the successful bidder and direct contact (by phone or in person) was not made with you at the time the position was being offered a voice message will be left and an email will be sent to you making the offer. If you do not respond to the voice message or email within eight (8) hours, your bid will be considered to have been rejected.

Discipline and Discharge

Article 16 of the Master Agreement is changed as follows:

Management may initiate a developmental plan for performance related issues prior to imposing discipline.

Uniforms

Employees required to wear a uniform as a condition of employment shall be furnished with the necessary uniforms by the Appointing Authority.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – FORENSICS, MINNESOTA SECURITY HOSPITAL (MSH) AND SUPPORT SERVICES.

Union Security

Employee Lists:

Article 3, Section 3 of the Master Agreement is changed as follows:

If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Seniority

Article 4, Section 1 of the Master Agreement is changed as follows:

Throughout the provisions of this Supplemental Agreement, when applying language based on seniority, Security Counselors and Security Counselor Leads will refer to Class Seniority. All other employees covered by this Supplement will refer to State Seniority.

Hours of Work

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is changed as follows:

Full-Time Employees:

Management and the union agree to the following scheduling patterns and practices:

- No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.
- No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.
- No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.
- Security Counselors and Security Counselor Leads will be scheduled five (5) consecutive workdays, two (2) consecutive days off. Days off will be determined by Class Seniority. Initially, successful bidders would have the assigned days off of the previous incumbent. Days off will be adjusted for all units where there have been bids every two months. Your days off will be adjusted on the first scheduled adjustment date following your bid movement.

Departures from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

Part-Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

When full-time and part-time employees cannot be scheduled to cover for medical and parenthood leaves, your supervisor can schedule an intermittent employee.

All Employees:

Mutual Exchange:

You may mutually agree to exchange days, shifts or hours of work with another employee that results in one or both of you working two consecutive shifts (a "double"). You must both be capable and qualified to perform the work. Such requests require supervisory approval and shall not be unreasonable denied provided such change does not result in the payment of overtime.

You can mutually exchange into a "double" no more than one (1) time per pay period.

When working a "double", if your shift would normally overlap by 30 minutes you may take vacation or comp time to account for the overlap.

Work Schedules:

Article 5, Section 3 of the Master Agreement is changed as follows:

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Work Period:

Your schedule may be temporarily changed for training, staff development, informational meetings, team meetings, and special projects.

Your supervisor must give you at least twenty-eight (28) days' notice before permanently changing your scheduling pattern.

Shifts Between Days Off: Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.
For this subsection only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change of no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Part-Time Hours

Article 5, Section 4 of the Master Agreement is changed as follows:

If additional coverage is needed within the posting period and that work cannot be performed by previously scheduled employees (i.e., temporary reassignment), your supervisor will first offer the work to part-time employees using the voluntary overtime distribution procedure. If you accept the hours, you are not eligible for "penalty pay."

You are not eligible for the work if it would cause overtime according to the Fair Labor Standards Act.

If no one eligible accepts the work, your supervisor may assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime. This list is not inclusive).

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Fixed Night Shift: All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire to fill the vacancy or reassign the person with the least State Seniority who is capable and qualified but not on a fixed night schedule.

If you work the night shift, your supervisor may temporarily schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.
- Jury duty.

If you do not work the night shift, your supervisor may temporarily schedule you to the night shift for the following reasons:

- To cover vacant night shift positions during the posting, bidding and hiring process.
- To cover days off of night shift employees.
- To cover for leave (paid or unpaid) of six (6) months or less of a night shift employee.
- To cover for night shift staff temporarily scheduled to other shifts.
- Temporarily assign more staff to nights.
- Emergency situations.

If your supervisor decides to temporarily reschedule to the night shift, (s)he will decide:

- Which class(es) are needed.
- Which work area(s) employee(s) will be reassigned from.

The capable and qualified employee(s) in the appropriate class(es) and work area with the most State Seniority who requests will work the night shift. You must submit in writing to your supervisor your preference to work the night shift. Your written preference will be kept on file and assignments to nights will be made by seniority. If no one requests the reassignment, the capable and qualified employee(s) in the appropriate class(es) and work area with the least State Seniority will work the night shift. If that employee has been scheduled for a holiday off, the least senior employee not off for the holiday will work the night shift.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

1. Successfully bid on a vacancy in another shift. If you are still the capable and qualified employee with the least State Seniority for the night shift, your bid will be rejected; or

2. Ask your Human Resources Director to remove you from the night shift after at least three (3) months assignment to the night shift. If there are other employees not on the night shift with less State Seniority who are capable and qualified, the employee with the least State Seniority will be assigned to the night shift and you will fill the position that person leaves. You must be capable and qualified to fill the position of the person filling your night shift position. Your request will be in effect for a maximum of twelve (12) months and, during this time, will remain open until you withdraw it or you are replaced by another employee ; or
3. With Supervisory approval, you may exchange shifts with an employee who does not work the night shift. You must both be in the same class(es) and option selected by Management, and you must both be capable and qualified for the other's position.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If the employee initiates the request, Management may permanently reduce their employment condition from full-time to part-time or increase their employment condition from part-time to full-time, only by a written agreement between the employee, Management and the Local Union. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each scheduling unit for an early shift once a month on the day of the Local Union meeting. The employee requesting the early shift must notify her/his supervisor in writing at least seven (7) days before that schedule is posted.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:

Next (Immediate Subsequent) Shift: The next shift includes any shift that begins within one-half (1/2) hour of the end of the current shift.

Involuntary Overtime Assignment: An involuntary overtime assignment is counted when the employee is required by a supervisor to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Assignment. If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

Overtime Payment: Your overtime payment begins effective the first minute worked only if you are required to stay beyond seven and one-half (7½) minutes.

Overtime Sign Up:

MSH LPN's: If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work on the designated sign-up sheet and this one sign-up sheet will be used for offering all overtime to LPN's.

Next (Immediate Subsequent) Shift: You must, on a daily basis, put in writing your interest in working overtime beyond your scheduled shift.
Other Than Next Shift: If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work.

Distribution:

For purposes of overtime only, Security Counselors and Security Counselor Leads will be considered one class and may fill behind each other.

Your supervisor will assign overtime as soon as possible once the need is known.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/extra hours contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be assigned mandatory overtime between your last scheduled shift and approved leave. (Approved leave includes vacation, sick leave, compensatory time or holiday leave.)

You are not eligible to work overtime on a day you have an approved day of vacation unless you relieve someone who has been mandated to work overtime. The day will be defined as the calendar day in which the majority of the hours of your shift fall.

If you work seventy five percent (75%) time or more, you cannot be assigned mandatory overtime between the last scheduled shift before your days off and your next scheduled shift unless there is an emergency. Part-time employees working less than seventy-five percent (75%) time will not be assigned mandatory overtime before scheduled vacation days or weekends off.

You cannot be assigned mandatory overtime for more than twenty-four (24) hours within a forty-eight (48) hour period unless there is an emergency. If you work a ten (10) hour shift language does not apply to you.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to on-duty employee(s) in the selected class(es) who are capable, in the same work area and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the on-duty employee(s) with the least seniority in the same work area who is capable of performing the work. This includes capable employees on duty when the overtime assignment is made whose shift ends no

more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

If your supervisor needs someone to work overtime for other than the next shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) in the work area who are capable of performing the work and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the capable employee in the work area with the least seniority who is scheduled for the shift immediately before the overtime. This includes any shift which ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

SOFS Snow Removal:

Management will create a list of capable and qualified snow removal crew members in order of State Seniority. When snow removal is necessary, the person responsible will:

1. Offer the overtime to the first person on the list.
2. Offer out in order of most senior to least.
3. If no one accepts the overtime, mandatory overtime work will be assigned to the capable employee identified on the snow removal list with the least State Seniority.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay:

Article 7, Section 7 of the Master Agreement is changed as follows:

If you are scheduled to work and are in pay status for any part of the early or afternoon shift the day before a holiday and any part of the night shift that begins on that holiday, the holiday will be treated as if it falls on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. The portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay as defined in Article 7, Section 7 of the Master Agreement that will be paid in cash, compensatory time, or vacation time, at your option.

Of the employees who do not request the holiday off at least twenty-eight (28) calendar days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation

Article 8 of the Master Agreement is changed as follows:

Intermittents:

Intermittents may be scheduled for vacation coverage when using full-time and/or part-time employees would cause overtime. In those situations, the intermittent may be used to cover only the regularly scheduled shift.

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

For purposes of vacation requests, compensatory and vacation time will be considered the same.

When you bid, voluntarily transfer, or voluntarily demote to a different Appointing Authority and you have an approved vacation, your new supervisor may cancel it if an employee already working in the work area has previously approved leave for any of the same days. The need to limit vacation will be prospective and noted on the job posting.

It is your responsibility to have sufficient vacation or compensatory time accruals, or the ability to earn sufficient vacation accruals, at the time of the request. (Comp time cannot be projected.) If it is subsequently determined that you do not have sufficient accruals, beginning with the approved dates furthest out, vacation may be canceled until they are in alignment with your balances.

Vacation Period – Cancellation:

Article 8, Section 3 of the Master Agreement is changed as follows:

To cancel a vacation of five (5) consecutive days or more, you must give notice to your supervisor a minimum of four (4) weeks before the first day of the posting period in which the vacation occurs.

Leaves of Absence

Article 10 of the Master Agreement is changed as follows:

If you are a permanent employee who does not pass a background check or has practice restrictions placed on you license by an outside agency, the Appointing Authority will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you

will be allowed to request an unpaid leave of absence. The accommodation or leave of absence will not continue beyond six (6) month unless otherwise determined by the Appointing Authority.

Job Safety

Article 11 of the Master Agreement is changed as follows:

You will be allowed time to clean up and/or change your clothes if you become soiled.

Vacancy, Filling of Positions

Job Posting:

Article 12, Section 5 of the Master Agreement is changed as follows:

Electronic Postings:

Postings will be forwarded to every employee electronically. You may send your bid or interest bid to the Human Resources Office by email or written response.

If you are the successful bidder and direct contact (by phone or in person) has been made with you to offer the position, you have two (2) hours to accept or reject the bid. If you do not respond within two (2) hours, your bid will be considered to have been rejected.

If you are the successful bidder and direct contact (by phone or in person) was not made with you at the time the position was being offered a voice message will be left and an email will be sent to you making the offer. If you do not respond to the voice message or email within eight (8) hours, your bid will be considered to have been rejected.

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

For purposes of bidding, Security Counselor Leads will be allowed to bid on Security Counselor positions. If you are a successful bidder, your salary will be treated as a voluntary demotion under the Master language.

Discipline and Discharge

Article 16 of the Master Agreement is changed as follows:

Management may initiate a developmental plan for performance related issues prior to imposing discipline.

Uniforms

Employees required to wear a uniform as a condition of employment shall be furnished with the necessary uniforms by the Appointing Authority.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – FORENSICS - TRANSITION SERVICES

Union Security

Employee Lists:
Article 3, Section 3 of the Master Agreement is changed as follows:

If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Hours of Work

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is changed as follows:

Full-Time Employees:

Management and the union agree to the following scheduling patterns and practices:

- No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.
- No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.
- No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.

Departures from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

Part-Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

When full-time and part-time employees cannot be scheduled to cover for medical and parenthood leaves, your supervisor can schedule an intermittent employee.

Work Schedules:

Article 5, Section 3 of the Master Agreement is changed as follows:

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Work Period:

Your schedule may be temporarily changed for training, staff development, informational meetings, team meetings, and special projects.

Your supervisor must give you at least twenty-eight (28) days' notice before permanently changing your scheduling pattern.

Shifts Between Days Off:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

For this subsection only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change of no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Part-Time Hours:

Article 5, Section 4 of the Master Agreement is changed as follows:

If additional coverage is needed within the posting period and that work cannot be performed by previously scheduled employees (i.e., temporary reassignment), your supervisor will first offer the work to part-time employees using the voluntary overtime distribution procedure. If you accept the hours, you are not eligible for "penalty pay".

You are not eligible for the work if it would cause overtime according to the Fair Labor Standards Act.

If no one eligible accepts the work, your supervisor may assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime. This list is not inclusive).

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Fixed Night Shift:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire to fill the vacancy or reassign the person with the least State Seniority who is capable and qualified but not on a fixed night schedule.

If you work the night shift, your supervisor may temporarily schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.
- Jury duty.

If you do not work the night shift, your supervisor may temporarily schedule you to the night shift for the following reasons:

- To cover vacant night shift positions during the posting, bidding and hiring process.
- To cover days off of night shift employees.
- To cover for leave (paid or unpaid) of six (6) months or less of a night shift employee.
- To cover for night shift staff temporarily scheduled to other shifts.
- Temporarily assign more staff to nights.

- Emergency situations.

If your supervisor decides to temporarily reschedule to the night shift, (s)he will decide:

- Which class(es) are needed.
- Which work area(s) employee(s) will be reassigned from.

The capable and qualified employee(s) in the appropriate class(es) and work area with the most State Seniority who requests will work the night shift. You must submit in writing to your supervisor your preference to work the night shift. Your written preference will be kept on file and assignments to nights will be made by seniority. If no one requests the reassignment, the capable and qualified employee(s) in the appropriate class(es) and work area with the least State Seniority will work the night shift. If that employee has been scheduled for a holiday off, the least senior employee not off for the holiday will work the night shift.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

1. Successfully bid on a vacancy in another shift. If you are still the capable and qualified employee with the least State Seniority for the night shift, your bid will be rejected; or
2. Ask your Human Resources Director to remove you from the night shift after at least three (3) months assignment to the night shift. If there are other employees not on the night shift with less State Seniority who are capable and qualified, the employee with the least State Seniority will be assigned to the night shift and you will fill the position that person leaves. You must be capable and qualified to fill the position of the person filling your night shift position. Your request will be in effect for a maximum of twelve (12) months and, during this time, will remain open until you withdraw it or you are replaced by another employee; or
3. With Supervisory approval, you may exchange shifts with an employee who does not work the night shift. You must both be in the same class(es) and option selected by Management, and you must both be capable and qualified for the other's position.

Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each scheduling unit for an early shift once a month on the day of the Local Union meeting. The employee requesting the early shift must notify her/his supervisor in writing at least seven (7) days before that schedule is posted.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If the employee initiates the request, Management may permanently reduce their employment condition from full-time to part-time or increase their employment condition from part-time to full- time, only by a written agreement between the employee, Management and the Local Union. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:
Next (Immediate Subsequent) Shift:

The next shift includes any shift that begins within one-half (1/2) hour of the end of the current shift.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the-employee is required by a supervisor to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

Overtime Payment:

Your overtime payment begins effective the first minute worked only if you are required to stay beyond seven and one-half (7½) minutes.

Overtime Sign Up:

If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work.

Distribution:

Your supervisor will assign overtime as soon as possible once the need is known.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/extra hours contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be assigned mandatory overtime between your last scheduled shift and approved leave. (Approved leave includes vacation, sick leave, compensatory time or holiday leave.)

You are not eligible to work overtime on a day you have an approved day of vacation unless you relieve someone who has been mandated to work overtime. The day will be defined as the calendar day in which the majority of the hours of your shift fall.

If you work seventy five percent (75%) time or more, you cannot be assigned mandatory overtime between the last scheduled shift before your days off and your next scheduled shift unless there is an emergency. Part-time employees working less than seventy-five percent (75%) time will not be assigned mandatory overtime before scheduled vacation days or weekends off.

You cannot be assigned mandatory overtime for more than twenty-four (24) ours within a forty-eight (48) hour period unless there is an emergency. If you work a ten (10) hour shift language does not apply to you.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to on-duty employee(s) in the selected class(es) who are capable, in the same work area and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the on-duty employee(s) with the least seniority in the same work area who is capable of performing the work. This includes capable employees on duty when the overtime assignment is made whose shift ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

If your supervisor needs someone to work overtime for other than the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) in the work area who are capable of performing the work and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the capable employee in the work area with the least seniority who is scheduled for the shift immediately before the overtime. This includes any shift which ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay:

Article 7, Section 7 of the Master Agreement is changed as follows:

If you are scheduled to work and are in pay status for any part of the early or afternoon shift the day before a holiday and any part of the night shift that begins on that holiday, the holiday will be treated as if it falls on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. The portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay as defined in Article 7, Section 7 of the Master Agreement that will be paid in cash, compensatory time, or vacation time, at your option.

Of the employees who do not request the holiday off at least twenty-eight (28) calendar days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation

Article 8 of the Master Agreement is changed as follows:

Intermittents:

Intermittents may be scheduled for vacation coverage when using full-time and/or part-time employees would cause overtime. In those situations, the intermittent may be used to cover only the regularly scheduled shift.

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

For purposes of vacation requests, compensatory and vacation time will be considered the same.

A record of approved vacation requests will be available at all times to employees in the vacation pool. Vacation request will be approved only when you have or have the ability to earn sufficient vacation leave to cover the time of the request. If you do not have enough time (vacation/compensatory time) to cover the entire request at the time the schedule which includes the request, is posted, the entire vacation becomes null and void.

When you bid, voluntarily transfer, or voluntarily demote to a different Appointing Authority and you have an approved vacation, your new supervisor may cancel it if an employee already working in the work area has previously approved leave for any of the same days. The need to limit vacation will be prospective and noted on the job posting.

Vacation Period – Cancellation:

Article 8, Section 3 of the Master Agreement is changed as follows:

To cancel a vacation of five (5) consecutive days or more, you must give notice to your supervisor a minimum of four (4) weeks before the first day of the posting period in which the vacation occurs.

Leaves of Absence

Article 10 of the Master Agreement is changed as follows:

If you are a permanent employee who does not pass a background check or has practice restrictions placed on you license by an outside agency, the Appointing Authority will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you

will be allowed to request an unpaid leave of absence. The accommodation or leave of absence will not continue beyond six (6) month unless otherwise determined by the Appointing Authority.

Job Safety

Article 11 of the Master Agreement is changed as follows:

You will be allowed time to clean up and/or change your clothes if you become soiled.

Vacancies, Filling of Positions

Job Posting:

Article 12, Section 5 of the Master Agreement is changed as follows:

Electronic Postings:

Postings will be forwarded to every employee electronically. You may send your bid or interest bid to the Human Resources Office by email or written response.

If you are the successful bidder and direct contact (by phone or in person) has been made with you to offer the position, you have two (2) hours to accept or reject the bid. If you do not respond within two (2) hours, your bid will be considered to have been rejected.

If you are the successful bidder and direct contact (by phone or in person) was not made with you at the time the position was being offered a voice message will be left and an email will be sent to you making the offer. If you do not respond to the voice message or email within eight (8) hours, your bid will be considered to have been rejected.

Discipline and Discharge

Article 16 of the Master Agreement is changed as follows:

Management may initiate a developmental plan for performance related issues prior to imposing discipline.

Uniforms

Employees required to wear a uniform as a condition of employment shall be furnished with the necessary uniforms by the Appointing Authority.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - MINNESOTA SPECIALTY HEALTH SYSTEM (MSHS) – BRAINERD

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available,
- Paid leave, or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can take your meal period at the end of your shift and leave work one-half (1/2) hour early.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees:

If you are a full-time employee, unless otherwise noted below, you will be scheduled for one (1) of the following rotations:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or,

2. No more than seven (7) consecutive work days; no fewer than three (3) consecutive work days; two (2) or more weekends off out of every eight (8) weekends; consecutive days off; or,

3. No more than seven (7) consecutive work days; two (2) weekends off out of every four (4) weekends; days off may not be consecutive.

Management can change any other position's scheduling pattern/practice when filling a vacancy. The posting for a vacancy will indicate the pattern was changed.

Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, and special projects.

There are several reasons that Management can permanently change the scheduling pattern of a unit/program. These reasons are:

- Efficiency;

- The needs of the public, D.H.S., or the Center;

- Better consumer services;

- Better use of the facility and/or you and other staff.

Management must give at least twenty-eight (28) days' notice to the Local Union before changing the normal scheduling pattern. The Local Union and Management will meet and confer to develop a reasonable scheduling pattern for that unit/program before the new schedules are posted.

Part Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week pay period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

In addition to the above required criteria for part-time employees, your schedule may also include:

- At least one (1) weekend out of every sixth (6) weekend off.
- No more than six (6) consecutive work days.

The Local Union and Management will meet and confer to develop a reasonable scheduling pattern for any new unit/program before schedules for that unit/program must be posted.

Intermittent Employees:

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings;
- Workers' compensation situations,

Your supervisor will offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.

- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work area who is working other than fixed nights shall be scheduled to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-Time Hours Procedure:

If you are a part-time, but not a temporary or emergency, Unit 4 employee, you may work additional hours within the posting period at straight time in accordance with the following as outlined below. If additional hours need to be worked within the fourteen (14) day posting period and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,
2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Reduction to Part-Time:

Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Before offering overtime, your supervisor will offer the available hours at straight time to the following employees (where applicable) in the following order:

- Employees signed up under the Part-time Hours program, and lastly
- Intermittents.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime

shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority who is normally assigned to the same work unit. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals,

beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3.B of the Master Agreement is changed as follows:

Vacation Requests:

You may ask for vacation leave of five (5) or more working days up to one (1) year in advance.

If you initiate a move to a different work location and you have approved vacation leave that occurs more than six (6) months from the date of the move, that leave is canceled. You may resubmit your leave request at your new work location.

If you initiate a move to a different work location and you have approved vacation leave that occurs less than six (6) months from the date of the move, your new supervisor may honor the request if it does not cause overtime and staffing needs are met.

This provision does not diminish your right to ask for schedule changes or agree to exchange days, shifts, or hours of work as provided for in the Master Agreement.

Either the Local Union or Management may change back to the Master Agreement by giving the other a thirty (30) day calendar notice.

Summer Vacation Requests:

Article 8 of the Master Agreement is changed as follows:

To guarantee all staff have access to a summer vacation (May 1 through September 30) employees, in order of State Seniority, will be able to sign up for a maximum of two (2) weeks of vacation. Sign up and offering will begin with the most senior employee who can sign up for any portion of either two (2) 1-week blocks, or two (2) consecutive weeks. If you do not have a full week of accruals (or the ability to earn them) you are eligible to sign up for less than a 1-week block, however the days must be consecutive, to the extent of your accruals.

After all staff have made their selection in order of State Seniority, time/days that remain available during the designated timeframe will then become available through the current vacation process identified in the contract.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards:

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – MINNESOTA SPECIALTY HEALTH SYSTEM (MSHS) – COMO

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave; or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Employee-Initiated Schedule Changes:

Article 5, Section 1 (C) of the Master Agreement is changed as follows:

If you need to request leave and vacation or sick leave is not an option, your supervisor may approve unpaid personal leave if you can exchange one (1) or more scheduled days of work with a capable and qualified part-time employee in the same work area who is not scheduled to work that day(s). Your vacation and sick leave will be adjusted according to the actual hours you work in that pay period.

If you are a part-time employee asked to exchange shifts, you cannot work the additional hours if it would result in overtime pay under the Fair Labor Standards Act (FLSA). All the additional hours you work will be paid at straight time. Your vacation and sick leave will be adjusted according to the actual hours you work in that pay period.

Your supervisor must approve these requests and will not unreasonably deny them.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can take your meal period at the end of your shift and leave work one-half (1/2) hour early.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees:

If you are a full-time employee, excluding Unit 4 employees working a fixed night or a rotating shift as referenced below, your supervisor may use any of the following schedule patterns:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or,

2. No more than seven (7) consecutive work days, no fewer than three (3) consecutive work days, two (2) or more weekends off out of every eight (8) weekends , consecutive days off; or,

3. No more than seven (7) consecutive work days, two (2) weekends off out of every four (4) weekends, days off may not be consecutive.

If you are a full-time Unit 4 employee working a fixed night or a rotating shift, but are not a Chemical Dependency Counselor/Senior, the following apply:

- You will be scheduled on a 7-3 rotation with every other weekend off.

- Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, and special projects.

If you are a full-time employee and your predictable days off must be permanently changed, your supervisor must give you and the Local Union twenty-eight (28) calendar days' notice both in writing and via the posted schedule. Your supervisor will change the schedule of the capable volunteer from your job class, unit and rotation with the most State Seniority. If no one volunteers, your supervisor will change the schedule of the employee with the least State Seniority from the same pool offered the change.

Part-Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week pay period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

Management and the Local Union will meet and confer:

- To ensure that progress continues toward addressing weekends off for part-time employees.
- To discuss issues related to intermittent employees.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings; and
- Workers' compensation situations.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be scheduled to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,

- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that they request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Reduction to Part-Time:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If you initiate the request, and only by written agreement between you, Management, and the local union, you may permanently increase or decrease your employment condition from part-time partial insurance contribution, part-time full insurance contribution and full-time. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Before offering overtime and if practicable, your supervisor will first offer the available hours at straight time to part-time and intermittent employees.

If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work overtime before the beginning of the pay period.

Release from Overtime:

Reasonable effort shall be made to release staff who are working mandated overtime on an assigned unit, in order of seniority, before releasing staff who are working voluntary overtime on the same assigned unit. This provision is not subject to the grievance process.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.

2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work, normally assigned to the work unit and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,

3. Offer the overtime to the most senior employee normally assigned to the work unit and willing to split the shift. If you accept the shift, you are responsible for finding another capable and qualified employee to work the portion of the shift you don't want to work. If you cannot find anyone to work, you will be responsible for working the entire shift.

4. Have the right to assign mandatory overtime to the capable employee, normally assigned to the work unit with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority. Your supervisor can choose to offer the overtime to employees in other work units who have indicated an interest in the shift before assigning mandatory overtime.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.

2. Offer the overtime work to on-duty employees in the selected class(es) who are capable, normally assigned to the unit, and have put in writing their interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,

3. Offer the overtime work to off-duty employees in the selected class(es) who are capable normally assigned in the same work unit and have put in writing their interest in the shift. If no one accepts the overtime,

4. Offer the overtime to the most senior employee normally assigned to the work unit and willing to split the shift. If you accept the shift, you are responsible for finding another capable and qualified employee to work the portion of the shift you don't want to work. If you cannot find anyone to work, you will be responsible for working the entire shift.

5. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority who is normally assigned to the same work unit. This assignment will rotate within each pay period beginning with the employee with the least State Seniority. Your supervisor may choose to offer the overtime to employees in other work units who have indicated an interest in the shift before assigning overtime.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.

- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.

- The Local Union may request a meet and confer to discuss timelines and involved program sites.

- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. You will be compensated in cash for all actual hours worked on the holiday. In addition, the portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay in vacation hours or compensatory time at your discretion.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

Rescinding Posted Vacation Requests:

Article 8, Section 3.B of the Master Agreement is changed as follows:

Vacation time approved under the posting system may be rescinded per the following:

- Requests to rescind vacation more than four (4) weeks in advance that are approved shall be made available through the process identified in Article 8, Section 3.B of the master agreement.
- Requests to rescind vacation less than four (4) weeks in advance that are approved shall be posted so that other employees may be considered.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an Expression of Interest using the same process as if you were an eligible bidder. If there are no successful bidders on a posting, Management may consider your Expression of Interest. If you are selected to fill the vacancy based on your Expression of Interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/Expression of Interest.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Discipline

Article 16 of the Master Agreement is supplemented as follows:

You are not eligible to sign up for or accept additional hours or voluntary overtime in the same pay period after you serve an unpaid suspension.

Wages

Achievement Awards:

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In

no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or MHPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty dollars ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - MINNESOTA SPECIALTY HEALTH SYSTEM (MSHS) – WADENA

Hours of Work

Definitions:

Weekend: Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave, or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Meal Periods:

Article 5, Section 1.D of the Master Agreement shall be supplemented and/or modified as follows:

You may take your meal period off campus or in any designated area on campus. You and your supervisor may agree that you can take your meal period at the end of your shift and leave work one-half (1/2) hour early.

Shifts Between Days Off:

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Work Day:

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees: Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Full-Time Employees:

If you are a full-time employee, unless otherwise noted below, you will be scheduled for one (1) of the following rotations:

1. No more than six (6) consecutive work days; no fewer than three (3) consecutive work days; consecutive days off; or,

2. No more than seven (7) consecutive work days; no fewer than three (3) consecutive work days; two (2) or more weekends off out of every eight (8) weekends; consecutive days off; or,

3. No more than seven (7) consecutive work days; two (2) weekends off out of every four (4) weekends; days off may not be consecutive.

Management can change any other position's scheduling pattern/practice when filling a vacancy. The posting for a vacancy will indicate the pattern was changed.

Your schedule may temporarily change for activities like training, staff development, informational meetings, team meetings, and special projects.

There are several reasons that Management can permanently change the scheduling pattern of a unit/program. These reasons are:

- Efficiency;

- The needs of the public, DHS or the Center;

- Better consumer services;

- Better use of the facility and/or you and other staff.

Management must give at least twenty-eight (28) days' notice to the Local Union before changing the normal scheduling pattern. The Local Union and Management will meet and confer to develop a reasonable scheduling pattern for that unit/program before the new schedules are posted.

Part-Time Employees: Your schedule must include:

- At least four (4) days off in a two (2) week pay period.

- At least two (2) of the days off must be consecutive.

- No more than seven (7) consecutive work days.

In addition to the above required criteria for part-time employees, your schedule may also include:

- At least one (1) weekend out of every sixth (6) weekend off.

- No more than six (6) consecutive work days.

The Local Union and Management will meet and confer to develop a reasonable scheduling pattern for any new unit/program before schedules for that unit/program must be posted.

Intermittent Employees:

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

If you are an intermittent employee, your supervisor may schedule you to cover:

- Vacation;
- Sick leave;
- Leaves of absence;
- Staff training and development;
- Jury duty;
- Informational meetings;
- Workers' compensation situations.

Your supervisor will offer all of the additional hours to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work area who is working other than fixed nights shall be scheduled to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,

- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request.

Part-time Hours Procedure:

If you are a part-time, but not a temporary or emergency, Unit 4 employee, you may work additional hours within the posting period at straight time in accordance with the following. If additional hours need to be worked within the fourteen (14) day posting period and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,
2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day. If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Reduction to Part-Time:

Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

Before offering overtime, your supervisor will offer the available hours at straight time to the following employees (where applicable) in the following order:

- Employees signed up under the Part-Time Hours program,
- Intermittents.

Involuntary Overtime Assignment: An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work, and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable, have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority who is normally assigned to the same work unit. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating

holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3.B of the Master Agreement is changed as follows:

Vacation Requests:

You may ask for vacation leave of five (5) or more working days up to one (1) year in advance.

If you initiate a move to a different work location and you have approved vacation leave that occurs more than six (6) months from the date of the move, that leave is canceled. You may resubmit your leave request at your new work location.

If you initiate a move to a different work location and you have approved vacation leave that occurs less than six (6) months from the date of the move, your new supervisor may honor the request if it does not cause overtime and staffing needs are met.

This provision does not diminish your right to ask for schedule changes or agree to exchange days, shifts, or hours of work as provided for in the Master Agreement.

Either the Local Union or Management may change back to the Master Agreement by giving the other a thirty (30) day calendar notice.

Summer Vacation Requests:

Article 8 of the Master Agreement is changed as follows:

To guarantee all staff have access to a summer vacation (May 1through September 30) employees, in order of State Seniority, will be able to sign up for a maximum of two (2) weeks of vacation. Sign up and offering will begin with the most senior employee who can sign up for any portion of either two (2) 1-week blocks, or two (2) consecutive weeks. If you do not have a full week of accruals (or the ability to earn them) you are eligible to sign up for less than a 1-week block, however the days must be consecutive, to the extent of your accruals.

After all staff have made their selection in order of State Seniority, time/days that remain available during the designated timeframe will then become available through the current vacation process identified in the contract.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT - MINNESOTA SPECIALTY HOSPITAL SYSTEM (MSHS) – WILLMAR

Hours of Work

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Consecutive Hours:

Article 5, Section 1.A of the Master Agreement is changed as follows:

Your regular hours of work will be consecutive, not including an unpaid meal period if you have one. There will be no split shifts unless agreed to by the Local Union and Management. Either the Local Union or Management may cancel a split shift agreement by giving twenty-eight (28) days written notice.

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is supplemented as follows:

If the service where you work is temporarily not open or is underutilized, your supervisor will offer the choice of any combination of the following:

- Temporary reassignment if available;
- Paid leave; or
- Unpaid leave.

You and your supervisor must agree on the resulting assignment/leave.

Your schedule may temporarily change for these activities:

- Training;
- Staff development;
- Informational meetings;
- Team meetings.

Shifts Between Days Off

Article 5, Section 3 of the Master Agreement shall be supplemented as follows:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

If you want an on-going schedule with more than two (2) shifts and/or two shift changes between days off, you must give your supervisor a written request at least seven (7) days before your schedule must be posted. The request must be for more than one scheduling period and include the beginning and ending dates for the modified schedule. Your supervisor will not unreasonably deny your request. To change back before the requested ending date, you must give your supervisor written notice at least seven (7) days before your schedule must be posted.

For this section only, Management may change the starting time of the originally scheduled shift by two (2) hours. A change within two (2) hours is still considered the same shift (e.g. early, late or night) and therefore not considered a shift change. **Work Day:**

Article 5, Section 3 of the Master Agreement is changed as follows:

Full and Part-Time Employees:

Your normal work day is from four (4) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

Work Schedules Containing Twelve (12) Hour Shift:

The Local Union and the Appointing Authority may mutually agree to develop and implement work schedules containing twelve (12) hour shifts. Assignments to these schedules shall be posted and bid as defined in Article 12 of the Master Agreement. Employees shall not be involuntarily assigned to a twelve (12) hour shift. Employees working such a schedule shall be limited to no more than sixteen (16) total work hours per day, including regular hours and assigned or voluntary overtime hours. Such employees shall be designated as 40/7 under the Fair Labor Standards Act (FLSA).

Work Period:

Full-time employees shall at the Appointing Authority's discretion be:

1. Scheduled to work a 6-2 rotation with four (4) consecutive days off every sixth week; or
2. Scheduled to work no more than seven (7) consecutive days and no fewer than three (3) consecutive days with two (2) or more weekends (Saturday and Sunday) off out of every eight (8) weekends (Saturday and Sunday). Scheduled days off shall be consecutive; or
3. Scheduled to work a 7-5-3 rotation with every third weekend (Saturday and Sunday) off; or
4. Scheduled to work a 3-5-7 rotation with every third weekend (Saturday and Sunday) off; or
5. Scheduled to work no more than seven (7) consecutive days with two (2) weekends (Saturday and Sunday) out of every four (4) weekends (Saturday and Sunday). Scheduled days off need not be consecutive; or

6. Scheduled to work a 7-3 rotation with every other weekend off; or

7. Scheduled to work no more than four (4) consecutive ten (10) hour days with every third weekend (Saturday and Sunday) off. Scheduled days off need not be consecutive; or

8. Scheduled to work five (5) consecutive days with two (2) consecutive days off. Such days off shall be fixed and bid by seniority.

If due to a change in the operation of a unit/program it becomes necessary to permanently change the scheduling pattern of employees in the interest of efficient operations, to meet the needs of the public, the Department, or the program, to provide for more beneficial resident/client services, or to better use facilities or the working forces, no less than twenty-eight (28) calendar days' notice shall be given to the Local Union. The Local Union and the Appointing Authority shall meet and confer to develop a reasonable scheduling pattern for that unit/program prior to the fourteen (14) day posting period provided for in Article 5, Section 1 (C).

Part-Time Employees:

Part-time employees shall be scheduled for a minimum of four (4) days off in a two (2) week pay period. At least two (2) of the days off shall be consecutive and such part-time employees shall not be scheduled for more than seven (7) consecutive days of work.

Part-time employees shall be scheduled at least one (1) weekend off out of every six (6) weekends.

Part-time employees may be scheduled a 5-3 rotation with every other weekend off.

Intermittent Employees:

If you are an intermittent employee, your supervisor may schedule you as necessary to meet the needs of the facility.

With the exception of mandatory requirements including but not limited to mandatory training, mandatory, mandatory staff meetings, etc. management will contact intermittents and ask their availability for work prior to scheduling them.

All of the additional hours will be offered to part-time employees first, if the hours do not result in the payment of overtime.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is supplemented as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire for the vacancy or reassign the person who is capable and qualified with the least State Seniority but not on a fixed night schedule.

If you work the night shift, your supervisor may schedule you to a different shift for the following reasons:

- Training or other staff development.

- Informational meetings.

Employees working other than fixed night shifts may be rescheduled to work the night shift. The Appointing Authority shall determine the class and work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the most senior volunteer to least senior non-volunteer capable and qualified employee based on State Seniority within or among class(es) as determined by the Appointing Authority from such work are who is working other than fixed nights shall be scheduled to work the shift to:

- Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
- Cover night shift staffing shortages caused by assignment to other shifts because of training and staff development, informational meetings and jury duty; and/or,
- Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
- Cover for days off of employees assigned to fixed nights; and/or,
- Emergency situations.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

- Successfully bid on a vacancy in another shift.
- For employees who were permanently assigned to the fixed night shift, notwithstanding the provisions of Article 12, notify the local personnel director after at least three (3) months assignment to the fixed night shift that you request to be removed from the fixed night shift. If another employee not on the fixed night shift with less State Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less State Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least State Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee. However, this provision shall not be applicable to employees who bid on and were awarded a fixed night shift vacancy; or,
- Notwithstanding the provisions of Article 12, find an employee working other than the fixed night shift who agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving. Your supervisor will not unreasonably deny the request. For purposes of this subsection, your days off will be assigned by State Seniority on the unit/work area that you mutually exchange to.

Part-Time Hours Procedure:

If you are a part-time, but not a temporary or emergency, Unit 4 employee, you may work additional hours within the posting period at straight time in accordance with the following. If

additional hours need to be worked within the fourteen (14) day posting period and the work cannot be performed by previously scheduled employees, your supervisor will:

1. Offer the additional hours to the capable part-time employee who has put in writing a desire for the work (most senior to least). If no one accepts the hours,

2. Have the right to assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime) to accomplish the work.

If you are assigned the work as overtime, you are eligible for overtime pay.

Additional hours needed on a holiday will be distributed according to the overtime provisions of this Supplemental Agreement.

If you request leave time from your regular shift, you will not be offered additional hours that day.

If you accept additional hours, you will not be granted leave time from your regular shift.

You will not be offered additional hours using this procedure if they would result in payment of overtime under the Fair Labor Standards Act.

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Reduction to Part-Time:

Article 5, Section 4.A of the Master Agreement is changed as follows:

Management may permanently reduce your employment condition from full-time to part-time only by a written agreement between you, Management and the Local Union. Upon request management will provide you with a list of your affected benefits before the reduction.

Overtime

Definitions:

Next Immediate Subsequent Shift:

The next shift includes any shift that begins within thirty (30) minutes of the end of the current shift.

Overtime Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

You cannot volunteer or be forced to work more than sixteen (16) hours except for emergencies, or the change to Central Standard Time.

Your supervisor will assign overtime work as soon as practicable once the need is known.

If you use unscheduled sick leave, personal leave or leave without pay on the preceding shift because of personal illness, you will not be eligible for overtime work.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved leave.

For purposes of overtime distribution, LPN's and HST's will be considered one pool in situations where licensure is not needed. Management maintains the right to determine when and where licensure is needed.

Before offering overtime, your supervisor will offer the available hours at straight time to part-time and then intermittent employees.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor/designee to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Other than Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for other than the next (immediately subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) who are capable of performing the work and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime to the capable employee with the least State Seniority. This assignment will rotate within each pay period starting with the employee with the least State Seniority.

Immediate Subsequent Shift:

If your supervisor needs someone to work overtime for the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to on-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift (most State Seniority to least) until the work is accepted. If no one accepts the overtime,
3. Offer the overtime work to off-duty employees in the selected class(es) who are capable and have put in writing his/her interest in the shift. If no one accepts the overtime,
4. Have the right to assign mandatory overtime to the on-duty capable employee(s) with the least State Seniority. This assignment will rotate within each pay period beginning with the employee with the least State Seniority.

Compensatory Time Liquidation in Cash:

Article 6, Section 5.D of the Master Agreement is changed as follows:

Your compensatory bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.
- Compensatory time that has been previously requested and approved off will not be liquidated.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum forty (40) hours anytime you bid or transfer to another program site.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay Entitlement:

Article 7, Section 6 of the Master Agreement is changed as follows:

If you are scheduled and in pay status for any part of the early or afternoon shift the day before the holiday and any part of the night shift which begins on the holiday, the holiday will be treated as falling on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on the State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Employees Assigned to a Schedule Containing Twelve (12) Hour Shifts:

If such an employee does not work on a designated holiday, pay shall be computed at the employee's normal day's pay (i.e., hourly rate of pay multiplied by the hours in the normal work day). If an employee works on a holiday, the employee shall be paid in cash at the appropriate overtime rate for all hours worked in addition to twelve (12) hours of compensatory time in lieu of holiday pay as described in the previous sentence.

Vacation Leave

Article 8 of the Master Agreement is changed as follows:

For purposes of vacation request, compensatory and vacation time will be considered the same.

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at the same time.

It is your responsibility to have sufficient vacation or compensatory time accruals or the ability to earn sufficient vacation accruals at the time of the request (compensatory time cannot be projected). If it is subsequently determined that an employee does not have sufficient accruals, beginning with the approved dates furthest out, vacations may be canceled until they are in alignment with your balances.

Vacation Requests More than Six Months in Advance:

Article 8, Section 3.B of the Master Agreement is changed as follows:

1. Vacation requests may be made for a time period more than six (6) months in advance if part of that request is within the six (6) month period.

2. Employees may request vacation days commencing more than six (6) months in advance if a posted request contains days within the six (6) month period.

3. However, employees may not request a vacation period which commences more than six (6) months in advance and which extends beyond the posted vacation (mentioned in A. above) unless they have more seniority than the person who made the original request.

4. Once the original posted request expires, that time period is no longer "open" for additional vacation requests. We revert back to the original six (6) month timeframe.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

You may bid within six (6) months if your most recent bid occurred because your work area closed.

If you are not eligible to bid on a vacancy, you may submit an Expression of Interest using the same process as if you were an eligible bidder. If there are no successful bidders on a posting, Management may consider your Expression of Interest. If you are selected to fill the vacancy based on your Expression of Interest, you may not bid or express interest on another vacancy for six (6) months following the date of your bid/Expression of Interest.

Staffing Information:

Upon request, the Appointing Authority shall provide the Local Union once every six (6) months the staff complement for each work area.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract.

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, or MHPA who is asked by the Appointing Authority or designee and agrees to work an additional weekend or agrees to work on their day off may receive a bonus of fifty ($50.00) in addition to their regular compensation for the hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – MINNESOTA STATE OPERATED COMMUNITY SERVICES (MSOCS) - RESIDENTIAL and VOCATIONAL (BRAINERD, FERGUS FALLS, METRO/SOUTH/WALKER, MOOSE LAKE, WILLMAR)

Hours of Work

Schedule Posting:

For all Vocational Programs:

Article 5, Section 1.C of the Master Agreement is changed as follows:

If you work in a Vocational program your supervisor will make a reasonable effort to follow your posted schedule, but may change your posted schedule with three (3) working days' notice if it is necessary to obtain or maintain a job opportunity for an individual or transitional services.

- Your qualifications will be the primary consideration.
- Your supervisor will consider State Seniority.

If the service where you work is temporarily not open or is underutilized, your supervisor will offer you the choice of any combination of the following:

- Temporary reassignment,
- Paid leave (vacation, compensatory time, or sick leave as appropriate), or
- Unpaid leave.

Schedules shall be posted fourteen (14) days prior to the implementing of the schedule, by six (6) a.m. on Wednesday.

Definitions:

For All of MSOCS:

Article 5, Section 3A of the Master Agreement is changed as follows:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise.

Work Day:

For All MSOCS:

Article 5, Section 3B of the Master Agreement is changed as follows:

If you are full-time, the normal work day is from six (6) to ten (10) hours in a defined twenty-four (24) hour period, not including a duty free unpaid meal period.

If you are part-time and work in Metro/South/Walker your normal workday is between three (3) and ten (10) hours in a twenty-four (24) hour period. You may be scheduled for less than three (3) hours for:

- Staff meetings;

- Planning meetings;
- Training.

If you are part-time and work in Brainerd, Fergus Falls, Moose Lake or Willmar your normal work day is between two (2) and ten (10) hours.

There are several reasons that the Management can change the normal workday or begin using a shift not currently used. These reasons are:

- Efficiency;
- More beneficial consumer services;
- To make better use of the facilities and/or you and other staff.

Management must do the following things before changing the normal workday or shift:

- Give the Local Union at least twenty eight (28) days' notice;
- If the Local Union requests it, discuss the changes before they are posted.

Shifts Between Days Off:

For All of MSOCS: Your supervisor shall not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

Work Shift:

Article 5, Section 3D of the Master Agreement is changed as follows:

For all of MSOCS:

Required Scheduling Components:

Full and Part-time Employees: (For all MSOCS)

All staff, regardless of scheduling pattern, shall have at least four (4) days off in a two (2) week period of which at least two (2) of the days must be consecutive.

Part-Time Employees only: (For all MSOCS)

Part-time employees will be scheduled no more than seven (7) consecutive workdays.

If all current part-time staff in the work area are scheduled to their maximum hours allowed by current contract provisions, the employer may offer part-time extra hours or work partnership hours up to twenty-eight (28) days in advance.

This language is applicable for the duration of the 2019 – 2021 contract

Optional Scheduling Patterns: (For All MSOCS)

The Local Union and Management may meet and confer to develop reasonable scheduling patterns before the schedules must be posted. If no scheduling patterns are developed through this process, your supervisor may use any of the following scheduling patterns:

Full-Time Employees:

a. A 6-2-3 rotation.

b. A 6-2 rotation with four (4) consecutive days off every sixth week.

c. A 7-5-3 or 3-5-7 rotation with every third weekend off.

d. No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.

e. No more than four (4) consecutive ten (10) hour days with every third weekend off. Scheduled days off may not be consecutive.

f. Five (5) consecutive workdays with two (2) consecutive days off. The days off must be fixed. You must bid for fixed days off and bids will be awarded by seniority.

g. No more than ten (10) workdays in a pay period with a minimum of two (2) consecutive days and every sixth (6th) weekend off.

h. No more than six (6) consecutive work days.

Part-Time Employees: (For All MSOCS)

a. No more than six (6) consecutive workdays.

b. At least one (1) weekend off out of six (6) unless other arrangements are agreed to by the employee and supervisor.

c. You must be scheduled a minimum of two (2) days off between consecutive six (6) day work periods.

d. No more than ten (10) workdays in a pay period with a minimum of two (2) consecutive days and every sixth (6th) weekend off.

Intermittent Employees:

For All MSOCS

If you are an intermittent employee, your supervisor may schedule you to cover:

Your own training or the training of other employees;

- Sick leave (including workers compensation);
- Leaves of absence (as indicated in Article 10 of the Master Agreement);
- Vacations; and
- Informational meetings.

With the exception of mandatory requirements, including but not limited to, mandatory training and mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

Fixed Night Shift:

For All of MSOCS:

Definitions:

Weekend:

Friday and Saturday are the weekend for employees who work the night shift.

All night shifts are fixed shifts. When a night shift becomes available prior to the posted schedule, part-time fixed night shift employees will be scheduled up to eighty (80) hours to cover prior to using other means. Part-time fixed night employees would not be eligible for additional shifts if it would cause overtime according to the Fair Labor Standards Act.

If you work the night shift, your supervisor may temporarily reassign you to a different shift for the following reasons:

- Training or other staff development;
- Informational meetings;
- Workers' compensation light duty;
- Emergencies.

If you do not work the night shift, your supervisor may temporarily reassign you to the night shift for the following reasons:

- To cover vacant night shift positions during the vacancy filling process;
- To cover for a night shift employee's days off;
- To meet a temporary need for additional staff on the night shift;
- Emergencies.

If your supervisor decides to temporarily reassign you to the night shift, they will:

1. Decide which work area(s) employee(s) will be rescheduled from;
2. Decide which class(es) are needed;
3. Offer the assignment to capable and qualified employees (most State Seniority to least) until it is accepted. If no one accepts,
4. Offer the assignment to capable and qualified intermittents until it is accepted. If no one accepts,
5. Reschedule the capable and qualified employees with the least State Seniority excluding intermittents.

Extra Hours Procedure:

For Brainerd Fergus Falls, Moose Lake and Willmar Only:

If additional work is needed and it cannot be performed by previously scheduled employees (i.e. temporary reassignment), the following procedure will apply.

Extra Hours provisions allow capable and qualified employees to work in MLB, crisis homes, or other residential or vocational programs.

You are not eligible for the work if it would cause overtime according to the Fair Labor Standards Act.

- All part-time employees will be eligible to participate in this procedure.
- Employees interested in working voluntary extra hours, may sign up to work at separate work sites. One of those work sites must be the employee's current work site.
- The sign-up procedure for voluntary extra hours is the same sign-up procedure used for voluntary overtime. At the time of sign-up, the employee must indicate whether they are interested in voluntary extra hours, overtime, or both.
- Employees must indicate in writing, dated and signed (email is acceptable), to the site supervisor when adding/changing or dropping sites.
- Once the supervisor has received the list of employees eligible to pick up extra hours at their site(s), the supervisor will arrange for necessary training. Each site will develop its own training packet/requirements.
- Employees will be paid at their regular rate of pay for all hours worked, and will receive shift differential for eligible hours under the voluntary extra hours procedure. However, employees will not be reimbursed mileage under the voluntary extra hours procedure.
- Employees who are on vacation or who use sick leave or compensatory time will not be considered available to work on that day or during the identified vacation period (XV day).

Work Partnership Procedure:

For Metro, South, and Walker Only:

(Not applicable to temporary employees, HST Overnight option employees, intermittent employees, or employees outside the bargaining unit).

Work Partnership provisions allow capable and qualified residential employees to work in MLB, crisis homes, or vocational programs'

If you are a part-time classified employee, you will be offered additional hours in your own work area and may be offered additional hours in other work areas. If you sign up for additional hours under the Work Partnership:

- You will be eligible for full insurance benefits;
- You will be responsible to notify in writing the Human Resources department to coordinate your insurance benefits;
- You must notify your supervisor and the supervisor of other sites if you wish to work in them;

- All staff will be contacted, based on State Seniority, in their own work site for additional hours, you will need to put in writing if you do not wish to be called in your own site;
- If you are on vacation or have used sick leave or compensatory time, you will not be considered available to work on that day;
- Management will review the number of hours you work every three (3) months. Your insurance eligibility will be adjusted based on the average number of hours worked. Hours worked includes vacation, sick leave, holidays and compensatory time;
- You will be paid at your regular rate for all hours worked using this procedure;
- You will not be reimbursed for mileage under this procedure;
- You will receive shift differential for eligible hours accepted and worked under the Work Partnership Program.

, When the supervisor needs additional staff, they:

1. Will decide which classification is needed;
2. Will offer the hours to all capable and qualified employees in the site (most State Seniority to least) until the need is met;
3. May offer hours to capable and qualified employees in the chosen class outside the site who are on the roster for additional hours.
4. Partnership employees may be offered overtime hours in sites outside of their assigned work area after the following conditions are met:
5. All other employees assigned to the work area were first offered and turned down the overtime hours (including holidays);
6. All overtime hours worked under the Partnership Program will be paid in cash.

Overtime

Definitions

Mandated Overtime:

You cannot be mandated more than two (2) times per pay period unless it is necessary to maintain a safe environment according to the individual support plan(s).

Next Immediate Subsequent Shift:

- For Brainerd, Metro, South and Walker: The next shift includes any shift that begins within one (1) hour of the end of the current shift.
- For Fergus Falls, Moose Lake and Willmar: The next shift includes any shift that begins within two (2) hours of the end of the current shift.

Sign Up:

For Brainerd, Fergus Falls, Moose Lake and Willmar Only:

The sign-up procedure for voluntary overtime is the same sign-up procedure used for the voluntary Extra Hours. At the time of sign-up, the employee must indicate whether they are interested in voluntary extra hours, overtime, or both.

For Metro, South and Walker Only:

Refer to the Partnership procedure for offering overtime hours to employees outside the work area.

Distribution:

Article 6, Section 4 of the Master Agreement is changed as follows:

Hours that become available inside the fourteen (14) day posting period will be offered in the follow order, where applicable:

- To employees signed up under the Extra Hours and Work Partnership programs;
- To intermittents; and lastly as
- Overtime.

For All MSOCS:

If you are required (mandated/inversed) to stay beyond the end of your regularly scheduled shift for any length of time you may find other capable and qualified employee(s) to fill any part of the overtime shift. The mandated employee will be considered inversed and the replacement employee(s) will be considered voluntary.

If you are currently working overtime, you cannot be forced to work the next shift even if you are the least senior.

You cannot be assigned mandatory overtime between the end of your last scheduled shift and an approved vacation day(s).

Full and part time employees will not be mandated to work overtime on their required four (4) days off per pay period except in an emergency.

You cannot be forced to work more than two (2) consecutive overtime shifts except for overnight activities, emergencies or change to Central Standard Time.

If you use unscheduled sick, personal or leave without pay on a preceding shift because of personal illness, you will not be eligible for overtime work.

If you are signed up under the extra hours procedure and turn down the shift at straight time you are not eligible to volunteer for overtime. You may be mandated to work the shift.

For All MSOCS:

Your supervisor will make every reasonable effort to offer/assign overtime work as soon as possible.

A. Immediate Subsequent Shift:

You cannot be mandated more than two (2) times per pay period unless it is necessary to maintain a safe environment according to the individual support plan(s).

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift they will:

1. Decide which class(es) will perform the work.
2. Offered the overtime to all capable on duty employees in the selected class(es) and work area (most State Seniority to least) until the work is accepted. If no one accepts,
3. Offer the overtime work to capable employees listed on the roster or signed up under the Extra Hours procedure (where applicable) in the selected class(es) and work area (most State Seniority to least) until the work is accepted. If you are signed up under Work Partnership, refer to your language in the Hours of Work Article above.
4. Assign mandatory overtime to the capable employee(s) on duty with the least State Seniority. (The assignment will rotate within each pay period starting with the lease senior capable and qualified employee.

Other than Immediate Subsequent Shift:

For All of MSOCS:

You cannot be mandated more than two (2) times per pay period unless it is necessary to maintain a safe environment according to the individual support plan(s).

If your supervisor needs someone to work overtime for other than the next shift, they will:

1. Decide which class(es) will perform the work;
2. Offer the overtime work to employees listed on the roster or signed up under the Extra Hours procedure (where applicable) for the selected class(es) and work area (most State Seniority to least) and who will be off duty until the work is accepted. If no one accepts the overtime;
3. Offer the overtime to capable employees in the selected class(es) from other work areas signed up under the Extra Hours procedure until the work is accepted. If you are signed up under Work Partnership, refer to your language in the Hours of Work Article above.
4. Assign mandatory overtime to the employee from the same pool offered the overtime in #2 above with the least State Seniority, who is scheduled for the shift right before the shift where the overtime is needed.
5. If no one is scheduled right before the overtime shift, assign the mandatory overtime to the employee with the least State Seniority in the work area. (The assignment will rotate within each pay period starting with the least senior capable and qualified employee.)

In an emergency, Management may assign someone to deal with the situation regardless of the overtime distribution.

For Metro, South and Walker Only:

In all instances, pay will begin at the end of your regularly scheduled shift. You will not be considered to be working overtime until having completed the normally scheduled shift of eight (8) or ten (10) hours of work.

Compensatory Time Liquidation in Cash:

For Brainerd Only:

Your compensatory time bank can be liquidated in cash no more than two (2) times per year. If the Appointing Authority chooses to liquidate your compensatory bank, the following must occur:

- The cash liquidation process may be considered by individual program site and will be applied in the same manner to all employees at the site.
- The Appointing Authority must give thirty (30) calendar days advance written notice to the Local Union.
- The Local Union may request a meet and confer to discuss timelines and involved program sites.

Management will provide the Local Union with a list of program sites and agrees to a meet and confer with the Local Union to discuss changes to this list.

In addition to liquidating your compensatory time up to two (2) times per year, Management has the option to liquidate your compensatory time to a minimum of forty (40) hours anytime you bid or transfer to another program site.

Overnight Activities:

Article 6 of the Master Agreement is supplemented as follows:

For Metro, South and Walker Only:

When you are assigned to supervise activities outside the home that extend beyond your normal shift, you will be paid:

- The on-call rate for sleep time, not to exceed eight (8) hours;
- Straight time for your shift of eight (8) or ten (10);
- The overtime rate for the balance of the activity.

This compensation will be repeated every twenty-four (24) hour period for the duration of the activity.

You may choose either compensatory time or cash for this overnight activity.

For Brainerd, Fergus Falls, Moose Lake, and Willmar Only:

If you are assigned to supervise activities that last one or more twenty-four (24) hour period, you will be paid eight (8) hours straight time, eight (8) hours at your overtime rate, and eight (8) hours at the on-call rate.

Supplementing Compensatory Time Hours: (For all MSOCS)

Article 6. Section 5.E of the Master Agreement is changed as follows

If you are scheduled below eighty (80) hours in a payroll period, part-time employees may supplement their hours up to a maximum of eighty (80) hours by using accrued compensatory time. The following conditions apply:

- You have not used unapproved leave without pay (ETL) within the pay period;
- You have not served an unpaid suspension in the pay period; or
- You have not turned down work at voluntary straight time or voluntary overtime in the pay period, unless it is on your four (4) days off.

Under no circumstances can supplementing compensatory time put the employee into overtime.

This language is applicable for the duration of the 2019 – 2021 contract

Holidays

For All MSOCS:

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1 of the fiscal year you shall take the next approved leave (vacation or comp time) off as a floating holiday. If you have not requested a day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority Floating holidays may not be accumulated or paid off.

For All MSOCS:

Work on a Holiday:

Article 7, Section 6 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

Of the employees who do not request the holiday off at least twenty-eight (28) days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

If there are employees not scheduled to work on the holiday, but they did not request it off, and work on the holiday becomes available within the fourteen (14) day posting period, in order of State Seniority the work will be offered to those employees first.

Vacation

Vacation Leave:

Article 8, Section 4 of the Master Agreement is changed as follows:

For Metro, South, and Walker Only:

If you are a part-time employee, vacation hours used will be prorated as follows:

- If you are part-time/partial insurance eligible, your base time/day will be four (4) hours.
- If you are part-time/full insurance eligible, your base/time will be six (6) hours.

You may supplement those hours up to a maximum of eight (8) vacation hours per day. If you work a ten (10) hour fixed night shift, you may supplement those hours up to a maximum of ten (10) vacation hours per day.

If problems arise using this proration language, the Union and Management agree to meet and confer in an effort to resolve the problem.

If the problem cannot be resolved, either the Union or Management may cancel this vacation proration language with thirty (30) days written notice to the other party.

If you successfully bid, or voluntarily transfer or demote to a different work area, your supervisor in the new work area may cancel any previously approved vacation if another employee in your new work area has approved leave for the same days.

If you are filling a vacancy in a newly established service, your supervisor in that service may cancel any previously approved vacation and ask you to resubmit your request.

For All MSOCS:

Article 8, Sec 3 of the Master Agreement is changed as follows:

Requests:

You may submit a request for vacation up to one (1) year in advance.

For purposes of vacation requests, compensatory and vacation time will be considered the same.

For All MSOCS:

As business needs dictate, your supervisor may schedule more than one (1) AFSCME staff on vacation at a time.

Cancellation:

For All MSOCS:

If you fill a vacancy in a SOCS when it is started, your previously approved vacation may be canceled if necessary. You may resubmit the canceled vacation request in the new SOCS.

When you bid, voluntarily transfer, or voluntarily demote to fill a vacancy in an existing SOCS and you have an approved vacation, your new supervisor may cancel it if an employee already working in the SOCS has approved leave for any of the same days. This does not apply to employees who accept a SOCS vacancy as an MOU option. The need to limit vacation will be prospective and noted on the job posting.

To cancel a vacation, you must give notice to your supervisor a minimum of four (4) weeks before the Wednesday before the first day of the posting period in which the vacation occurs. Your entire approved vacation shall be rescinded if you do not have sufficient accruals to cover the entire request.

Vacancies

Reassignment Within a Work Area:

Article 12, Section 4 of the Master Agreement is changed as follows:

For Brainerd, Fergus Falls, Moose Lake, and Willmar:

Your supervisor has the right to assign and reassign duties among employees in the same class and work area. This includes the right to reassign employees to an unfilled position in the same class, shift and work area provided the reassignment is within ten (10) miles.

Job Posting:

For All MSOCS:

Article 12, Section 5 of the Master Agreement is changed as follows:

When a job is posted for a new or expanded service, Management with agreement from the local may take longer than four (4) weeks to fill the position if the expected fill date is included on the job posting.

Eligibility for Bidding:

Article 12, Section 7 of the Master Agreement is changed as follows:

If a Community Based Services vacancy remains unfilled after the bidding process the Appointing Authority may fill the position via a voluntary demotion or voluntary transfer by only considering employees currently employed in Community Based Services.

This language is applicable for the duration of the 2019 – 2021 contract.

Discipline and Discharge

Disciplinary Procedure:

Article 16, Section 3 of the Master Agreement is changed as follows:

For Metro, South and Walker Only:

When determining the dates a suspension will be served, your supervisor may select days which have the least impact on the operation/program.

If you have a suspension, you will not be eligible for voluntary overtime or Partnership within the same pay period.

Wages

Achievement Awards

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable for the duration of the 2019 – 2021 contract

Voluntary Shift Bonus:

Article 18, Section 16 is changed as follows:

At the Appointing Authority's discretion, an HST, LPN, BMA, MHPA, WTA, WTT, SPA, and RPL who is asked by the Appointing Authority or designee and agrees to work an additional weekend shift or agrees to work on their day off may receive a bonus of fifty ($50.00) in addition to their regular compensation for hours worked.

DEPARTMENT OF HUMAN SERVICES/DIRECT CARE AND TREATMENT – MINNESOTA SEX OFFENDER PROGRAM (MSOP) – MOOSE LAKE

Union Security

Employee Lists:

Article 3, Section 3 of the Master Agreement is changed as follows:

If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Hours of Work

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is changed as follows:

Full–Time Employees:

Management and the union agree to the following scheduling patterns and practices:

1. No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.
2. No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.
3. No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.

Part-Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

Departure from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language

Intermittent Employees:

With the exception of mandatory requirements, including but not limited to, mandatory training, mandatory staff meetings, management will contact intermittent employees and ask their availability for work prior to scheduling them.

If you are an intermittent employee, your supervisor may schedule you as necessary to meet the needs of the facility.

Work Schedules:

Article 5, Section 3 of the Master Agreement is changed as follows:

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Work Day:

Your supervisor may temporarily change your schedule for training, staff development, informational meetings, team meetings, and special projects.

Your supervisor must give you at least twenty-eight (28) days' notice before permanently changing your scheduling pattern.

Shifts Between Days Off:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

For this subsection only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Part-Time Hours:

Article 5, Section 4 of the Master Agreement is changed as follows:

If additional coverage is needed within the posting period and that work cannot be performed by previously scheduled employees (i.e., temporary reassignment), your supervisor will first offer the work to part-time employees using the voluntary overtime distribution procedure. If you accept the hours, you are not eligible for "penalty pay".

You are not eligible for the work if it would cause overtime according to the Fair Labor Standards Act.

If no one eligible accepts the work, your supervisor may assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime. This list is not inclusive).

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

If you are assigned work as overtime, you are eligible for overtime pay.

Mutual Exchange:

Article 5, Section 3.C of the Master Agreement is changed as follows:

You may mutually agree to exchange days, shifts or hours of work with another employee that results in one or both of you working two consecutive shifts (a "double"). You must both be capable and qualified to perform the work. Such requests require supervisory approval and shall not be unreasonable denied provided such change does not result in the payment of overtime.

You can mutually exchange into a "double" no more than one (1) time per pay period.

When working a "double", if your shift would normally overlap by 30 minutes you may take vacation or comp time to account for the overlap.

Fixed Night Shift:

Article 5, Section 3 of the Master Agreement is changed as follows:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire to fill the vacancy or reassign the person with the least State Seniority who is capable and qualified but not on a fixed night schedule.

If you work the night shift, your supervisor may temporarily schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.
- Jury duty.

If you do not work the night shift, your supervisor may temporarily schedule you to the night shift for the following reasons:

- To cover vacant night shift positions during the posting, bidding and hiring process.
- To cover days off of night shift employees.
- To cover for leave (paid or unpaid) of six (6) months or less of a night shift employee.
- To cover for night shift staff temporarily scheduled to other shifts.
- Temporarily assign more staff to nights.
- Emergency situations.

If your supervisor decides to temporarily reschedule to the night shift, they will decide:

- Which class(es) are needed.
- Which work area(s) employee(s) will be reassigned from.

The capable and qualified employee(s) in the appropriate class(es) and work area with the most State seniority who requests will work the night shift. You must submit in writing to your supervisor your preference to work the night shift. Your written preference will be kept on file and assignments to nights will be made by seniority. If no one requests the reassignment, the capable and qualified employee(s) in the appropriate class(es) and work area with the least State seniority will work the night shift. If that employee has been scheduled for a holiday off, the least senior employee not off for the holiday will work the night shift.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

1. Successfully bid on a vacancy in another shift. If you are still the capable and qualified employee with the least State Seniority for the night shift, your bid will be rejected; or
2. Ask your Human Resources Director to remove you from the night shift after at least three (3) months assignment to the night shift. If there are other employees not on the night shift with less State Seniority who are capable and qualified, the employee with the least State Seniority will be assigned to the night shift and you will fill the position that person leaves. You must be capable and qualified to fill the position of the person filling your night shift position. Your request will be in effect for a maximum of twelve (12) months and, during this time, will remain open until you withdraw it or you are replaced by another employee ; or
3. With Supervisory approval, you may exchange shifts with an employee who does not work the night shift. You must both be in the same class(es) and option selected by Management, and you must both be capable and qualified for the other's position.

Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each scheduling unit for an early shift once a month on the day of the Local Union meeting. The employee requesting the early shift must notify her/his supervisor in writing at least seven (7) days before that schedule is posted.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:

Next (Immediate Subsequent) Shift:

The next shift includes any shift that begins within one-half (1/2) hour of the end of the current shift.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the eligible employee is required by a supervisor to stay beyond the end of their regularly scheduled shift for any length of time.

Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

An employee who works a fixed shift schedule and is on vacation may sign up for voluntary overtime or relieve a mandated employee if the overtime is on a different shift than the employee is normally scheduled.

An employee who works a fixed shift schedule and is on vacation may sign up for voluntary overtime or relieve a mandated employee if the overtime is on a different shift than the employee is normally scheduled.

Overtime Payment:

Your overtime payment begins effective the first minute worked only if you are required to stay beyond seven and one-half (7½) minutes.

Overtime Sign Up:

Next (Immediate Subsequent) Shift: You must, on a daily basis, sign up and indicate your interest in working overtime beyond your scheduled shift.

Other Than Next Shift: If you want to be offered voluntary overtime work, you must sign up and indicate the days and shifts of each pay period you are willing to work.

Distribution:

For purposes of overtime only, Security Counselors and Security Counselor Leads will be considered one class and may fill behind each other.

Your supervisor will assign overtime as soon as possible once the need is known.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/extra hours contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be assigned mandatory overtime between your last scheduled shift and approved leave. (Approved leave includes vacation, sick leave, compensatory time or holiday leave.)

If you are an intermittent you cannot be forced to work another shift regardless of your seniority. An intermittent can volunteer to work overtime.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to on-duty employee(s) in the selected class(es) who are capable, in the same work area and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the on-duty employee(s) with the least seniority in the same work area who is capable of performing the work. This includes capable employees on duty when the overtime assignment is made whose shift ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

If your supervisor needs someone to work overtime for other than the next shift, they will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) in the work area who are capable of performing the work and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the capable employee in the work area with the least seniority who is scheduled for the shift immediately before the overtime. This includes any shift which ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority. Floating holidays may not be accumulated or paid off.

Holiday on Day Off:

Article 7, Section 5 of the Master Agreement is changed as follows:

When your holiday falls on your regularly scheduled day off, the holiday earned will be credited to your compensatory bank.

Holiday Pay:

Article 7, Section 7 of the Master Agreement is changed as follows:

If you are scheduled to work and are in pay status for any part of the early or afternoon shift the day before a holiday and any part of the night shift that begins on that holiday, the holiday will be treated as if it falls on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

You will be paid in cash at your overtime rate and in compensatory time equal to holiday pay for all hours worked on the holiday.

Vacation

Article 8 of the Master Agreement is changed as follows:

Intermittents:

Intermittents may be scheduled for vacation coverage when using full-time and/or part-time employees would cause overtime. In those situations, the intermittent may be used to cover only the regularly scheduled shift.

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

You may submit requests for vacation up to one (1) year in advance.

For purposes of vacation requests, compensatory and vacation time will be considered the same.

To cancel a vacation of five (5) or more consecutive days, you must give notice to you supervisor a minimum of four (4) weeks before the first day of the positing period in which the vacation occurs.

When you bid, voluntarily transfer, or voluntarily demote to a different work area and you have an approved vacation, your new supervisor may cancel it if an employee already working in the work area has previously approved leave for any of the same days. The need to limit vacation will be prospective and noted on the job posting.

It is your responsibility to have sufficient vacation or compensatory time accruals, or the ability to earn sufficient vacation accruals, at the time of the request. (Comp time cannot be projected.) If it is subsequently determined that you do not have sufficient accruals, beginning with the approved dates furthest out, vacation may be canceled until they are in alignment with your balances.

Leaves of Absence

Article 10 of the Master Agreement is changed as follows:

If you are a permanent employee who does not pass a background check or has practice restrictions placed on your license by an outside agency, the Appointing Authority will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you will be allowed to request an unpaid leave of absence. The accommodation or the leave of absence will not continue beyond one (1) year unless otherwise determined by the Appointing Authority.

If your background check "clears" or practice restrictions are lifted within the first six (6) months of your accommodation or leave of absence, you will be returned to your permanent position.

If your background check "clears" or practice restrictions are lifted within the second six (6) months of your accommodation or leave of absence, you will be returned to your permanent position, if available, or placed in another position in the same job class and employment condition.

Job Safety

Article 11 of the Master Agreement is changed as follows:

You will be allowed time to clean up and/or change your clothes if you become soiled. Your supervisor will not unreasonably deny you permission for this.

Vacancies, Filling of Positions

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

For purposes of bidding, Security Counselor Leads will be allowed to bid on Security Counselor positions. If you are a successful bidder, your salary will be treated as a voluntary demotion under the Master language.

Permanent non-probationary classified employees in a different employment condition or different shift from the posted vacancy or in a work area different from the posted vacancy shall be eligible to bid for any vacancy within their class (or class option or another class option within that class for which they are qualified as determined by the Appointing Authority) and seniority unit.

Employees, including those in the same work area as the posted vacancy, shall be eligible to bid for any vacancy within their class (or option or other options for which they are qualified as determined by the Appointing Authority) and seniority unit.

Discipline and Discharge

Article 16 of the Master Agreement is changed as follows:

Wages

Achievement Awards:

Article 18 of the Master Agreement is supplemented as follows:

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to

exceed on thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards gran ted under this paragraph shall be in the form of lump sum payments only. Modifications may include:

- Dollar amounts of awards
- Percentage of employees eligible for awards and
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

This language is applicable through the duration of the 2019 – 2021 contract.

Uniforms

Employees required to wear a uniform as a condition of employment shall be furnished with the necessary uniforms by the Appointing Authority.

DEPARTMENT OF HUMAN SERVICES/MINNESOTA SEX OFFENDER PROGRAM (MSOP) – ST. PETER

Union Security

Employee Lists:

Article 3, Section 3 of the Master Agreement is changed as follows:

If the Local Union asks, Management will provide class seniority rosters and/or the staff complement for each work area once every six (6) months.

Seniority

Article 4, Section 1 of the Master Agreement is changed as follows:

Throughout the provisions of this Supplemental Agreement, when applying language based on seniority, Security Counselors and Security Counselor Leads will refer to Class Seniority. All other employees covered by this Supplement will refer to State Seniority.

Hours of Work

Schedule Posting:

Article 5, Section 1.C of the Master Agreement is changed as follows:

Full-Time Employees:

Management and the union agree to the following scheduling patterns and practices:

- No more than six (6) consecutive days; no less than three (3) consecutive days; consecutive days off.
- No more than seven (7) consecutive work days with two (2) weekends off out of every four (4) weekends. Scheduled days off may not be consecutive.
- No more than seven (7) consecutive days; no less than three (3) consecutive days; two (2) or more weekends off out of every eight (8) weekends, consecutive days off.
- Security Counselors and Security Counselor Leads will be scheduled five (5) consecutive workdays, two (2) consecutive days off. Days off will be determined by Class-Seniority. Initially, successful bidders would have the assigned days off of the previous incumbent. Days off will be adjusted for all units where there have been bids every two months. Your days off will be adjusted on the first scheduled adjustment date following your bid movement.

Departures from the above listed scheduling patterns/practices shall be implemented pursuant to Master Language.

Part-Time Employees:

Your schedule must include:

- At least four (4) days off in a two (2) week period.
- At least two (2) of the days off must be consecutive.
- No more than seven (7) consecutive work days.

When full-time and part-time employees cannot be scheduled to cover for medical and parenthood leaves, your supervisor can schedule an intermittent employee.

Mutual Exchange:

You may mutually agree to exchange days, shifts or hours of work with another employee that results in one or both of you working two consecutive shifts (a “double”). You must both be capable and qualified to perform the work. Such requests require supervisory approval and shall not be unreasonable denied provided such change does not result in the payment of overtime.

You can mutually exchange into a “double” no more than one (1) time per pay period.

When working a “double”, if your shift would normally overlap by 30 minutes you may take vacation or comp time to account for the overlap.

Work Schedules:

Article 5, Section 3 of the Master Agreement is changed as follows:

Definitions:

Weekend:

Saturday and Sunday are the weekend unless defined otherwise. If you work the night shift, your weekend is Friday and Saturday.

Work Period:

Your schedule may be temporarily changed for training, staff development, informational meetings, team meetings, and special projects.

Your supervisor must give you at least twenty-eight (28) days' notice before permanently changing your scheduling pattern.

Shifts Between Days Off:

Your supervisor will not schedule you to work more than two (2) shifts and/or two (2) shift changes between scheduled days off.

For this subsection only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off is considered the same shift. When there is a scheduled shift rotation, a change of no more than two (2) hours from the starting time of the scheduled shift is not considered a change in shift.

Part-Time Hours:

Article 5, Section 4 of the Master Agreement is changed as follows:

If additional coverage is needed within the posting period and that work cannot be performed by previously scheduled employees (i.e., temporary reassignment), your supervisor will first offer the work to part-time employees using the voluntary overtime distribution procedure. If you accept the hours, you are not eligible for "penalty pay".

You are not eligible for the work if it would cause overtime according to the Fair Labor Standards Act.

If no one eligible accepts the work, your supervisor may assign the hours to other employees (e.g., intermittent, non-bargaining unit, or overtime. This list is not inclusive).

Any hours you are assigned beyond the fourteen (14) day posting period are not covered by these provisions.

Fixed Night Shift:

All night shifts are fixed. When a night shift position becomes vacant, Management must post it for bids. If no one successfully bids on the position, Management may recruit and hire to fill the vacancy or reassign the person with the least State Seniority who is capable and qualified but not on a fixed night schedule.

If you work the night shift, your supervisor may temporarily schedule you to a different shift for the following reasons:

- Training or other staff development.
- Informational meetings.
- Jury duty.

If you do not work the night shift, your supervisor may temporarily schedule you to the night shift for the following reasons:

- To cover vacant night shift positions during the posting, bidding and hiring process.
- To cover days off of night shift employees.
- To cover for leave (paid or unpaid) of six (6) months or less of a night shift employee.
- To cover for night shift staff temporarily scheduled to other shifts.
- Temporarily assign more staff to nights.
- Emergency situations.

If your supervisor decides to temporarily reschedule to the night shift, they will decide:

- Which class(es) are needed.

- Which work area(s) employee(s) will be reassigned from.

The capable and qualified employee(s) in the appropriate class(es) and work area with the most State Seniority who requests will work the night shift. You must submit in writing to your supervisor your preference to work the night shift. Your written preference will be kept on file and assignments to nights will be made by seniority. If no one requests the reassignment, the capable and qualified employee(s) in the appropriate class(es) and work area with the least State Seniority will work the night shift. If that employee has been scheduled for a holiday off, the least senior employee not off for the holiday will work the night shift.

If you have been permanently assigned to the night shift and want to work a different shift, you have the following options:

1. Successfully bid on a vacancy in another shift. If you are still the capable and qualified employee with the least State Seniority for the night shift, your bid will be rejected; or

2. Ask your Human Resources Director to remove you from the night shift after at least three (3) months assignment to the night shift. If there are other employees not on the night shift with less State Seniority who are capable and qualified, the employee with the least State Seniority will be assigned to the night shift and you will fill the position that person leaves. You must be capable and qualified to fill the position of the person filling your night shift position. Your request will be in effect for a maximum of twelve (12) months and, during this time, will remain open until you withdraw it or you are replaced by another employee ; or

3. With Supervisory approval, you may exchange shifts with an employee who does not work the night shift. You must both be in the same class(es) and option selected by Management, and you must both be capable and qualified for the other's position.

Part-Time Employment:

Article 5, Article 12 and Article 15 of the Master Agreement are changed as follows:

If the employee initiates the request, Management may permanently reduce their employment condition from full-time to part-time or increase their employment condition from part-time to full-time, only by a written agreement between the employee, Management and the Local Union. Employees may contact SEGIP for information on employment condition changes that may affect their benefits.

Union Meetings:

Management will make a reasonable effort to schedule one Local Union Officer, Executive Board Member, or steward from each scheduling unit for an early shift once a month on the day of the Local Union meeting. The employee requesting the early shift must notify their supervisor in writing at least seven (7) days before that schedule is posted.

Overtime

Article 6, Overtime of the Master Agreement is changed as follows:

Definitions:

Next (Immediate Subsequent) Shift:

The next shift includes any shift that begins within one-half (1/2) hour of the end of the current shift.

Involuntary Overtime Assignment:

An involuntary overtime assignment is counted when the employee is required by a supervisor to stay beyond the end of their regularly scheduled shift for any length of time. Should you find another capable and qualified employee to fill any part of the overtime shift, the mandated employee will be considered inversed and the replacement employee will be considered voluntary.

Assignment:

If you are currently working an overtime assignment, you cannot be forced to work the next shift even if you are the least senior person.

Overtime Payment:

Your overtime payment begins effective the first minute worked only if you are required to stay beyond seven and one-half (7½) minutes.

Overtime Sign Up:

Next (Immediate Subsequent) Shift: You must, on a daily basis, put in writing your interest in working overtime beyond your scheduled shift.

Other than Next Shift: If you want to be offered voluntary overtime work, you must put in writing the days and shifts of each pay period you are willing to work.

Distribution:

For purposes of overtime only, Security Counselors and Security Counselor Leads will be considered one class and may fill behind each other.

Your supervisor will assign overtime as soon as possible once the need is known.

If you are prohibited from working mandatory overtime because of medical restrictions, you may not volunteer for overtime/extra hours contrary to those restrictions.

If the work requiring overtime is already in progress, the employees performing the work will be assigned the overtime.

You cannot be assigned mandatory overtime between your last scheduled shift and approved leave. (Approved leave includes vacation, sick leave, compensatory time or holiday leave.)

You are not eligible to work overtime on a day you have an approved day of vacation unless you relieve someone who has been mandated to work overtime. The day will be defined as the calendar day in which the majority of the hours of your shift fall.

If you work seventy five percent (75%) time or more, you cannot be assigned mandatory overtime between the last scheduled shift before your days off and your next scheduled shift unless there is an emergency. Part-time employees working less than seventy-five percent (75%) time will not be assigned mandatory overtime before scheduled vacation days or weekends off.

You cannot be assigned mandatory overtime for more than twenty-four (24) hours within a forty-eight (48) hour period unless there is an emergency. If you work a ten (10) hour shift language does not apply to you.

If your supervisor needs someone to work overtime for the next (immediate subsequent) shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime to on-duty employee(s) in the selected class(es) who are capable, in the same work area and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the on-duty employee(s) with the least seniority in the same work area who is capable of performing the work. This includes capable employees on duty when the overtime assignment is made whose shift ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

If your supervisor needs someone to work overtime for other than the next shift, (s)he will:

1. Decide which class(es) will perform the work.
2. Offer the overtime work to employees in the selected class(es) in the work area who are capable of performing the work and have put in writing their interest in the shift (most senior to least) until the work is accepted. If no one accepts the overtime,
3. Have the right to assign mandatory overtime work to the capable employee in the work area with the least seniority who is scheduled for the shift immediately before the overtime. This includes any shift which ends no more than thirty (30) minutes before the start of the overtime. This assignment will rotate within each pay period starting with the capable employees with the least seniority.

Holidays

Floating Holiday:

Article 7, Section 2.B of the Master Agreement is changed as follows:

Any conflicts for requested holidays shall be resolved on the basis of State Seniority within the employee's work unit. The Appointing Authority shall make a reasonable effort to approve the

employee requested holiday. Floating holidays may not be accumulated. If you have not requested or used your floating holiday by January 1st of the fiscal year you shall take the next requested and approved (not including sick leave) leave day off as your floating holiday. If you do not have a requested and approved (not including sick leave) day off, you will be scheduled to take a floating holiday on a day chosen by the Appointing Authority or be paid for the floating holiday in cash at the option of the Appointing Authority.

Holiday Pay:

Article 7, Section 7 of the Master Agreement is changed as follows:

If you are scheduled to work and are in pay status for any part of the early or afternoon shift the day before a holiday and any part of the night shift that begins on that holiday, the holiday will be treated as if it falls on your regularly scheduled day off.

Work on a Holiday:

Article 7, Section 8 of the Master Agreement is changed as follows:

Your supervisor will make every reasonable effort to schedule the most senior part time employee who works on a holiday the longest shift available on the holiday.

When you work on a holiday, you will be paid at the rate of time and one-half for your regularly scheduled shift. The portion that is premium pay will be paid to you in cash, compensatory time or vacation time, at your option. You will also receive holiday pay as defined in Article 7, Section 7 of the Master Agreement that will be paid in cash, compensatory time, or vacation time, at your option.

Of the employees who do not request the holiday off at least twenty-eight (28) calendar days prior to the holiday, the most senior employees based on State Seniority, within or among classes as determined by the Appointing Authority, shall be assigned to work the holiday.

Vacation

Article 8 of the Master Agreement is changed as follows:

Intermittents:

Intermittents may be scheduled for vacation coverage when using full-time and/or part-time employees would cause overtime. In those situations, the intermittent may be used to cover only the regularly scheduled shift.

Vacation Requests:

Article 8, Section 3 of the Master Agreement is changed as follows:

For purposes of vacation requests, compensatory and vacation time will be considered the same.

When you bid, voluntarily transfer, or voluntarily demote to a different Appointing Authority and you have an approved vacation, your new supervisor may cancel it if an employee already working in the work area has previously approved leave for any of the same days. The need to limit vacation will be prospective and noted on the job posting.

It is your responsibility to have sufficient vacation or compensatory time accruals, or the ability to earn sufficient vacation accruals, at the time of the request. (Comp time cannot be projected.) If it is subsequently determined that you do not have sufficient accruals, beginning with the approved dates furthest out, vacation may be canceled until they are in alignment with your balances.

Vacation Period – Cancellation:

Article 8, Section 3 of the Master Agreement is changed as follows:

To cancel a vacation of five (5) consecutive days or more, you must give notice to your supervisor a minimum of four (4) weeks before the first day of the posting period in which the vacation occurs.

Leaves of Absence

Article 10 of the Master Agreement is changed as follows:

If you are a permanent employee who does not pass a background check or has practice restrictions placed on you license by an outside agency, the Appointing Authority will make every reasonable effort to accommodate the restriction. If the restriction cannot be accommodated, you will be allowed to request an unpaid leave of absence. The accommodation or leave of absence will not continue beyond six (6) month unless otherwise determined by the Appointing Authority.

Job Safety

Article 11 of the Master Agreement is changed as follows:

You will be allowed time to clean up and/or change your clothes if you become soiled.

Vacancy, Filling of Positions

Job Posting:

Article 12, Section 5 of the Master Agreement is changed as follows:

Electronic Postings:

Postings will be forwarded to every employee electronically. You may send your bid or interest bid to the Human Resources Office by email or written response.

If you are the successful bidder and direct contact (by phone or in person) has been made with you to offer the position, you have two (2) hours to accept or reject the bid. If you do not respond within two (2) hours, your bid will be considered to have been rejected.

If you are the successful bidder and direct contact (by phone or in person) was not made with you at the time the position was being offered a voice message will be left and an email will be sent to you making the offer. If you do not respond to the voice message or email within eight (8) hours, your bid will be considered to have been rejected.

Eligibility for Bidding:

Article 12, Section 6 of the Master Agreement is changed as follows:

For purposes of bidding, Security Counselor Leads will be allowed to bid on Security Counselor positions. If you are a successful bidder, your salary will be treated as a voluntary demotion under the Master language.

Discipline and Discharge

Article 16 of the Master Agreement is changed as follows:

Management may initiate a developmental plan for performance related issues prior to imposing discipline.

Uniforms

Employees required to wear a uniform as a condition of employment shall be furnished with the necessary uniforms by the Appointing Authority.

IRON RANGE RESOURCES AND REHABILITATION BOARD

Article 1
Expense Allowances

Article 20, Section 5 (Meal Allowances) of the Master Agreement shall be supplemented and/or modified as follows:

Meal Allowances. Employees who incur any meal expense as a result of special conferences or special meetings required by the Employer shall be reimbursed for the actual cost of the meal in accordance with Article 20, Section 5 of the Master Agreement if such reimbursement is authorized in writing in advance by their immediate supervisor.

Employees performing required work more than thirty-five (35) miles from their principal place of employment shall be eligible for reimbursement for the actual cost of the noon meal in accordance with Article 20, Section 5, of the Master Agreement, if the work assignment extends over the normal noon meal period. Such reimbursements shall be authorized by the employee's immediate supervisor. Reimbursements shall also be considered to be authorized under the following circumstances:

1. If an employee submits a routine work schedule, indicating their possible claim for noon meal allowance and no oral or written denials are received from the Appointing Authority, or Supervisor(s) within a reasonable time, previous to the "claimed" day;
2. If oral approval is given by the employee's immediate supervisor prior to claiming that meal allowance, on the same day of a "claimed" noon meal.

Article 2
Uniforms

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Whenever the Appointing Authority determines that special uniforms, jackets, hats, etc. shall be required as part of the work uniform, the Appointing Authority shall purchase the same and make them available to the employee.

The Appointing Authority agrees to perform an annual evaluation as to the number and condition of uniforms being provided to employees. If the Appointing Authority makes changes in its uniform policy, it will discuss such changes with the local labor-management committee prior to implementing the changes. However, the Appointing Authority's determination of such changes shall not be subject to the grievance and arbitration provisions of Article 17.

Article 3
Holidays

Article 7, Section 3 of the Master Agreement shall be supplemented and/or modified as follows:

The Appointing Authority may, with the agreement of the Local Union, designate substitute days for the observance of Veterans Day, Thanksgiving Day, Day After Thanksgiving, New Years Day, Martin Luther King Day, and Presidents Day for Giants Ridge Operation.

Article 4
Giants Ridge Operation

Article 5, Section 1C of the Master Agreement shall be supplemented and/or modified as follows:

Work Schedules. Work schedules showing the shifts, days, and hours of all employees shall be prepared and posted at least fourteen (14) calendar days in advance of their effective day. From November 1 through March 31 of each year, schedules may be changed with at least twenty-four (24) hours (weather report prediction time) notice to the employee. However, this provision shall not be invoked to change an employee's days that have been scheduled off during the fourteen (14) day posting. Employees who are qualified and capable may mutually agree to exchange days, shifts or hours of work with the approval of their supervisor which shall not be unreasonably denied and provided such change does not result in the payment of overtime. If requested by the employee, the employee may change days, shifts or hours of work with the approval of their supervisor provided such change does not result in the payment of overtime.

Article 5
Pay Differentials

If a Department employee's total actual hours of operation for a particular piece of equipment equals or exceeds the minimum number of hours of training required to qualify for the piece of equipment and if the employee's operation of the equipment is determined by the Regional Supervisor to be satisfactory, such employee need no further certification for the types of equipment for which they have met the above requirements. However, such employee must complete the minimum number of hours of training required to operate other types of equipment before they can qualify for differential pay.

When the Appointing Authority determines that additional employee(s) should be trained for certification on any equipment at any principal place of work, the opportunity for such training shall be provided employees on the basis of Department Seniority within the principal place of work.

Employee(s) may be decertified for a) not meeting performance standards set by the Appointing Authority; b) equipment abuse as determined by the supervisor or c) negligence in safety practices.

Once decertified, the employee must complete the full training and operation schedule as required for certification on that piece of equipment again. Selection for recertification by the Appointing Authority shall be in accordance with the process above, at the next available training opportunity.

Intermittent Heavy Equipment Operator assignments shall be made on the basis of Departmental Seniority from among certified available employees capable of performing the work and assigned to the same principal place of work. For purposes of this Section, "Departmental Seniority" is defined as the length of continuous service within the IRRRB since the last day of entry into the IRRRB.

When more than one (1) certified employee is available for Heavy Equipment Operator assignment, the more senior certified operator of needed equipment shall have the right to defer an assignment to a less senior certified and available employee.

When heavy equipment moves into another principal place of work, the equipment will be operated by the most senior certified operator from the principal place of work where the equipment had been stationed.

The equipment classified as Classification 3 shall be supplemented to include the operation of Snowgrooming Tractors, when used while snow grooming trails and/or grooming any other recreation area.

Article 6
Compensatory Bank

The compensatory bank shall be liquidated on the last day of the last full pay period in September for all IRR employees.

DEPARTMENT OF LABOR AND INDUSTRY

Article 1
Flextime

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Section 1. Flextime Schedule Request. The purpose of this Article is to establish a voluntary flextime program for employees of the work units within the Department of Labor and Industry.

First shift schedules must begin no earlier than 6:00 a.m. and end no later than 6:00 p.m., Monday through Friday. Second shift schedules must begin no earlier than 12:30 p.m. and end no later than 12:00 a.m., Monday through Friday.

The flextime schedule is based upon a Wednesday through Tuesday, forty (40) hour work week over an eighty (80) hour payroll period unless otherwise specified. Within the above-prescribed parameters, the flextime program shall allow an employee to request a modification of their current work schedule according to the following schedule:

1. Eight (8) consecutive hours of work for each day of the work week.
2. Eight (8) consecutive hours of work for one (1) work week of the payroll period and nine (9) consecutive hours of work for four (4) days and four (4) consecutive hours of work for one (1) day of the remaining work week in the payroll period.

3. Eight and one-half (8-1/2) consecutive hours of work for four (4) days of the work week and six (6) consecutive hours of work on one (1) day of the work week with two (2) consecutive hours off on that same day.
4. Nine (9) consecutive hours of work for four (4) days of the work week and four (4) consecutive hours of work combined with four (4) consecutive hours off on one (1) work day during each work week.
5. Ten (10) consecutive hours of work four (4) days of five (5) each work week.
6. Nine (9) consecutive hours of work for eight (8) days of the work week, eight (8) hours of work for one (1) day of the work week, eight (8) consecutive hours off on one (1) work day during each payroll period, provided that the eight (8) hour work day and the eight (8) hour day off occur on the same day of the week. (For example, if the eight (8) hour work day is Friday, the eight (8) hour day off must be on the other Friday in the payroll period. The work week for employees on this schedule begins four (4) hours into the shift on the eight (8) hour work day and ends exactly one calendar week later.)

Consecutive hours of work shall exclude the normal unpaid lunch period during the work week.

An employee shall make their request in writing to their immediate supervisor no later than fourteen (14) calendar days prior to the desired implementation date. Upon supervisor approval, the schedule shall be effective at the beginning of the next payroll period after approval.

Section 2. Review of Requests. Each Unit Manager may establish a beginning and ending time between the Bandwidth hours during which all scheduled work shifts must occur. Management retains the responsibility for denying or terminating individual flextime schedules where they adversely affect the operation of the unit. Flextime must not interfere with unit operations during regular business hours. Further, management may exclude any employee or group of employees if flextime would cause the Department of Labor and Industry to incur additional costs, be disruptive to the operation of the unit or result in reduced service to the public.

The immediate supervisor shall determine to approve or deny the flextime request of an employee based on the job-related considerations, including, but not limited to, the operations of the unit and the provisions of service to the public. If there are conflicting requests from employees and the needs of the supervisor require that not all requests may be approved, the supervisor shall approve (if all other considerations indicate approval) the request submitted by the employee with the most State Seniority among all unit employees not on a team or specific function, or by State Seniority among all unit employees. Management shall define “team” and “function” for the purposes of this Agreement. Should conflicts still exist, they shall be resolved by lot.

The immediate supervisor shall note their approval on the request memo and give a copy to the employee. If an employee’s request is altered or denied, a written notice of the decision shall be provided to the employee within seven (7) calendar days of request receipt and shall be available to the Union. No request shall be unreasonably denied.

Section 3. Altered Schedules. If requested by the employee, the employee may change days, shifts or hours of work with the approval of their supervisor provided such change is temporary for a duration of not more than fourteen (14) consecutive calendar days at a time and it does not result in payment of overtime or cause a change in the seven (7) day period. Any such alteration must be scheduled so as not to require any full-time employee to work less than eighty (80) hours in a pay period, including paid leave time.

Section 4. Holidays and Paid Leave Time. When a holiday falls on a day the employee normally works, the employee shall be paid holiday pay for the number of hours they would have worked that day if there had been no holiday.

When a holiday falls on a flex day off, the employee shall take another work day off per Master language.

Should an employee be on paid or unpaid leave from work on a day they are scheduled to work, the time changed to the paid leave or taken as unpaid leave shall be for the total hours (or fraction thereof) they would have otherwise been in attendance at work that day.

Section 5. Hours of Work. The execution of this Agreement amends Section 2, Subdivision B.1. (Work Day) and Subdivision B.2. (Work Week/Period) of Article 5 of the Master Agreement so as to recognize the legitimacy of work days other than eight (8) or ten (10) consecutive hours.

It is agreed that no additional paid rest period shall be provided to an employee working on a flextime schedule.

Section 6. Appeals. An employee may appeal in writing the decision of the immediate supervisor to deny or revoke a flextime schedule to the Unit Manager who shall respond in writing within seven (7) days. If not resolved at that level, the decision may be appealed in writing to the Assistant or Deputy Commissioner, as appropriate, who shall respond in writing. The decision of the Assistant or Deputy Commissioner is final and shall not be subject to Article 17 of the Master Agreement unless the action giving rise to the appeal is a violation of a specific provision of that Agreement.

Duration. Should problems occur with this Agreement after its effective implementation date, the parties agree to meet and confer in an effort to resolve the issues. If they meet and confer and cannot resolve the issues, the Department of Labor and Industry reserves the right to terminate the flextime program with fourteen (14) calendar days written notice to the Union.

Article 2
Electronic Posting

Article 12, Section 5 of the Master Agreement shall be modified as follows:

1. DLI will post all vacancies as defined and required by the Agreement between the parties, unless specific waiver has been provided by the Union.
2. All DLI employees represented by the Union have necessary computer hardware, software and access to receive the postings at their work stations.
3. Vacancies will be posted through DLI's electronic mail system (known as GroupWise). Postings will be sent to all DLI employees.
4. Postings will be received like all other e-mail messages. The subject will be clearly labeled and will look the same each time.
5. Employees may bid on posted vacancies electronically by replying to the message. The employee needs to reference the requisition number or position number. Employees may also submit paper (hard copy) bids. All bids (electronic or paper) must be received by the close of business (4:30 p.m.) by the last day of the posting period.

6. DLI will send paper (hard copy) of all postings to the Union's main office. If the Union has or acquires the ability to accept electronic copies, DLI will submit them electronically if feasible.
7. DLI will post one (1) paper (hard copy) of all postings on the bulletin board outside its Human Resources Office at 443 Lafayette. Copies will be made available for review upon request of the Union.
8. DLI will extend the posting period beyond seven (7) calendar day minimum period if documented technological problems delay the electronic delivery and/or access of postings for more than one (1) full business day. In such case, DLI will extend the posting period by one (1) business day for each day the electronic delivery is delayed beyond one (1) full business day.
9. Employees are to report technological problems that prevent the receipt and/or access of electronic postings. Such problems are to be reported to DLI Technology Services. More specifically, an e-mail message can be sent to "help" and/or call 651-284-5555. Such malfunctions are to be immediately reported.
10. If documented technological problems cause excessive delays in receipt and/or access of electronic postings, DLI will post vacancies on paper (hard copy) on employee bulletin boards where employees in the seniority unit in the class in which the vacancy exists are stationed. In such cases:
    a) DLI will notify the Local President.
    b) The posting period for affected posting(s) will be adjusted to begin the date of the paper (hard copy) posting and will run for a duration of a minimum of seven (7) calendar days from the date of the paper (hard copy) posting.
    c) DLI will notify the Local President and all employees when the technological problems are fixed and electronic postings can be resumed.
11. The Union may bring concerns or issues with electronic posting at anytime to DLI.

Article 3
Probation

Article 12, Section 10C of the Master Agreement is modified as follows:

If Management or the Local Union believes that extending an employee's probationary period could result in a successful completion, Management and the Local Union may agree to a limited extension of up to three (3) months (or the equivalent number of hours if the employee is intermittent or less than half-time), provided that the employee was given a written mid-probationary review and provided that a written notice of the extension is given to the employee and the Union prior to the end of the fifth (5th) month of the probationary period.

Upon completion of the probationary period, the letter extending the probation will be removed from the employee's personnel/supervisory file.

MINNESOTA STATE LOTTERY

Article 1
Flex-Time

The purpose of this article is to establish a voluntary flex-time program for employees of the work units within the Minnesota State Lottery.

Section 1. Flex-Time Schedule Request - EDP Operations Technician Series. This section is specifically designed for the EDP Operations Technician series and is unavailable for any other Lottery employees outside of that series. All other sections in this article, except Section 2 are applicable.

The flex-time schedule is based on a Wednesday through Tuesday forty (40) hour work week over a two (2) week eighty (80) hour payroll period.

Within the above prescribed parameters, the flex-time program shall allow an employee to request modification of their current work schedule according to the following schedule:

Eight (8) consecutive hours of work for each day of the Wednesday through Tuesday work week.

Twelve (12) consecutive hours of work for three (3) work days, and four (4) consecutive hours of work for one (1) day per week.

Nine (9) consecutive hours of work eight (8) days per pay period with one (1) eight (8) hour day.

Nine (9) consecutive hours of work four (4) days a week and four (4) consecutive hours of work one (1) day a week.

Consecutive hours of work shall exclude the normal unpaid lunch period during the work week.

The employee shall request participation in this program in writing to their immediate supervisor no later than fourteen (14) calendar days prior to the date of implementation.

If necessary, the work week shall be adjusted in order to be in compliance with the Fair Labor Standards Act.

Section 2. Flex-Time Schedule Request: Other Work Units. This section is for all other work units in the Minnesota State Lottery except those defined in Article 2. All other sections in this article are applicable.

The flex-time schedule is based on a Wednesday through Tuesday forty (40) hour work week over a two (2) week eighty (80) hour payroll period.

Within the above prescribed parameters, the flex-time program shall allow an employee to request modification of their current work schedule according to the following schedule:

Eight (8) consecutive hours of work for each day of the Wednesday through Tuesday work week.

Ten (10) consecutive hours of work four (4) days out of five (5) each Wednesday through Tuesday work week.

Nine (9) consecutive hours of work eight (8) days per pay period with one (1) eight hour day.

Nine (9) consecutive hours of work four (4) days a week and four (4) consecutive hours of work one (1) day a week.

Consecutive hours of work shall exclude the normal unpaid lunch period during the work week.

The employee shall request participation in this program in writing to their immediate supervisor no later than fourteen (14) calendar days prior to the date of implementation.

Once the program is in effect, an employee may revert back to their original schedule by providing a fourteen (14) calendar day written notice to the immediate supervisor. Once such decision is made, the employee may not re-enter the program for a period of three (3) months.

If necessary, the work week shall be adjusted in order to be in compliance with the Fair Labor Standards Act.

Section 3. Review of Requests. Management retains the responsibility for denying or terminating individual flex-time schedules where they adversely affect the operation of the unit. Flex-time must not interfere with unit operations during the normal office hours of Monday through Friday. Further, management may exclude any employee or group of employees if flex-time would cause the Minnesota State Lottery to incur additional costs, be disruptive to the operation of the unit or result in reduced service to the public.

The immediate supervisor shall determine to approve or deny the flex-time request of an employee based upon job-related consideration including, but not limited to, the operation of the unit and the provision of service to the public. If there are conflicting requests from employees, and the needs of the supervisor require that not all requests may be approved, the supervisor shall approve (if all other considerations indicate approval) the request submitted by the employee with most state seniority within a team function, or by state seniority among all unit employees not on a team or in a specific function, or by state seniority among all unit employees. Management shall define "team" and "function" for the purposes of this article. Should conflicts still exist, they shall be resolved by lot.

The immediate supervisor shall provide the employee with written notice and explanation of the decision within seven (7) calendar days of request receipt. If an employee's request is denied, a copy of the written notice and explanation of the decision shall be available to the Union. No request may be unreasonably denied.

Section 4. Altered Schedules. Upon mutual agreement of the immediate supervisor and the employee, an employee's schedule may be temporarily altered for a duration of not more than fourteen (14) consecutive days at a time without regard to the above provisions provided that it does not result in payment of overtime. Any such alteration must also be scheduled so as not to require any full-time employee to work less than eighty (80) hours in a pay period, including paid leave time.

Section 5. Holidays and Paid Leave Hours. When the holiday falls on a day the employee normally works eight (8), nine (9), ten (10) or twelve (12) hours, the employee shall be paid holiday pay for the number of hours s/he would have worked that day had there been no holiday.

When the holiday falls on a day the employee normally works less than eight (8) hours, the schedule shall be changed with the closest holiday that still falls within the same Wednesday through Tuesday work week.

This article serves as the fourteen (14) days notice of these schedule changes during holidays as required under Article 5 of the Master Agreement.

Should an employee be on paid or unpaid leave from work on a day they are scheduled to work, the time charged to the paid leave or taken as unpaid leave shall be for the total hours (or fraction thereof), they would have otherwise been in attendance at work that day.

Section 6. Hours of Work. The execution of this Supplemental Agreement hereby amends Section 2, Subdivision B (Work Day), and Subdivision C (Work Week, Work Period), of Article 5 of the Master Agreement so as to recognize the legitimacy of a twelve (12) hour work day and four (4) hour work day.

It is further agreed that no additional paid rest period shall be provided to an employee working on a flex-time schedule.

Section 7. Appeals. An employee may appeal in writing the decision of the immediate supervisor to deny or revoke a flex-time schedule to the Unit Manager who shall respond in writing. If not resolved at that level, the decision may be appealed in writing to the Assistant Director or Director as appropriate who shall respond in writing. The decision of the Assistant Director or Director is final and shall not be subject to Article 17 of the Master Agreement unless the action giving rise to the appeal is a violation of a specific provision of that Agreement.

Section 8. Duration. This Supplemental Agreement shall be in effect for an indefinite period beginning the effective date of the Agreement. Should problems occur with this Agreement after its effective implementation date, the parties agree to meet and confer in an effort to resolve any issues may arise.

Article 2
Overtime

Article 6 of the Master Agreement shall be supplemented and/or modified as follows:

The Employer will make every effort to assign overtime as soon as practical once the need for overtime is known.

Achievement Awards.

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards
- Percentage of employees eligible for awards
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year. Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

DEPARTMENT OF MILITARY AFFAIRS

Article 1

Work Out of Class

Article 18, Section 8, of the Master Agreement shall be supplemented and/or modified as follows for Duluth Airfield Firefighters and Camp Ripley Firefighters working a 24-hour schedule.

When an employee is expressly assigned to perform substantially all of the duties of a position allocated to a different class that is temporarily unoccupied, the employee shall be paid for all such hours at the employee's current salary when assigned to work in a lower or equal class or at a rate within a higher range which is equal to the minimum rate for the higher class or one (1) step higher than the employee's current salary, whichever is greater. When an employee is assigned to serve in a class for which the employee is on a layoff list, the employee shall be paid as provided above or the maximum step previously achieved by the employee, whichever is greater. If the Appointing Authority determines to make a work out of class assignment of six (6) or more consecutive months to a higher class represented by the Union, the Appointing Authority shall appoint the most senior capable and available employee among or within classes and among or within work areas as determined by the Appointing Authority.

Article 2

Holidays

Article 7, Section 2 of the Master Agreement shall be supplemented and/or modified as follows:

The provisions of Article 7, Section 2A shall not apply to Duluth Airfield nor Camp Ripley Firefighters working a 24-hour schedule.

The provisions of Article 7, Section 2Bshall be supplemented and/or modified as follows:

Duluth Airfield Firefighters and Camp Ripley Firefighters working a 24-hour schedule shall receive two (2) floating holidays per fiscal year. Floating holidays may not be accumulated and shall not be paid in cash if not used. The rest of this section shall continue to be applied.

Article 3

Vacation Accrual – Duluth Airfield Firefighters and Camp Ripley Firefighters Working a 24-hour Schedule

Article 8, Section 2 of the Master Agreement shall be supplemented and/or modified as follows:

Section 2. Allowances. All eligible Duluth Airfield and Camp Ripley Firefighters working a 24-hour schedule shall accrue vacation pay according to the following rates:

Length of Service	Rate Per Full Payroll Period

0 through 5 years	5.5 working hours
After 5 through 8 years	6.5 working hours
After 8 through 12 years	9.5 working hours
After 12 through 18 years	10 working hours
After 18 through 25 years	10.5 working hours
After 25 through 30 years	11.5 working hours
After 30 years	12 working hours

Appendix C of the Master Agreement shall be supplemented and/or modified as follows:

Eligible Duluth Airfield and Camp Ripley Firefighters working a 24-hour schedule paid for less than a full one hundred and six (106) hour pay period shall have their vacation accruals pro-rated according to the rate table listed below:

Hours Of Vacation Accrued During Each

Payroll Period Of Length Of Service

No. Hours Worked/ Paid During Pay Period	0 thru 5 years	After 5 thru 8 years	After 8 thru 12 years	After 12 thru 18 years	After 18 thru 25 years	After 25 thru 30 years	After 30 years
Less than 12.5	0	0	0	0	0	0	0
At least 12.5 – Less than 26	1	1.25	1.75	2	2	2.25	2.25
At least 26 – Less than 39	1.25	1.75	2.25	2.75	2.75	3	3
At least 39 – Less than 52.5	2	2.75	3.75	4	4	4.25	4.75
At least 52.5 – Less than 65.5	2.75	3.25	4.75	5	5.25	5.75	6
At least 65.5 – Less than 79	3.25	4.25	6	6.25	6.75	7.25	7.5
At least 79 – Less than 92	4	5	7	7.5	8	8.5	9
At least 92 – Less than 105.5	4.75	6	8.25	9	9.25	10	10.5
At least 105.5	5.5	6.5	9.5	10	10.5	11.5	12

**For purposes of this Section, “hours worked/paid” means all hours worked, and all paid leaves of absence, paid vacation and sick leave, paid floating holidays and compensatory time off. Overtime hours are included in “hours worked/paid” based on the number of hours worked, not the number of hours compensated.

Article 8, Section 2F of the Master Agreement shall be supplemented and/or modified as follows:

Duluth Airfield and Camp Ripley Firefighters **working a 24-hour schedule** may accumulate unused vacation to any amount provided that once during each fiscal year each employee's accumulation must be reduced to five hundred and thirty

(530) hours or less. This must be accomplished on or before the last day of the fiscal year. If not, the amount of vacation shall be automatically reduced to five hundred and thirty (530) hours at the end of the fiscal year.

Article 8, Section 4 of the Master Agreement shall be supplemented and/or modified as follows: Employees who use vacation shall be charged only for the number of hours they would have been scheduled to work during the period of absence.

Article 4

Sick Leave – Duluth Airfield Firefighters and Camp Ripley Firefighters Working a 24-hour Schedule

Article 9, Section 2 of the Master Agreement shall be supplemented and/or modified as follows:

Eligible Duluth Airfield and Camp Ripley Firefighters working a 24-hour schedule shall accrue sick leave at the rate of five and one half (5.5) hours per pay period of continuous employment beginning with their date of eligibility.

Appendix D of the Master Agreement shall be supplemented and/or modified as follows:

Eligible Duluth Airfield and Camp Ripley Firefighters working a 24-hour schedule being paid for less than a one hundred six (106) hour pay period shall have sick leave accruals prorated according to the rate schedule indicated below:

Hours Of Sick Leave Accrued During Each

Payroll Period Of Continuous Service

Number of Hours Worked/Paid During Pay Period	Number of Hours Accrued
Less than 12.5	0
At least 12.5 – Less than 26	1
At least 26 – Less than 39	1.25
At least 39 – Less than 52.5	2
At least 52.5 – Less than 65.5	2.75
At least 65.5 – Less than 79	3.25
At least 79 – Less than 92	4
At least 92 – Less than 105.5	4.75
At least 105.5	5.5

**For purposes of this Section, "hours worked/paid" means all hours worked, and all paid leaves of absence, paid vacation and sick leave, paid floating holidays and compensatory time off. Overtime hours are included in "hours worked/paid" based on the number of hours worked, not the number of hours compensated.

Article 9, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

An employee using sick leave shall be charged for only the number of hours they were scheduled to work during the period of sick leave.

Article 5

Hours of Work – Duluth Airfield Firefighters and Camp Ripley Firefighters Working a 24-hour Schedule

For Duluth Airfield Firefighters, Article 5, Section 3 of the Master Agreement shall be supplemented and/or modified as follows:

B. **Work Day.** The normal workday shall consist of twenty-four (24) consecutive hours of work. Should it become necessary to establish schedules departing from the normal work day, in the interest of efficient operations, to meet the needs of the public or an Agency, to use facilities or the working forces, no less than thirty (30) calendar days' notice will be given to the Local Union. Upon request, the Appointing Authority will discuss the new schedules with the Local Union affording the Local Union an opportunity to express its view, prior to the fourteen (14) day posting period provided for in Article 5, Section 1C.s

For Duluth Airfield and Camp Ripley Firefighters working a 24-hour schedule, Article 5, Section 1C of the Master Agreement shall be supplemented and/or modified as follows:

C. **Work Schedule**. The Base Fire Chief shall be responsible for scheduling each Firefighter's days and hours of work. The written work schedule reflecting each Firefighter's days and hours of work shall be posted at **least** fourteen (14) days in advance of its effective date.

   Duluth Airfield and Camp Ripley Firefighters working a 24-hour schedule who are qualified and capable may mutually agree to exchange days, shifts, or hours of work with the approval of their supervisor which shall not be unreasonably denied. With the approval of the supervisor, firefighter shift trades shall be done within the twenty-eight (28) day work period.

   Duluth Airfield and Camp Ripley Firefighters working a 24-hour schedule: To provide a uniform amount of earnings in a firefighter's bi-weekly paycheck, Duluth Airfield and Camp Ripley Firefighters working a 24-hour schedule shall carry forward all hours in excess of one hundred and six (106) hours in a payroll period into the next regular bi weekly payroll period within the twenty-eight (28) day work period for which they are scheduled for less than one hundred and six (106) hours. Hours carried forward are added to that payroll period to bring it up to one hundred and six (106) hours. Consistent with the federal Fair Labor Standards Act (FLSA), all hours worked in excess of two hundred and twelve (212) within the twenty-eight (28) day work period shall be compensated as overtime at the rate of time and one half. Such hours shall be assigned to the employee's compensatory bank.

Article 6

Overtime – Duluth Airfield and Camp Ripley Firefighters Working a 24-hour Schedule

Article 6 of the Master Agreement shall be supplemented and/or modified as follows:

The provisions of Article 6, Section 1 shall not apply to Duluth Airfield Firefighters nor to Camp Ripley Firefighters working a 24-hour schedule. However, such Airfield Firefighters shall have paid vacation time, paid sick leave, and paid leaves of absence considered as "time worked."

For Duluth Airfield Firefighters and Camp Ripley Firefighters working a 24-hour schedule, Article 6, Section 5, Liquidation, shall be supplemented and/or modified as follows:

A. **General.** All overtime hours earned while working regularly scheduled hours in accordance with the FLSA shall be assigned to the employee's compensatory bank. All hours worked in addition to regularly scheduled hours (e.g., training, fill-in for manning shortage, extra duty assignments), and in excess of 212 hours within the twenty-eight (28) day work period, shall be paid either in cash or compensatory time at the discretion of the employee. This decision shall be recorded on the employee's time record each work period. Should an employee fail to indicate on the time record, all such additional hours shall be assigned to the compensatory bank. At the discretion of the Appointing Authority, and the consent of the employee, all or a portion of the compensatory bank may be liquidated in cash at least two times during a fiscal year, in accordance with the provision of Section 5.D. of Article 6.

Article 7

Shift Differential

Article 18, Section 7of the Master Agreement shall be supplemented and/or modified as follows:

The provisions of this Section shall not apply to Duluth Airfield Firefighters nor to Camp Ripley Firefighters working a 24-hour schedule.

Article 8

Overtime and Overtime Distribution-Duluth Airfield and Camp Ripley Firefighters Working a 24-hour Schedule

Article 6, Section 5B, Liquidation, Compensatory Bank, of the Master Agreement shall be supplemented and/or modified as follows:

B. Compensatory Bank.

1. Size of Bank: The maximum amount of hours that may be in the compensatory bank at any given time is two hundred and fifty (250) hours. The maximum amount of hours allowed to carry over each year without supervisory approval shall be one hundred and fifty (150) hours, on the last full pay period in January.

Article 6, Section 5E, Liquidation, Use of Compensatory Time, of the Master Agreement shall be supplemented and/or modified as follows:

The Appointing Authority may schedule compensatory time off for an employee with more than one hundred (100) hours in the compensatory bank by providing them no less than fourteen (14) calendar days' notice prior to the specified scheduled time off. The employee may not be scheduled below one hundred (100) hours.

Article 6, Section 4 of the Master Agreement, shall be supplemented and/or modified as follows except for Camp Ripley:

Overtime work shall first be offered to the most senior employee(s) in the same job class and in the same work area who are capable of performing the work available. The overtime work shall first be offered to employees then on duty if such overtime is for the immediately subsequent shift. Should the senior employee choose not to accept the overtime assignment, the next most

senior capable employee shall be offered the overtime assignment. However, the Appointing Authority shall not be required to cut in on work in progress in order to comply with the requirements of this Section. In the event all capable employees decline overtime work, the Appointing Authority shall have the right to assign overtime based upon inverse order of Classification Seniority among capable employees.

Employees may request not to be offered voluntary overtime by means of a written waiver submitted to the local personnel officer, provided, however, that the Appointing Authority retains the right to assign overtime, in inverse order of Classification Seniority among capable employees in the event that all capable employees decline overtime work.

Employees may rescind such waivers upon fourteen (14) calendar days' written notice to the local personnel office.

In emergencies, notwithstanding the terms of this Article, the Appointing Authority may assign someone to temporarily meet the emergency requirements regardless of the overtime distribution.

Article 9

Uniforms – Duluth Airfield Firefighters and Camp Ripley Firefighters

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

The Appointing Authority shall provide an initial clothing allowance up to $500.00 for each Firefighter. Upon completion of the first year of employment, and annually thereafter, the Appointing Authority will reimburse the Firefighter for new articles of uniform clothing purchased, not to exceed $500.00 each year. The Firefighter shall be required to provide receipts before being reimbursed. Proper maintenance of uniforms shall be the Firefighter's responsibility.

The Appointing Authority shall have the right to set standards for the color and style of Firefighter's uniforms, a reasonable level of cleanliness and a reasonable standard for the condition of Firefighter's uniforms. This standard may be established locally by the Fire Chief.

Article 10

Camp Ripley

Article 15, Section 4C of the Master Agreement shall be supplemented and/or modified as follows:

Seasonal employees shall be laid off in inverse order of Classification Seniority within the principal place of employment of the position(s) to be eliminated unless waived by mutual agreement between the employee and the Appointing Authority. For the class Stores Clerk, principal place of employment shall be defined as: (1) ammunition; (2) subsistence (Class I); (3) area supply; and (4) supply and services.

For the class Training Site Worker, principal place of employment shall be defined as: (1) ammunition; (2) subsistence; (3) area supply; (4) supply and services; and (5) engineering.

Article 15, Section 4E of the Master Agreement shall be supplemented and/or modified as follows:

Seasonal employees shall be recalled in the order in which their names appear on the seasonal layoff list for the seniority unit and principal place of employment from which they were laid off

and shall have preference for any temporary jobs in the principal place of employment in their class which are established during a period of seasonal layoff. For the class Stores Clerk, principal place of employment shall be defined as: (1) ammunition; (2) subsistence (Class I); (3) area supply; and (4) supply and services. For the class Training Site Worker, principal place of employment shall be defined as: (1) ammunition; (2) subsistence; (3) area supply; (4) supply and services; and (5) engineering.

Article 11

Heavy Equipment

See Appendix F, Section 2 for the assignment of Intermittent Heavy Equipment.

Article 12

Flex-time Scheduling

The Appointing Authority and the local union may mutually agree to a flex-time scheduling plan.

Article 13

Pay Differentials

Intermittent Heavy Equipment operating assignments shall be made on the basis of State Seniority from among qualified employees who are available and capable of performing the work and assigned to the same work area.

Employees who work on high voltage (over 600 volts) power lines shall receive a differential of $1.15 per hour for all hours worked.

MN.IT SERVICES

Article 1
Hours of Work

Article 5 of the Master Agreement shall be modified as follows:

Fixed Night Shift:

Article 5 of the Master Agreement shall be supplemented and/or modified as follows:

In MN.IT Services, the night shift schedule shall be fixed.

Article 2
Overtime Distribution

Article 6, Section 4 of the Master Agreement shall be modified as follows:

MN.IT Services:

Overtime distribution for the EDP Tech classifications shall be as follows:

1. Five (5) functional work areas shall be established for the purpose of overtime distribution. They are:

- Production Control Documentation;
- Operations Center Services;
- Storage Management (Tape Library);
- Systems Operations;
- Input/Output Operations.

2. Overtime shall be offered on an equal distribution basis as defined in Article 6, Overtime, Section 4, Distribution except that employees scheduled on vacation the day before or after an overtime shift shall not be credited for offered overtime and not worked. Distribution shall be calculated based on the number of hours worked, not the number of times contacted.
3. Overtime hours shall be zeroed out June 30 of each year.
4. Overtime known in advance shall be offered in the following order:
   - Capable and qualified employees within the functional work area, who normally work the shift the overtime is needed;
   - Capable and qualified employees within the functional work area, who normally work other shifts.

     If all capable and qualified employees decline the overtime, it shall be assigned to:

   - The capable and qualified employee with the least number of overtime hours credited who normally works the shift the overtime is needed. If more employees have the same number of hours credited than are needed, the overtime shall either (1) be assigned in inverse order of seniority among those who share the same number of hours credited or (2) the supervisor may offer the overtime to other qualified employees, by class, outside the functional work area.
5. Overtime for the immediately subsequent shift shall be offered in the following order:
   - Capable and qualified employees within the functional work area, who are on duty. If all these individuals decline overtime, it shall be assigned to:
   - The capable and qualified employee with the least number of overtime hours credited, who is on duty. If more employees have the same number of hours credited than are needed, the overtime shall be assigned in inverse order of seniority among those who share the same number of hours credited.

Article 6, Section 5, Liquidation, of the Master Agreement shall be modified as follows:

The compensatory time bank shall not exceed eighty (80) hours. Hours worked over eighty (80) hours shall be paid in cash. The bank shall not be liquidated in cash by the Employer or the employee and shall only be liquidated upon separation from employment. This section of the Supplement shall not be included in subsequent agreements between the parties unless mutually agreed upon.

Article 3
Holidays

Article 7, Section 4, Shift Work, of the Master Agreement shall be modified as follows:

The holiday for third shift employees will be the day on which the shift begins rather than where the majority of hours fall.

MN.IT Services:

6. The five (5) functional work areas for EDP Tech employees for work on a holiday are:
   - Production Control Documentation;
   - Operations Center Services;
   - Storage Management (Tape Library);
   - Systems Operations;
   - Input/Output Operations (Printing and Tapes).
7. The Employer shall choose the classification(s) needed to work the holiday.
8. Requests for the holiday off and/or assignments to work on the holiday shall be based upon State Seniority within/among the applicable classification(s) and applied to each shift.
9. Hours worked on the holiday shall not be credited as overtime worked for purposes of equal distribution.

Article 4
Vacation Leave

Article 8, Section 3, Vacation Period, of the Master Agreement shall be modified as follows: Requests for a vacation period of less than forty (40) consecutive hours, including holidays and weekends, may be submitted no more than ninety (90) days in advance of the request.

Article 5
Vacancies, Filling of Positions

Article 12, Section 4 (D), of the Master Agreement shall be modified as follows:

All Divisions:

The Appointing Authority may temporarily reassign any employee to another work area, off-site location, and/or shift, for six (6) consecutive months or less.

Article 12, Section 7, Filling of Positions, of the Master Agreement shall be modified as follows:

MN.IT Services:

Employees who accept a transfer into EDP Operations Technician 2 positions with Production Control/Staging and Computer Operations options from EDP Operations Technician 2 positions without options or with other options will be required to serve a six (6)-month probationary period on transfer. Upon acceptance of the position, the employee shall be provided with a checklist of all items on which they will be evaluated. An evaluation shall be conducted at three (3) months and six (6) months. At the completion of the probationary period, the employee must demonstrate proficiency in each area specified by management, including the ability to communicate with customers and co-workers. If at the end of the probationary period the employee does not demonstrate sufficient knowledge of production control, current contract language for non-certification shall apply.

Article 6
Attendance at Union Meetings

The provisions of the Master agreement shall be supplemented and/or modified as follows:

Employees may be permitted to adjust their hours of work to permit travel time necessary to attend regular monthly Local and Executive Board meetings of the Local Union. Such adjustments shall be of reasonable duration, not to exceed two (2) hours and shall be at the beginning of the shift.

Employees who desire to make these adjustments must request and be granted approval from their immediate supervisor or other Appointing Authority designee in advance of the meeting date. Requests shall show the hours of release time requested. Approval of these requests shall not be unreasonably withheld. The Appointing Authority reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing the day of the meeting.

Employees shall receive no compensation for time spent in such travel, but may utilize vacation leave, compensatory overtime hours, or work extra hours, within the same payroll period, if work is available, to prevent a loss of earnings.

In the event work is available and an employee is authorized to work extra hours to offset time spent in travel to union meetings, the Appointing Authority shall have no liability for overtime hours or pay until the employee has worked an amount of time outside their regular shift which is equal to the amount of release time requested and used.

Article 7
Meet and Confer

The parties agree to meet and confer on issues that arise during the term of the Agreement.

MINNESOTA STATE COLLEGES AND UNIVERSITIES

The following supplements and/or modifies the Master Contract.

Part 1. All Minnesota State

1. **Student Workers.** No employee shall be laid off or demoted due to the utilization of student workers.
2. **Parking.** The Employer agrees that all policies and fees relating to employee parking on campus and Board office facilities shall be uniform for faculty and all other personnel on each campus. On campuses which have a parking committee, the Local Union shall designate a representative to the committee.
3. **Minnesota State Labor-Management Committee Representatives.** Article 31, Section 3, Local Labor/Management Committees, of the Master Agreement shall be supplemented and/or modified as follows:

   The Minnesota State Labor-Management Committee shall be composed of no more than nine (9) representatives each from management and from the local unions. No more than two (2) local union representatives from each campus shall be released without loss of pay.

In addition to the issues regularly discussed at the local Labor-Management meetings, the local Labor Management committee shall discuss: the Employer's use of student workers, the institution's academic calendar and summer appointment of seasonal employees.

4. **Minnesota State Safety Committee.** A statewide Safety Committee shall be composed of no more than seven (7) representatives each from management and from the local unions. The committee shall address issues of campus safety plans, campus emergency plans, safety training, and other safety-related issues.

5. **Safety Committee Minutes.** Each campus safety committee chair shall distribute copies of their safety meeting minutes to the Minnesota State Safety Officer and to the Local Union Presidents.

6. **Seasonal Extensions.** Article 15, Section 4, Seasonal Layoff, of the Master Agreement shall be supplemented and/or modified as follows:

   The Appointing Authority may assign work after the normal season ends or before the season begins based on program requirements rather than seniority, such assignment(s) not to exceed a total of four (4) weeks. When the assignment(s) exceeds the four (4) week total, it shall be made in accordance with the Master Agreement.

7. **Tuition Waiver.** There shall be available to employees of the Minnesota State System, a tuition waiver as set forth below.

   Employees shall have the choice to participate or not. The parties agree that should the Union attempt to expand this waiver beyond employees of the Minnesota State System, the waiver shall immediately cease.

   Full-time unlimited and seasonal, and part-time unlimited and seasonal employees who have completed three (3) consecutive years of service in the Minnesota State System shall be entitled to enroll in credit courses on a "space available" basis, without payment of tuition. Such enrollment shall not exceed twenty (20) semester credits per year, running from fall session through summer session.

   The employee will pay all applicable fees.

   1. Employees at a Minnesota State University shall have tuition waived at any Minnesota State University.
   2. Employees at a Minnesota State 2-year College shall have tuition waived at any Minnesota State 2-year College.
   3. Employees of the Minnesota State system office must make a choice each contract period of using tuition waiver at either any Minnesota State University or any Minnesota State 2-year college.

   The employee's spouse or dependent child(ren) may share this tuition waiver not to exceed sixteen (16) credits.

   The tuition waiver benefit shall not apply to any courses that are part of an applied doctorate program.

8. **Union Meetings.** The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees may be permitted to adjust their hours of work to permit their attendance at regular monthly meetings of the Local Union. Such adjustments shall be of reasonable duration, not to exceed two (2) hours. Employees who desire to make these adjustments must request prior approval from their department supervisor or other Employer designee five (5) calendar days in advance of the meeting date. Requests shall include an indication of the length of release time requested. Approval of these requests will not be unreasonably withheld. The Employer reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing during the time of the meeting. Employees shall receive no compensation for time spent at union meetings, but may utilize vacation leave or work extra hours, within five (5) working days, if work is available, to prevent loss of earnings.

In the event work is available and an employee elects to work extra hours to offset time spent at union meetings, the Employer shall have no liability for overtime hours or pay until the employee has worked an amount of time outside their regular shift which is equal to the amount of time spent at a union meeting.

9. **Board of Trustees Meetings.** The Minnesota State Policy Committee President or Designee shall be granted Union Leave sufficient to attend meetings and hearings conducted by the Minnesota State Board of Trustees. Such leave shall be considered paid leave for purposes of vacation and sick leave accrual.

10. **Seasonal Layoffs.** Section 4b and 4e (second paragraph) of Article 15 of the Master Agreement shall be modified as follows:

    The agreed upon form letter attached to the MOU on Seasonal Layoffs will be used in lieu of the language in Section 4 of Article 15 to notify academic year, seasonal employees of their work schedules and planned return to work at least fourteen (14) calendar days in advance of such dates. Copies of the notice shall be provided to the Union and Local President. In addition, seasonal academic employees whose seasonal layoff or recall dates are changed, except as provided in Part 1, Section 6 of this supplement, shall be provided notice of seasonal layoff or recall in accordance with Article 15, Section 4, Seasonal Layoff, of the Master Agreement. The above provision applies to the State Universities and the Board Office for the duration of the 2013-2015 Agreement.

11. **Notification of Layoffs.** As provided in Article 15, Section 2, Labor-Management Cooperation, when an Appointing Authority initiates a planning process or management study which is anticipated to result in layoff, the Appointing Authority will meet and confer with the Local Union during the decision planning phase and again during the implementation planning phase. As further provided in Article 15, Section 3B, Advance Notice, of the Master Agreement, Minnesota State's institutions shall notify the Union of a prospective layoff at least thirty (30) calendar days prior to the effective date of the layoff whenever practicable. The Union may request a meeting with the Administration to discuss alternatives to the layoff and/or implementation of the layoff.

12. **Employment Condition.** Article 12, Section 2, Employment Condition, shall be modified or supplemented as follows:

    An Appointing Authority may continue to schedule employees full-time during the academic year and part-time during the summer. The employment condition of these positions is full-time unlimited. This provision shall apply to the position and not to the employee. Changes in an employee's employment condition resulting solely from implementation of this provision

shall not constitute a vacancy within the meaning of Article 12 of the Master Agreement. Positions created or identified pursuant to this provision shall be identified as such on the seniority roster.

Article 12, Section 6, Eligibility for Bidding, of the Master Agreement is modified as follows:

For purposes of bidding, an employee who works full-time during the academic year and part-time during the summer may bid to a year-round full-time, unlimited position. A year-round full-time, unlimited employee may bid to a vacancy that is scheduled full-time during the academic year and part-time during the summer.

Article 15, Section 3D, Procedure, shall be modified as follows:

An employee who works full-time during the academic year and part-time during the summer may exercise bumping rights with respect to a year-round full-time unlimited employee only pursuant to Article 15, Section 3D3h, Bump in Different Employment Condition Within Thirty-five (35) Miles. A year-round full-time, unlimited employee shall exercise bumping rights with respect to an employee who works full-time during the academic year and part-time during the summer only pursuant to Article 15, Section 3D3h.

Article 15, Section 3D3h of the Master Agreement shall be modified as follows:

An unlimited full-time or unlimited part-time employee may exercise the bumping option set forth in Article 15, Section 3D3h of the Master Agreement against only one of the following groups:

a) unlimited full-time employees who work full-time during the academic year and part-time during the summer; or

b) year-round full-time, unlimited employees; or

c) part-time unlimited employees.

13. **Conflicts.** The following practices are to be followed in situations involving the employment or potential employment of members of the same family unit in a permanent or full-time, unlimited position:

    1. Employees who have responsibility for hiring will disqualify themselves from any situations involving the hiring of another family member.

    2. Managers and supervisors will work to address situations where family members are working in a direct superior/subordinate relationship.

    3. For purposes of this provision, a “family member” shall mean spouse, children, siblings (including sisters/brothers in-law), parents, and parents of spouse.

14. **Holiday Proration.**

    a. Part-time employees’ holidays shall be prorated according to Appendix B1, based upon the average number of hours paid in the previous three pay periods, unless either (1) the employee does work the holiday, in which case Article 7 of the Master Agreement language shall apply, or (2) any of the situations described in b. through e., below apply.

    b. If an employee is appointed or recalled during a pay period in which a holiday(s) occurs, and the employee is eligible for holiday pay, the proration shall be based on the hours

worked or paid in the next pay period which does not include a holiday. For this purpose, and for those employees on a voluntary reduction in hours, use the table in Appendix B.

c. If a part-time employee is appointed during one of the three pay periods immediately preceding a pay period in which a holiday occurs, and the employee is eligible for holiday pay, the proration shall be based on the hours worked or paid in the next pay period which does not include a holiday. For this purpose, use the table in Appendix B.

d. If a part-time seasonal employee is recalled during one of the two pay periods immediately preceding a pay period in which a holiday occurs, and the employee is eligible for holiday pay, the proration shall be according to Appendix B1 and shall be based on the average number of hours paid in the previous three pay periods in which the employee was scheduled to work and for which the employee received a paycheck not including pay periods in which the employee was on seasonal layoff.

e. If an employee is laid off or terminated during a pay period in which a holiday(s) occurs, and the employee is eligible for holiday pay, the proration shall be based on the hours worked or paid in the most recent pay period which does not include a holiday. For this purpose, use the table in Appendix B.

15. **Staff Development.**

    a. Minnesota State's colleges, universities and System Office are encouraged to support the professional development of AFSCME employees.

    b. A joint taskforce shall be established and composed of eight (8) representatives selected by the Appointing Authority and eight (8) employee representatives selected by AFSCME. The joint taskforce shall be convened by Minnesota State and shall be charged with discussing AFSCME's participation in staff development planning for individual and campus-wide training. The joint taskforce shall review data and report on results as appropriate.

16. **Substitute Holidays.** The Appointing Authority and Local Union may agree to continue to recognize different holidays than those provided for in the Master Agreement.

17. **Work on a Holiday – Scheduling Holiday Pay Entitlement.** The second paragraph of Article 7, Section 8A ("Holidays: Work on a Holiday, Scheduling") of the Master Contract shall be interpreted to apply not only to the Employer's initial scheduling of work on the holiday, but also the subsequent scheduling of additional work that later become available for the holiday, excluding extensions of hours. In such cases when additional work becomes available (excluding extensions of hours), the above-referenced language in the Master Contract shall be modified to require that the work be offered, rather than assigned.

18. **Uniforms.** Employees who are currently being supplied or being reimbursed for uniforms by the Appointing Authority shall receive or be reimbursed for an initial issue of five (5) properly fitting uniforms per employee upon employment. Thereafter, employees shall be permitted replacement uniforms when such need is demonstrated. Worn out uniforms shall be returned to the Appointing Authority.

19. **Settlement of Disputes.** Article 17 of the Master Agreement shall be supplemented and/or modified as follows:

    Definition of Steps: The presentation of a grievance at the first step shall be to the employee's immediate supervisor. For employees of a Minnesota State college or university, the presentation of a grievance at the second step shall be to the college or university President or designee. For employees of the Minnesota State system office, the presentation of a grievance

at the second step shall be to the system office's Chief Human Resources Officer or designee. Step 3 grievances shall be appealed to the Labor Relations Division at the Minnesota State system office.

20. **Hours of Work - Changes for Summer and Academic Break.** During summer and academic breaks, individual employees may be permitted the option of working four (4) ten (10) hour days, or four (4) nine (9) hour days and a four (4) hour day. The supervisor may deny individual requests for job-related reasons. If there are conflicting requests in the same work unit, the supervisor shall grant the modified schedule, if acceptable, to the employee with the most State Seniority. Should conflicts still exist, they shall be resolved by lot. Requests to go to the altered schedules must be made in writing to the supervisor at least twenty-eight (28) calendar days preceding the change. Employees going to and returning from altered schedules for summer and academic breaks shall not be entitled to fourteen (14) calendar days posting or penalty pay, but shall be returned to their previous schedule.

21. **Intra Campus Mail.** The Employer shall make available to each Local Union the use of the intra campus mail system for the communication of meeting notices and minutes of same, monthly and/or quarterly newsletters, and other official communications from Union officers of a similar nature. Such materials shall not advocate actions contrary to the provisions of the Master Agreement or this Supplemental Agreement, nor shall it contain material of a partisan political or inflammatory nature.

22. **Overtime - Cash/Compensatory Time.** Article 6, Section 5, of the Master Agreement shall be supplemented and/or modified as follows:

    Overtime that is earned by working at events that are not sponsored by the college, shall be compensated in cash. However, the college may offer compensatory time.

23. **Temporary Reassignment.** Article 12, Section 4C shall be modified or supplemented as follows:

    Temporary reassignments can extend to nine (9) months if the reassigned employee is filling in for someone on an approved leave of absence.

24. **Full-Time and Part-Time Seasonal Employee Eligibility for Employer Premium Contribution to the Insurance Premium.** Employees who are hired, scheduled and working as full time seasonal employees (normally assigned and working eighty (80) hours per pay period during the academic year) shall be eligible for the full Employer's contribution to the insurance premium. Employees who are temporarily working a reduced schedule because of health problems shall have their premium contribution eligibility reviewed at a three (3) and six (6) month interval for purposes of determining continued eligibility for the full contribution to the insurance premium.

    Part time seasonal employees' eligibility for the partial Employer contribution is determined by Article 19 Section 3 B. (2), Partial Employer Contribution-Basic Eligibility, of the Master Agreement.

25. **Balloon Payments for Summer Insurance Premiums.** Seasonal employees who choose to liquidate all or a portion of their accrued vacation balances in cash may apply those amounts to the summer balloon insurance payments.

26. **Reduction in Hours.** Article 5, Section 4. Part-Time Hours, of the Master Agreement shall be modified or supplemented as follows:

Employees and the Appointing Authority may mutually agree to reduce a full-time employee's hours of work for up to one year at a time. Such reduction shall not change their employment condition for purposes of bidding or layoff. Prior to implementation of an agreement to reduce a schedule, the Appointing Authority shall notify the Local Union President of the agreement. Agreements to reduce an employee's schedule for up to one year may be renewed, subject to mutual agreement of the employee and the Appointing Authority.

27. The provisions of the Master Agreement pertaining to overtime distribution shall prevail unless and alternative overtime distribution system is agreed upon by the Appointing Authority and Local Union. All such alternative agreements shall be put in writing and contain an option for either the Appointing Authority or the Local Union to opt out of the agreement with written notice to the other party. If either party opts out of the agreement, the overtime distribution system reverts to the provisions of the Master Agreement. Any overtime distribution agreements entered into under this provision will sunset upon the expiration of the 2019-2021 Master Agreement between AFSCME, Council 5 and the State of Minnesota. Unless the parties agree otherwise during the 2021-2023 supplemental negotiations, this provision (Part 2, Section #27) will sunset and all terms regarding overtime distribution contained in the 2017-2019 Minnesota State Supplemental Agreement will be reinstated in their entirety.

Part 2. Co-located Institutions

28. **Implementation.** This Supplemental Agreement shall be in effect with the actual date of merger of the institutions.

29. **Definition of State Seniority.** "State Seniority" for former Technical College employees shall be defined as the date of first employment with the Technical College or with a member school district from which the employee moved or was assigned to the joint Technical College district or any other seniority recognized by the Technical College. It shall also include any time served in a temporary appointment where the employee was appointed to a permanent position in the same class without a break in service. "Break in service" shall not include academic year breaks. For former Community College employees and new employees of the co-located College, it shall be defined in Article 4, Section 1A of the Master Agreement.

30. **Definition of Class Seniority.** On the effective date of co-location, class seniority for employees shall be the same as state seniority, as defined above. A new employee, or a current employee who is reallocated, transferred, demoted, or promoted to another classification or Appointing Authority after the date of co-location shall have class seniority in the new position determined in accordance with the Master Agreement. The preceding sentence does not apply to an employee of a co-located institution who transfers in the same class to another co-located institution.

    Previously held classes. Requests for determinations of allocations and seniority dates for previously held classes that were submitted, with supporting documentation, on or before June 30, 2001, shall be retained in the employee's personnel file and the determinations shall not be reflected on the college's seniority roster. At the time the college is notified that the employee has accepted a position with another Appointing Authority, the college shall make a determination and shall forward a copy of the written determination of allocation and seniority dates to the new Appointing Authority. The determination of classifications and seniority dates shall not be grievable.

31. **Layoff and Bumping.** In addition to any bumping rights contained in the Master Agreement, employees at a co-located College shall have the right to bump into equal or lower classes in

the same class series. Employees who demote into a class in which they have not previously served shall serve a three (3) month probationary period. Class series include OAS Principal, Senior, Intermediate and OAS; CSAS Principal, Senior, Intermediate and CSAS; CSS Principal, Senior, Intermediate and CSS; General Maintenance Worker and General Maintenance Worker Lead; College Lab Assistant 1 and 2; Electrician and Electrician, Lead; EDP Operations Technician 1, 2, and 3; Account Clerk, Account Clerk Senior and Accounting Technician. This list is a list of examples and the parties shall examine specific class series as part of the pre-layoff procedure.

Layoff Lists. The seniority unit layoff lists from the Technical and Community Colleges shall be merged at the co-located colleges.

32. **Definition of Full-Time Work for Former Technical College Employees.** Where full-time work has been defined as fewer than 40 hours per week (35 hours, 37.5 hours, etc.) employees will have the employment condition of part-time unlimited or part-time seasonal. Such employees shall not have their hours of work reduced below thirty two (32) hours per week except through layoff. Such employees shall be considered as full-time unlimited or full-time seasonal for purposes of layoff. Such employees shall have the right to bid to forty (40) hour full-time positions within their seniority unit.

33. **Hours of Work.** Split Shifts. Article 5, Section 1, A, Consecutive Hours, of the Master Agreement shall be modified or supplemented as follows:

    Split shifts in existence prior to July 1, 1995 shall be permitted.

34. **Co-located MOU Duration.** The Co-located Memorandum of Understanding shall continue for the duration of the 2007-2009 Agreement.

Part 3. Community Colleges

35. **Vacancies.** Employees requesting a transfer in the same classification to another Community College shall be given, at their request, an interview with the College when the employee has applied for a vacancy that the College has determined to fill. No employee shall be entitled to more than two (2) interviews per fiscal year at any College.

36. **Hours of Work - 3-day Notice for Special Events.** Article 5, Section 1C, of the Master Agreement shall be supplemented and/or modified as follows:

    Due to special events for which the college receives less than fourteen (14) days notice to plan staffing needs, the Appointing Authority may change the starting or ending time of a shift up to and including two (2) hours with three (3) calendar days notice.

37. **Substitute Holidays.** The Appointing Authority may designate substitute or floating holidays for the observance of Veterans' Day and Presidents' Day. The Local Union shall be consulted before the academic calendar is determined.

Part 4. State Universities

38. **Vacation.** Article 8, Section 2, Length of Service Requirements/Accruals, of the Master Agreement shall be supplemented and/or modified as follows:

Any employee who has not been offered reasonable opportunity, or who has not been permitted to reduce their vacation accumulation and who is about to lose vacation because they have had or will reach the maximum accumulation of vacation leave shall be entitled to take sufficient vacation to prevent such loss upon advance notice to their supervisor.

39. **Vacancies.** Article 12, Section 7E, Other), of the Master Agreement shall be supplemented as follows:

    Whenever the Appointing Authority fills a vacancy at a University under Section 7E in the class Plant Maintenance Engineer or the class Stationary Engineer, the Appointing Authority agrees to notify employees in the Maintenance Department of the vacancy and to consider requests for voluntary transfers from the class Plant Maintenance Engineer to the class Stationary Engineer or from the class Stationary Engineer to the class Plant Maintenance Engineer before using the other options under Section 7E to fill the vacancy. All other provisions of Section 7E shall remain in effect.

40. **Hours of Work.** Article 5, Section 1C, Schedule Posting, of the Master Agreement shall be modified as follows:

    For employees in the Maintenance Department of St. Cloud State University and Bemidji State University, one (1) Stationary Engineer position shall be the relief position. The relief position shall not be subject to the fourteen (14) calendar day requirement for posting of schedules when relieving for sick leave or for short periods of vacation when advance written approval has not been given. The work schedule for the relief position may be changed upon notification of eight (8) hours in advance of the start of the shift in the case of sick leave relief or upon notification of twenty four (24) hours in advance of the shift in the case of vacation relief without incurring overtime liability. All other provisions shall remain in effect. For Moorhead State University, the parties agree to meet and negotiate in good faith to resolve work schedule issues.

41. **Reduction in Hours.** Article 5, Section 4, Part-Time Hours, of the Master Agreement shall be supplemented and/or modified as follows:

    If it is necessary to reduce the hours of a full-time seasonal position referenced above such that the incumbent of the position is no longer eligible to receive the full Employer's insurance contribution or is no longer eligible to participate in the Employer's insurance program, the Appointing Authority shall request volunteers for the position from among employees in the same class, employment condition and work area. If one or more employees volunteer for the position, the most senior qualified volunteer shall be offered the position. If there are no volunteers, the least senior qualified employee in the same class, employment condition, and work area shall be assigned to the position.

Part 5. Technical Colleges

42. **Definition of State Seniority.** “State Seniority” shall be defined as the date of first employment with the Technical College or with a member school district from which the employee moved or was assigned to the joint technical college district or any other seniority recognized by the Technical College. It shall also include any time served in a temporary appointment where the employee was appointed to a permanent position in the same class without a break in service. “Break in service” shall not include academic year breaks.

43. **Definition of Class Seniority.** “Class Seniority” in the employee's initial state classification shall be defined as the employee's State Seniority as defined above. A Technical College employee who is reallocated to a different classification within the College, transfers, demotes or promotes to another class or state agency after July 1, 1995, shall have class seniority in the new class determined in accordance with the Master Agreement. The preceding sentence does

not apply to a Technical College employee who transfers in the same class to another Technical College.

Previously held classes. Requests for determinations of allocations and seniority dates for previously held classes that were submitted, with supporting documentation, on or before June 30, 2001, shall be retained in the employee's personnel file and the determinations shall not be reflected on the college's seniority roster. At the time the college is notified that the employee has accepted a position with another Appointing Authority, the college shall make a determination and shall forward a copy of the written determination of allocation and seniority dates to the new Appointing Authority. The determination of classifications and seniority dates shall not be grievable.

44. **Layoff and Bumping.** In addition to any bumping rights contained in the Master Agreement, employees at a Technical College shall have the right to bump into equal or lower classes in the same class series. Employees who demote into a class in which they have not previously served shall serve a three (3) month probationary period. Class series include OAS Principal, Senior, Intermediate and OAS; CSAS Principal, Senior, Intermediate and CSAS; CSS Principal, Senior, Intermediate and CSS; General Maintenance Worker and Lead; Licensed Practical Nurse 1 and 2; College Lab Assistant 1 and 2; Electrician and Electrician, Lead; EDP Operations Technician 1, 2, and 3; Account Clerk, Account Clerk Senior and Accounting Technician. This list is a list of examples and the parties shall examine specific class series as part of the pre-layoff procedure.

45. **Definition of Full-Time Work.** Where full-time work has been defined as fewer than 40 hours per week (35 hours, 37.5 hours, etc.) employees will have the employment condition of part-time unlimited or part-time seasonal. Such employees shall not have their hours of work reduced below thirty two (32) hours per week except through layoff. Such employees shall be considered as full-time unlimited or full-time seasonal for purposes of layoff. Such employees shall have the right to bid to forty (40) hour full-time positions within their seniority unit.

46. **Hours of Work.**

    Split Shifts. Article 5, Section 1 A, Consecutive Hours, of the Master Agreement shall be modified or supplemented as follows:

    Split shifts in existence prior to July 1, 1995 shall be permitted.

47. **Insurance Eligibility.** Any employee who is now eligible to participate in health, dental or life insurance shall remain eligible to participate in the state group even if the employee does not work sufficient hours to qualify under the Master Contract, provided that they are participating as of June 30, 1995.

48. **Full Employer Contribution.** Any Technical College employee who was eligible for and received a full employer contribution under their Technical college contract and who is assigned to work more than 1155 hours per year shall be eligible for the full employer insurance contribution.

49. **Partial Employer Contribution.** Any employee who was eligible for and received an employer contribution under a Technical college contract and is assigned to work at least 770 hours per year shall be considered eligible for a partial employer contribution under the Master Agreement.

50. **Life Insurance.** The employer will provide and pay for the following term life coverage and accidental death and dismemberment coverage for all employees who are eligible for full or partial contributions as described in this agreement.

Employee's Annual Base Salary	Group Life Insurance Coverage	Accidental Death and Dismemberment Principal Sum
$0-$20,000	$30,000	$30,000
$20,001-$30,000	$40,000	$40,000
over $30,000	$50,000	$50,000

Minnesota State Colleges & Universities

Minnesota State Colleges and Universities - AFSCME Council 5 Joint Task Force

Professional Development Recommendations and Suggestions

1. In order to ensure AFSCME participation and input, it is recommended that each campus have a planning process or committee for professional/staff development activities that includes representation from all bargaining units, particularly AFSCME.
2. If a campus has a planning process/committee for professional/staff development activities, it is suggested that this group provide an annual report to the President of its activities.
3. If a campus has a planning committee for professional development activities, it is recommended that the campus administration inform the committee of the amount of money budgeted for professional development, if any.
4. It is recommended that each institution provide at least one campus-wide professional/staff development activity or event per academic year.

   Some examples of campus-wide professional development activities include:

   campus-wide staff meeting including sessions on FERPA, safety training, "who are our students?";

   diversity sessions with local theater groups and guest speakers; and
   other topics, such as CPR for adults, nutrition, and personal finance.

5. Consider using evaluation forms/surveys developed in conjunction with AFSCME employees to ensure activities are meeting employees' needs and interests.
6. Utilize on-campus personnel and all other system personnel for events/training sessions.
7. It is suggested that an intra-campus "clearinghouse" system be developed in order to share events/training sessions with other campuses.
8. It is recommended that regional training sessions or events be developed (e.g., Metro area, Northwest, Southeast).
9. Engage various media, e.g., ITV, computer software programs, to broadcast/distribute training/staff development options across the system

4/03

May 23, 2019

Amanda Prince
AFSCME, Council No. 5, AFL-CIO
300 Hardman Avenue South
South St. Paul, MN 55075-2470

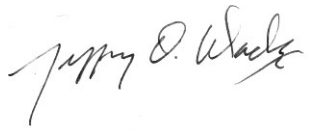
Dear Ms. Prince:

During the negotiations of the 2019-2021 Minnesota State Supplemental Agreement, AFSCME Council No. 5 proposed to allow "nine and ten month employees the option to extend paychecks for all twenty-six pay periods."

Minnesota State determined that the proposal had benefit for both parties but was concerned that agreeing to the proposal might violate the provisions of the FLSA and/or implementing such language may not be feasible because it is beyond the capabilities of our current information and payroll systems without significant and potentially costly modifications.

In the next sixty (60) days, I will investigate the legality and feasibility of implementing AFSCME's proposal. I will contact you to discuss my findings. If implementation is legal and I find that it is financially and administratively feasible I will be in contact to discuss the possibility of entering into a MOA.

Sincerely,



Jeffrey O. Wade
System Director for Labor Relations

DEPARTMENT OF NATURAL RESOURCES

Article 1
Hours of Work

The Appointing Authority may establish an emergency forest fire schedule during fire seasons and/or during unusual drought conditions. During a high fire rating or above, the Appointing Authority may change the daily starting and quitting time up to two (2) hours either way from the last posted work schedule. During a moderate fire rating, the Appointing Authority may change the daily starting and quitting time up to one (1) hour either way from the last posted work schedule. In the event a change is necessary as much advance notice as possible shall be given to the employee.

The Appointing Authority shall use the National Weather Service fire weather forecasts together with the National Fire Danger Rating System in determining when there is a significant build-up of fire conditions to constitute an emergency situation. A fire rating of "moderate" or above would constitute an emergency situation to be defined in paragraph 1 above.

Any schedule changes made pursuant to the above shall not result in the payment of overtime.

Adjusted work schedules shall be handled in accordance with the attached memorandum dated May 10, 1999.

Article 2
Layoff

The provisions of the Master Agreement, Article 15, Section 3B shall be supplemented and/or modified as follows:

At least thirty (30) calendar days whenever practicable, but at least twenty-one (21) calendar days prior to the effective date of the anticipated permanent layoff, the Union and the Local Union President shall be given notice of layoffs in the classified service of affected seniority unit employees, which shall include division, principal place of employment, and the name of employee(s) notified of layoff.

For the purpose of layoff and relocation, the thirty-five (35) mile distance shall be determined from the vehicular road entrance of an employee's work location to the closest vehicular road entrance of another work location.

"Smokechaser" work is not work requiring the recall of laid off employees under the layoff provisions of the Master Agreement.

Advance Notice of Seasonal Layoff. Article 15, Section 4B, Advance Notice, of the Master Agreement shall be modified as follows:

At least fourteen (14) calendar days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the seasonal layoff to all employees(s) about to be seasonally laid off and to the Local Union President. The notice shall include the reason for the seasonal layoff, anticipated date of recall, anticipated length of the work season subsequent to the layoff, and notice of the need to indicate interest in temporary work.

Recall from Seasonal Layoff. Article 15, Section 4E of the Master Agreement shall be modified as follows:

Seasonal employees shall be recalled in the order of Classification Seniority (State Seniority for Unit 6) to the seniority unit, employment condition, and principal place of employment from which they were laid off, unless waived by mutual agreement between the employee and the Appointing Authority.

Notice of Seasonal Layoff and Recall. Article 15, Section 4B and 4E of the Master Agreement shall be modified as follows:

Employees may choose to receive notice of seasonal layoff and recall by electronic message with written notice to the Appointing Authority. It shall be the employee's responsibility to keep the Appointing Authority informed of the employee's current address.

Article 3
Temporary Employment

The provisions of the Master Agreement Article 15, Section 5 shall be supplemented and/or modified as follows:

A position to be filled by a temporary or emergency appointment, regardless of the source of the funding, shall be offered in the following order:

1. Seasonal employees who have received a seasonal layoff notice and completed their season or who have completed a temporary project may bump any employee with less State Seniority from a temporary appointment which has an anticipated duration of at least thirty (30) calendar days from that employee's scheduled layoff date in the same discipline and principal place of employment for which the bumping employee has the ability and capacity to perform the work, as determined by the Appointing Authority;
2. Employees who are permanently laid off and not employed by the State if the position is in the same class, seniority unit, and geographic area from which they were laid off in order of Classification Seniority;
3. Employees who are permanently laid off and not employed by the State if the position is in the same seniority unit and geographic area from which they were laid off and the employee is determined to be qualified for the appointment by the Appointing Authority in the order of State Seniority;
4. Seasonal employees in seasonal layoff status who have the ability and capacity, as determined by the Appointing Authority, to perform the work, in their principal place of employment and within their discipline on the basis of State Seniority;
5. Seasonal employees in seasonal layoff status who have the ability and capacity, as determined by the Appointing Authority, to perform the work within the discipline and within fifty (50) miles of the principal place of employment on the basis of State Seniority. The employee may waive the temporary assignment. Where the time requirements of the temporary assignment are of an emergency nature and do not allow the selection of the employee in the above manner, the Appointing Authority is not required to select the employee.
6. Seasonal employees in seasonal layoff status shall be permitted to make known their availability for temporary positions across disciplines at different Department of Natural

Resources locations within fifty (50) miles of their principal place of employment. Employees shall notify in writing each office for which they are available for this temporary work. Such employees shall be considered for these positions in order of State Seniority provided the senior employee is qualified to perform the duties of the position, except where the temporary assignment is of an emergency nature.

Article 4
Rate of Pay

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees appointed as laborers to temporary positions shall be paid at the labor service rate closest to their regular rate of pay. Labor service employees shall be paid at their regular rate of pay.

Article 5
Settlement of Disputes

Article 17, Section 2B of the Master Agreement shall be supplemented and/or modified as follows:

The designated Employer representative for grievances presented at the first step shall be the employee's Regional Supervisor, Section Supervisor or comparable supervisor constituting the first level of supervision outside of the bargaining unit.

The designated Employer representative for grievances presented to the second step shall be the Division Director or other designated Appointing Authority serving at the second level of supervision outside of the bargaining unit. Grievances originating in a region shall be heard at the second step in the respective region or as mutually agreed.

The designated Employer representative for grievances presented to the third step shall be the Appointing Authority (Commissioner of Natural Resources) or their designee.

Article 6
Expense Allowances

Article 20, Section 5 (Meal Allowances) of the Master Agreement shall be supplemented and/or modified as follows:

Employees performing required work more than thirty-five (35) road miles from their principal place of employment shall be eligible for reimbursement for the actual cost of the noon meal in accordance with Article 20, Section 5, of the Master Agreement if the work assignment extends over the normal noon meal period.

Article 7
Uniforms

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees who are required to wear uniforms as a condition of employment under Department of Natural Resources Operational Order Number 33, and any revisions thereof, shall be furnished such uniforms by the Appointing Authority.

Article 8

Overtime

Article 6, Section 5D of the Master Agreement shall be modified as follows:

At the option of the DNR, for all employees except trails and waterways, all or a portion of the compensatory bank may be liquidated in cash with thirty (30) calendar days advance written notice to the Local Union as to the affected employees. When feasible, employees will be notified of potential compensatory bank liquidation dates by July 1st of each year. For employees in trails and waterways, all or a portion of the compensatory bank may be liquidated in cash as of the last day

of the payroll period which ends closest to December 1 of each year, with a thirty (30) calendar day advance written notice to the Local Union. The record of each employee's accumulated overtime hours worked and overtime offered but not worked, shall be adjusted to zero (0) hours in conjunction with the foregoing cash out dates.

An employee transferring to the service of another Appointing Authority, accepting a position not represented by the Union, separated from State service, or placed on permanent layoff, shall have unused compensatory time paid in cash. An employee placed on seasonal layoff may have unused compensatory time paid in cash, at the option of the employee.

Article 6, Section 5F of the Master Agreement shall be modified as follows:

DNR Firefighters. DNR Forestry Division employees who work overtime hours on out of state firefighting shall be paid in cash only. DNR employees of all other divisions who work overtime hours on both in state and on out of state firefighting shall be paid in cash only.

Article 6, Section 7 of the Master Agreement shall be modified as follows:

DNR employees who are instructed to remain in an on-call status as result of wildfire protection activities shall be paid in cash.

Article 9
Conflicts of Interest

The following practices are to be followed in situations involving the employment or potential employment of members of the same family unit:

1. Employees who have responsibility for hiring will disqualify themselves for any situations involving the hiring of another family member.
2. Managers and supervisors will work to address situations where family members are working in a direct superior/subordinate relationship.
3. The supervision by one family member by another is to be avoided whenever possible. Where family situations exist, no supervisor or leadworker shall grant any special consideration, treatment of advantage to another family member beyond that which is available to every other employee.
4. Family member shall mean: spouse, children, siblings (including sisters/brothers-in-law), parents, and parents of spouse.
5. Performance appraisals are to be done by an unrelated third party.

Appendix F
Pay Differentials

A. **Selection for Certification of Employees for Heavy Equipment Operator (Intermittent).** When the Appointing Authority determines that an additional employee(s) is to be trained for certification to operate a piece of heavy equipment, such opportunity shall be posted at the principal place of employment for a minimum of seven (7) calendar days. Employees within the same discipline and assigned to the same principal place of employment who are interested in being considered for such training shall indicate their interest in writing.

For each Heavy Equipment Operator (Intermittent) needed by the Appointing Authority in a principal place of employment and discipline, the Appointing Authority shall consider for training the three (3) most senior employees who have indicated their interest in writing.

Such employees considered for training will be assessed by the Appointing Authority to determine their knowledge of the proper maintenance and the operation of the equipment.

Only the considered employees that have passed the required assessment shall be selected for training. If more than one (1) employee passes the assessment and only one (1) employee is to be trained, then the more senior employee shall be trained. The employee(s) with the highest total score shall be selected for the training.

When an additional certified operator(s) is needed, the entire process shall be repeated.

B. **Certification of Employees for Heavy Equipment Operator (Intermittent).** An employee shall be certified as a Heavy Equipment Operator (Intermittent) upon completion of the required training and demonstration of the employee's ability to satisfactorily operate and maintain that designated piece of equipment as determined by the Appointing Authority's designee and upon certification by the Appointing Authority's designee that the employee has demonstrated their ability to satisfactorily operate and maintain the equipment.

After certification, for good and sufficient reasons, the immediate supervisor and the Regional Management Resources Supervisor may re-review the capabilities of the employee to operate and maintain the equipment for continued certification.

After certification, the immediate supervisor and Regional Management Resources Supervisor reserves the right to decertify Intermittent Heavy Equipment Operators whose performance deteriorates and who fail to meet the standards established by the supervisor for operating heavy equipment or who fail to maintain the equipment properly, or who abuse the equipment. Decertification shall be grievable under Article 17 of the Master Agreement.

C. **Assignment to Heavy Equipment Operator (Intermittent).** Intermittent Heavy Equipment Operating assignments shall be made on the basis of State Seniority from among certified employees who are available and capable of performing the work in the same discipline and assigned to the same principal place of employment. Where no certified operators are available in the principal place of employment, the Appointing Authority may then select any other principal place of employment from which to assign an operator following the same procedure.

Article 11
Bargaining Unit Security

Article 3, Section 5 of the Master Agreement shall be supplemented and/or modified as follows:

STS and MCC projects that are of a non-emergency nature shall be submitted to the Local Union on a standard agency form provided for notification and comment prior to any work being done. It is expected there will be no reduction in hours of AFSCME bargaining unit employees as a result of STS or MCC projects.

Projects using ICWC or related programs shall be submitted to the Local Union for approval prior to any work being done. Such projects shall not be unreasonably denied.

Article 12
Mobility Assignments

All requests for a mobility assignment shall be submitted in writing by the employee to the employee's Appointing Authority. The request shall include the nature and duration of the mobility assignment. After consultation with the Human Resources Bureau, authorization for or denial of a mobility assignment shall be furnished to the employee in writing by the Appointing Authority.

The Appointing Authority may fill a position on a temporary basis for up to two (2) years of an employee who has taken an approved mobility assignment. When an employee returns from a mobility assignment, they shall be returned to their former position.

Article 13
Whitewater Watershed

The purpose of this Article is to establish a process in which current seasonal employees may volunteer for extended season employment within the Whitewater Watershed under the following conditions:

1. The Appointing Authority shall first offer extended season employment opportunities to seasonal employees whose principal place of employment is the Whitewater Watershed. If additional work is available, the Appointing Authority may then offer extended season employment opportunities to seasonal employees while principal place of employment is within thirty-five (35) miles of the Whitewater Watershed.
2. The Appointing Authority shall make an effort to distribute extended seasons as equally as possible among eligible employees who are capable of performing the work and who desire to work the extended season.
3. Employees shall continue to accrue seniority in their current classification and shall be paid at their current rate of pay including any step increases they may receive.
4. The Appointing Authority and Local Union agree to meet and confer at the request of either party to discuss issues related to this Article.

Article 14
NR Forest Fire Response Lead & NR Forest Support Dispatcher Positions

The appointment condition of employees hired as NR Forest Fire Response Lead and NR Forest Support Dispatcher classifications shall be "seasonal." However, the Appointing Authority may utilize emergency or temporary employees during the process of filling a vacant position.

Employees hired into these classifications shall serve a probationary period of one thousand forty four (1,044) hours worked or twelve (12) months, whichever is less.

Employees hired into the classification of Natural Resources Forest Fire Response Lead must meet physical fitness standards utilized by the National Wildfire Coordinating Group at the Moderate Level and shall be required to meet the standards upon recall from layoff in subsequent seasons.

Recall from seasonal layoff shall be made according to Article 15 Layoff and Recall, Section 4E Recall from Seasonal Layoff, as modified by Article 2 of this Supplement, wherever feasible. However, the written advance recall notice and response requirements may be waived without penalty by mutual agreement between the employee and Appointing Authority with notice to the Local Union of the waiver; where more than one employee is to be recalled, it shall be in seniority order. Employees returned from seasonal layoff under this provision will be returned to their seasonal employment condition and be eligible for all appropriate benefits.

The Appointing Authority shall be able to change the starting and ending times of employees in these classifications up to two (2) hours without penalty pay for the schedule change. In addition, the supervisor and the employee may mutually agree to an additional two (2) hours (up to a total of four (4) hours) without penalty pay for the schedule change.

Employees shall be subject to overtime for all hours worked after forty (40) hours in the established work week.

Paid time off shall be calculated as time worked for purposes of this Article.

After the end of the spring fire season and before commencing the fall fire season, employees in these classifications will be called first for any extra shift(s) related to fire suppression available during this period of time. In the event that the employee in that work area is unavailable and/or cannot be reached, the Appointing Authority can fill the additional shift(s) by any available means.

Article 15
Seniority Rosters

Article 4, Section 3 of the Master Agreement shall be modified as follows:

No later than November 30 and May 31 of each year the DNR shall prepare and post on the DNR Intranet seniority rosters for each seniority unit. The rosters shall list each employee in the order of Classification Seniority (State Seniority for Unit 6) and reflect each employee's date of Classification Seniority, date of State Seniority, and the date of Classification Seniority and class title for all classes in which the employee previously served. [Note: Classification Seniority dates need not be listed for classes in Unit 6.]

May 10, 1999

TO: EMT, CMT Managers

FROM: Kurt Ulrich /s/
Assistant Commissioner, Administration

SUBJECT: Alternative Work Schedules - AFSCME Employees

The Collective Bargaining Agreement between the State of Minnesota and AFSCME, Council 6 (Article 5 - Hours of Work) states that supervisory initiated work schedules, or schedule changes, must be posted for fourteen (14) days before their effective date. In addition, Article 5, Section 1C of the Agreement also states: "If requested by the employee, the employee may change days, shifts or hours of work with the approval of their supervisor provided such change does not result in payment of overtime."

The following language applies to employee initiated work schedule changes. These changes would be considered and approved/denied by a work unit, provided they met the above standard AND the following:

1. Work Week/Period: The normal work week/period for full-time employees shall consist of forty (40) scheduled hours of work in a seven (7) day period. The normal work week for employees is Wednesday through Tuesday. Any proposed changes in work schedules requiring a change in work week shall be approved by the Human Resources Bureau and with notification to the Local Union.

Situational or short-term requests for changing work schedules could change starting and ending times of the consecutive hours and would be different than the normal posted work schedule. Certain circumstances may provide for employee-requested work schedule changes to become the normal or posted work schedule for the requesting employee. Supervisors shall determine whether to approve/deny employees such requests, based upon job-related considerations (i.e., customer service needs, staffing requirements, etc.).

The above process allows for changes in employee work schedules, promotes a flexible work environment, and balances organizational needs, customer service demands, and employee's need for flexibility in managing their personal life. It promotes employee well-being and is a critical part of the Department of Natural Resources' Strategic Directions for Human Resources.

If supervisors/managers receive an oral request from an employee for a change in work schedule, they will advise the employee to place such a request in writing, addressed to them. After receipt of such a written request, the supervisor/manager will consider it in terms of the above job-related requirements and provide a written response to the individual employee, with a copy to the Human Resources Bureau in St. Paul. If the request is denied, the written reply to the employee from the supervisor/manager shall provide the reasons for such denial.

MINNESOTA POLLUTION CONTROL AGENCY

Article 1

Flex-Time Scheduling

Article 5 of the Master Agreement shall be supplemented and/or modified as follows:

The Appointing Authority and the Local Union shall meet and attempt to formulate a flex-time scheduling plan.

Article 2

Waiver of Notice for Shift Change

Article 5, Section 1(C) of the Master Agreement is amended for all employees of the Minnesota Pollution Control Agency by adding the following:

If a schedule change is offered by the Appointing Authority, or requested by the Employee, employees of the Minnesota Pollution Control Agency may waivethe fourteen (14) calendar day advance notice prior to accepting a change in days, shifts, or hours of work pursuant to a mutual agreement between the parties. Hours worked as a result of the mutually agreed upon schedule change shall not result in the payment of overtime unless it places the employee's hours of work in excess of those permitted by the Fair Labor Standards Act.

Article 3

Achievement Awards

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year. The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards
- Percentage of employees eligible for awards
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year. Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

DEPARTMENT OF PUBLIC SAFETY

Article 1
Work Uniforms

The provisions of the Master Agreement are supplemented as follows:

Employees who are required to wear uniforms as a condition of employment shall be furnished such uniforms by the Appointing Authority. Employees who are assigned to out-of-doors duty shall be provided outer uniform clothing. Proper maintenance of uniforms is an employee responsibility. Uniforms shall not be utilized for off duty activity by the employees. The Appointing Authority shall reimburse the expense of alterations that have been approved by the employee's immediate supervisor. The Appointing Authority shall replace damaged uniform clothing which is no longer usable.

Any employee who wears a uniform shall be permitted to wear one (1) of the now current official Local Union pins in a location to be determined by the applicable division.

The parties agree to meet and confer regarding the Appointing Authority's policy on work uniforms and grooming.

Article 2
Overtime and Overtime Distribution

Security Guards, Security Communications Systems Monitors

Article 6, Section 5 of the Master Agreement shall be modified as follows for Security Guards and Security Systems Monitors:

At the option of the Appointing Authority, all or a portion of the compensatory bank may be liquidated in cash on June 30 in the first year of the contract and/or June 30 of the second year of the contract. Also, at the option of the Appointing Authority, all or a portion of the compensatory bank down to forty (40) hours may be liquidated in cash on December 31 in the first year of the contract and/or on December 31 of the second year of the contract.

The parties will meet and confer regarding compensatory bank and liquidation issues for Capitol Security Guards and Capitol Security Communications Systems Monitors.

Article 6, Section 5D, paragraphs 2 and 3 of the Master Agreement shall continue to apply.

Overtime Distribution
Security Guards
Security Communications Systems Monitors

If the overtime work is four (4) hours or less, it shall first be offered to the employee(s) then on duty, on the same shift and work area who has the least number of overtime hours to their credit. Should this employee choose not to accept the overtime hours assignment, the next employee with the fewest overtime hours to thier credit shall be offered the assignment. Offered overtime hours not worked shall be considered as "worked" in calculating the equitable distribution of overtime.

Any overtime work to be offered to employees in the classifications Security Guard or Security Communications Systems Monitor of more than four (4) hours shall be offered to the employee not scheduled for that day who has the least number of overtime hours to their credit.

In the event all capable employees in the classification of Security Communication Systems Monitor in the same work area decline the overtime work, the Appointing Authority shall assign the overtime work to the Security Communication Systems Monitors working the shifts immediately preceding and following the overtime shift based upon inverse order of Classification Seniority.

Security Communications Systems Monitors may volunteer to work more than twelve (12) hours but not more than sixteen (16). However, in cases where the Appointing Authority determines conditions exist, such as severe weather, time constraints, or where it would be unfeasible to offer the overtime to off duty employees, overtime would be worked by the employee in the above classifications Security Communications Systems Monitor then on duty.

In the event all capable employees in the classification of Security Guard not scheduled to work on the day of the overtime shift decline the overtime work, it shall be offered to the employee(s) with the least number of overtime hours to their credit from among those then on duty on the same shift and work unit and those working the shift immediately following the overtime shift. In the event all capable employees in the classification Security Guard in the same work unit decline the overtime work, the Appointing Authority shall assign 4 hours each of the overtime work to the Security Guards working the shifts immediately preceding and following the overtime shift based upon inverse order of Classification Seniority.

For Unit 3 employees, when overtime is inversed, the assignment shall be rotated within each pay period beginning with the least senior capable employee based on classification seniority.

Operations Support Services

The parties agree to meet and confer regarding overtime distribution for DVS Operations Support Services.

All Divisions

When an overtime list is initially being established, or during a period of time when compensatory time banks and/or records of employee accumulated and offered overtime is adjusted to zero, the first offer of overtime after this period will be made to the most senior employee on duty in the class and work area who is capable of performing the work and who desires the overtime work. If the most senior employee chooses not to accept the work, it shall then be offered to the next senior employee and so forth. If all employees in the class choose not to accept the overtime, the overtime shall then be assigned to the least senior employee on duty. If there are no employees in the required class then on duty who are capable of doing the work, the overtime shall be offered to the most senior off-duty employee and so forth, or if they choose not to accept the offered overtime, assigned to the least senior off-duty employee.

Article 3
On-Call

Upon mutual agreement of the Appointing Authority and the employee, hours earned for on-call by Crime Scene Processing Team members may be placed in a compensatory bank or paid in cash.

In the event that the Employer and MAPE negotiate changes in on-call pay for serving on a Crime Scene Processing Team, the Employer agrees to make the same changes in this Supplemental Agreement.

Bureau of Criminal Apprehension

The Forensic Photographer shall be in on-call status if the employee's supervisor has instructed the employee, in writing, to remain available to work during an off-duty period. The Forensic Photographer who is instructed to be on-call is not required to remain at a fixed location, but must leave word where they may be reached by telephone or electronic signaling device.

The Forensic Photographer who is instructed to remain in an on-call status for the purpose of serving on the Crime Scene Processing Team shall receive fifteen (15) hours of compensation for being in on-call status for a seven (7) day period. An additional four (4) hours of overtime compensation shall be granted for each legal holiday that occurs within this period.

The compensation for on-call assignments for the above Crime Scene Processing Team members shall be paid as either cash or compensatory time off at the option of the Appointing Authority, who shall consider the desires of the employee.

Meals

Late night meal reimbursement in the amount of ten dollars ($10) may be claimed only if the employee is on duty serving on a Crime Scene Processing Team and in travel status, and works four (4) hours between the hours of 7:00 PM and 6:00 AM.

Article 4
Hours of Work

Employees in a work area may request a meet and confer regarding alternate work schedules, flextime scheduling, adjustments or changes in days, shifts or hours of work, or the ability to work four (4) ten (10) hour days. The parties may agree on pilot projects regarding these issues. Requests are to be made through the Union and the Employer shall meet regarding these issues.

Whenever practicable, working hours of vacant positions may be offered to other employees in the work area and shall be assigned to the most senior employee (State seniority Units 4, 6; class seniority Units 3, 7) provided that such reassignment meets the operational and business needs of the work area. The Employer’s decision to not offer vacant work hours to volunteers shall not be grievable or arbitrable. The Employer must have legitimate business reasons to not offer vacant work hours.

Capitol Security

Section 1. Work Schedules. Employees will be scheduled to work no more than eight (8) consecutive days. Employees will be scheduled with one (1) weekend off out of every three (3) weekends. Weekends shall consist of two (2) consecutive days off, one being Saturday or Sunday. Whenever possible, the weekend will include Saturday and Sunday. Any scheduled days off shall be consecutive.

Section 2. Fixed Night Shift. The night shift shall be fixed and vacancies in such fixed shift shall be posted. If there are no eligible bidders for fixed night shift vacancies, the Appointing Authority shall fill the vacancy pursuant to Article 12, Section 7 or may request volunteers from among

Capitol Security employees not on fixed nights. If one or more employees volunteer for the reassignment, the most senior volunteer, based on Class Seniority, shall be reassigned to the vacancy. If there are no volunteers, the least senior employee, based on Class Seniority not on fixed nights, shall be reassigned to the vacancy.

Employees permanently assigned to a fixed night shift may be temporarily scheduled to work other shifts for the purpose of training, staff development, information meetings, or jury duty.

Employees working other than fixed night shifts may be temporarily rescheduled to work the night shift. If it is necessary to make such a reassignment, the Appointing Authority shall request volunteers from among employees who are working other than fixed nights. If one or more employees volunteer for the reassignment, the most senior volunteer based on Class Seniority, shall be scheduled to work the night shift. If there are no volunteers, the least senior, based on Class Seniority, shall be scheduled to work the night shift.

Article 5 of the Master Agreement shall be supplemented and/or modified as follows:

All Units
Alternate Work Schedules

Section 1. Alternate Work Schedules.

A. **Purpose.** The purpose of this Article is to establish a voluntary alternate work schedule for all employees in the Department of Public Safety. Each DPS Division or Section has the option of implementing this program. For purposes of this Article, the work week shall be Wednesday through Tuesday.

B. **Alternate Work Schedule Request.** The alternate work schedule shall allow an employee to request modification of their current work schedule to the following schedule: scheduled to work nine (9) consecutive hours four (4) days per week and scheduled to work one (1) four (4) hour day per week as designated by the Appointing Authority. Consecutive hours of work shall exclude the normal unpaid lunch period. The employee shall request participation in this program in writing to theirimmediate supervisor no later than seven (7) days prior to the starting date of the program. Once the program is in effect, an employee may request to revert back to their original schedule by providing a fourteen (14) calendar day notice to their immediate supervisor. Changes can only be made at the beginning of the work week.

   The Employer retains the right to deny individual requests under this program, and with fourteen (14) calendar days notice, to end an individual's participation in the alternate scheduling program where it would adversely affect the operation of the group. The Employer's decision in this regard is not subject to the grievance procedure in Article 17 of the Master Agreement. An employee may appeal their supervisor's decision in this regard to their Division Head or designee. If it is necessary to limit the number of participants within a group, the Employer shall approve the request(s) from the employee(s) with the most Department Seniority within the group.

C. **Holidays and Paid Leave Hours.** Employees shall revert back to an eight (8) hour Wednesday through Tuesday schedule during the week in which a holiday falls. During the week in which a floating holiday is taken, the affected employee shall revert back to an eight (8) hour Wednesday through Tuesday schedule. In lieu of reverting to an eight (8) hour schedule during the work week in which a holiday occurs or a floating holiday is taken, the affected employee and

the supervisor may mutually agree to an alternate schedule which does not affect the amount of holiday pay the employee would have received had the schedule not been changed. Such a schedule change may not be agreed to if it results in the payment of either contractual or FLSA overtime.

Should an employee be on paid or unpaid leave from work on a day they are scheduled to work, the time charged to the paid leave or taken as unpaid leave shall be for the total hours they would have otherwise been in attendance at work that day.

D. **Hours of Work.** The execution of this supplemental agreement hereby amends Section 2, Subdivision B-1 and 2 of Article 5 of the Master Agreement so as to recognize the legitimacy of a nine (9) hour work day.

   It is further understood that no additional paid rest periods shall be provided to an employee participating in this program.

E. **Meet and Confer.** Should problems occur, the parties agree to meet and confer in an effort to resolve the issues. If the meet and confer cannot resolve the issues, either party reserves the right to terminate this program for any unit by providing fourteen (14) calendar days written notice to the other party.

Article 5
Work Assignments

Capitol Security Guards

The Union and State Patrol Management agree to meet and confer on the issue of a rotation schedule of work assignments.

Article 6
Employee Telephones

The parties agree to meet and confer on the issue of the availability of telephones for employee use at each work location.

Article 7
LCR Noon Meals

Article 20, Expenses, Section 5(B), travel status over noon for Law Compliance Representatives, employed by the Minnesota State Patrol who work as bus inspectors, MCSAP and scale personnel for the Appointing Authority is supplemented and/or modified as follows:

1. The Appointing Authority agrees that the Minnesota State Patrol district office or fixed scale location to which the employees are assigned to report shall serve as their temporary or permanent work station and the Minnesota State Patrol district in which the aforestated district offices and fixed scales are located shall serve as the district boundaries for the purpose of defining travel status for these employees for noon meals.
2. Such listed employees will be eligible for noon meal reimbursement when they are in travel status outside their assigned patrol district and thirty (35) miles from the district office or fixed scale location.

3. The employees' geographic areas of job responsibility shall remain their assigned bus or patrol districts, irrespective of the use of Minnesota State Patrol district offices and fixed scale sites and districts as the basis for determination of noon meal eligibility.

Article 8
Filling of Positions

Section 1. The parties agree to meet and confer regarding issues about Lead Worker positions.

Section 2. Only in the absence of the supervisor will lead workers covered by this bargaining agreement be allowed to authorize leave, sick leave slips or be required to take sick report calls from employees.

LCR Reassignment

Article 12, Section 4 and 5 shall be amended and/or modified to allow for the following:

The Appointing Authority may assign and reassign the most senior volunteer, who expresses an interest in writing, within the work area between shifts prior to posting of a vacancy in the classification Law Compliance Representative 2 within the State Patrol Division.

Job Postings

Whenever a vacancy occurs, the Appointing Authority shall post for a minimum of seven (7) calendar days, a description of the vacancy. These postings shall be made electronically in all areas that employees have email access. In those areas where employee do not have email access, vacancies shall continue to be posted on employee bulletin boards or through such procedures as are otherwise agreed upon between the Appointing Authority and the Union.

Capitol Security
Security Communications Systems Monitors

If a promotion is to be made from an eligible list to fill a Security Communications Systems Monitor position, a special selection may first be made from among Capitol Security Guards within the Seniority Unit whose names appear on the eligible list for such a position and who express an interest in the position. If no Capitol Security Guards appear on the eligible list or the Employer does not select a Capitol Security Guard under such special selection option, selection shall be made in accordance with Article 12 of the Master Agreement.

The Union shall have the right to challenge the selection of an employee other than the senior employee through the third step of the grievance procedure only. If the grievance is denied, the Union may request a review of the grievance by the Department of Public Safety Human Resources Director. The Human Resources Director's decision shall be final and not subject to arbitration.

Probationary Periods
All Units

The provisions of Article 12, Section 10C of the Master Agreement shall be supplemented and/or modified as follow:

At the request of the Appointing Authority, the initial six (6) months probationary period of a new employee may be extended for a period not to exceed three (3) months upon the mutual

agreement of the Union and the Appointing Authority. In the case of Radio Communication Operators, the extension may not exceed four (4) months upon the mutual agreement of the Union and the Appointing Authority.

The employee shall have the right to Union representation at a meeting with the supervisor to discuss the expectations of the extended probationary period. If the employee declines Union representation, a waiver must be signed.

Article 9
LCR 1 Seniority

Class seniority for Law Compliance Representative 2 (State Patrol Class option) shall include time spent as a Laborer and Law Compliance Representative 1.

Article 10
Vacation

After being approved for vacation leave, an employee may be allowed to change it to compensatory time leave with the approval of the supervisor.

DVS Examining

Article 8, Section 3, paragraph 3 of the Master Agreement shall be supplemented and/or modified as follows:

Vacation leave requests of one (1) day or more, including holidays, which are submitted more than five (5) calendar weeks in advance will be posted in accordance with Article 8, Section 3, paragraph 3, for a period of one (1) calendar week. This provision applies to employees within the Department of Public Safety, Driver and Vehicle Services Examination and Renewal Stations.

Article 11
Safety

Section 1. Each Capitol Security Guard shall be trained on personal equipment issued to them by the division.

Section 2. The parties shall meet and confer to discuss security issues at Metro Exam stations.

Article 12
Telecommuting

Article 5, Section 1, Part A is amended as follows:

The regular hours of work each day shall be consecutive except that they may be interrupted by unpaid lunch periods. The Employer and the Union mutually agree that split shifts are allowed for those employees who are telecommuting from their place of residence and who choose to work a split shift. No split shifts will be implemented without the mutual agreement of the Local Union and the Appointing Authority. Each party may cancel such agreement with thirty (30) days written notice to the other party.

Article 13
Conflict of Interest

The following practices are to be followed in situations involving the employment or potential employment of members of the same family unit:

1. Employees who have responsibility for hiring, promoting, investigating, processing complaints or allegations, or determining discipline will disqualify themselves from any such situations involving another family member.
2. Managers and supervisors will work to address situations where family members are working in a direct superior/subordinate relationship.
3. The supervision of one family member by another is to be avoided whenever possible. Where family situations exist, no supervisor or leadworker shall grant any special consideration, treatment or advantage to another family member beyond that which is available to every other employee.
4. Family member shall mean spouse, children, siblings, (including sister/brothers-in-law), parents, and parents of spouse.
5. Performance appraisals are to be done by an unrelated third party.

Article 14
Attendance at Union Meetings

Employees may be permitted to adjust their hours of work to permit their attendance at regular monthly meetings of the local union. Such adjustments shall be of reasonable duration, not to exceed two (2) hours.

Employees who desire to make these adjustments must require prior approval from their immediate supervisor twenty-one (21) calendar days in advance of the meeting date. Requests shall include an indication of the length of release time requested. Approval of these requests will not be unreasonably withheld. Requests may be denied if approval would result in the payment of overtime. The Employer reserves the right to rescind this approval in the event of an emergency or other unusual conditions or to maintain adequate staffing during the time of the meeting. Employees shall receive no compensation for time spent at union meetings, but may utilize vacation leave or work extra hours within the same work week, if work is available, to prevent a loss of earnings.

In the event work is available and an employee elects to work extra hours to offset time spent at union meetings, the Employer shall have no liability for overtime hours of pay until the employee has worked an amount of time outside their regular shift which is equal to the amount of time spent at a union meeting.

DEPARTMENT OF REVENUE

The provisions of the Master Agreement are modified and/or supplemented as follows:

Section 1
Application

The provisions of Sections 2, 3, 4, and 5 of this Supplement apply to all seasonal employees of the Department of Revenue represented by AFSCME, Council 5, AFL-CIO.

Sections 6 through 11, of this Supplement shall apply to all employees of the Department of Revenue represented by AFSCME, Council 5, AFL-CIO.

Except as specifically modified by this Supplement, all relevant provisions of the Master Agreement shall apply to these employees.

Section 2
Benefits

A. Eligibility.

Holidays, Vacation Leave, Sick Leave. Upon the effective date of the 2017-2019 Agreement, seasonal employees of the Department of Revenue shall be eligible to receive the benefits provided by Article 7 (Holidays), Article 8 (Vacation Leave), and Article 9 (Sick Leave) of the Master Agreement.

Seasonal employees who are working, or on seasonal layoff, at the time of ratification of the 2017-2019 Agreement, and who have not yet completed six (6) months of actual work as a seasonal employee, shall become eligible to use their accumulated vacation leave and sick leave immediately upon ratification. Length of service for purposes of determining changes in accrual rates for employees who become eligible after July 1, 1985, shall begin on the date of eligibility. Effective July 1, 1985, length of service for purposes of determining accrual rates for employees eligible for vacation time on or before July 1, 1985, shall include all actual time worked prior to July 1, 1985, provided work is in consecutive seasons.

Current employees of the State who accept seasonal employment with the Department of Revenue after December 1, 1988 without a break in service, who are eligible for vacation, sick leave and holiday benefits shall continue to be eligible to use and earn such benefits in accordance with Master Agreement language based upon their length of service credit at the time of appointment to the seasonal position.

B. **Vacation Liquidation.** If the Appointing Authority determines that liquidation of accumulated but unused vacation will not occur in a particular calendar year, employees and the local union will be notified by April 15. If the Appointing Authority chooses to liquidate, all accumulated but unused vacation hours in excess of one hundred twenty (120) hours will be liquidated once per calendar year at the time of seasonal layoff from the employee's primary season.

Section 3
Layoff and Recall

Advance Notice

Article 15, Section 4B, Advance Notice, of the Master Agreement shall be replaced in its entirety as follows:

At least three (3) work days prior to the effective date of the layoff, the Appointing Authority shall give written notice of the layoff, including the reason(s) therefore, to all seasonal employee(s) about to be laid off and to the Local Union President. The day the layoff notice is given shall not be counted toward the three (3) day notice period. The notice of layoff to seasonal employees shall also give the anticipated date of recall and the anticipated length of the work season subsequent to the layoff.

At the time of notice of seasonal layoff, seasonal employees shall indicate their availability for temporary or emergency employment during their seasonal layoff on a form provided by the Appointing Authority.

At the time of implementation of seasonal layoffs, a more senior seasonal employee may express interest in seasonal layoff, out of seniority order, in lieu of those less senior employees who would otherwise be laid off. Such requests will be considered in seniority order on the basis of state seniority and based on staffing requirements. Employees requesting an out-of-order layoff shall receive written notice, however, the three (3) day advance notification shall not apply. Acceptance of an out of order layoff shall not impact the order of recall in subsequent seasons.

Permanent Layoff

Article 15, Section 3D, Procedure, is modified by adding the following:

The permanent layoff of seasonal employees of the Department of Revenue shall be by principal place of employment. All bumping pursuant to Article 15, Section 3D shall be within their principal place of employment.

Seasonal employees who have been permanently laid off shall be placed on layoff lists in accordance with Article 15, Section 3H.

In addition to recall rights provided by Article 12, permanently laid off seasonal employees shall be placed on a Department of Revenue seasonal recall list for the principal places of employment in which they have expressed an interest in order of State seniority.

The first refusal to accept recall to seasonal positions in any principal place of employment in which employees have expressed interest will result in removal of their names from the principal place of employment seasonal recall list. Refusal to accept recall a second time will result in removal from all PPE seasonal lists.

Seasonal employees on permanent layoff who are recalled to a position in a different principal place of employment shall be required to serve a new probationary period. If the seasonal employee does not successfully complete the new probationary period, they shall have the right to return to a vacancy in their former principal place of employment. If no vacancy exists, the seasonal employee will be returned to the permanent layoff record for their former principal place of employment.

Article 15, Section 5, Temporary and Emergency Positions, of the Master Agreement shall be modified as follows:

If a position in a principal place of employment is to be filled by a temporary or emergency appointment, the appointment shall be offered to employees in the following order prior to filling the position by any other means:

A. Employees who are permanently or seasonally laid off if the position is in the same class and principal place of employment from which they were seasonally laid off in the order of State Seniority;

B. Seasonal employees who are seasonally laid off if the position is in the same principal place of employment from which they were seasonally laid off and in a different class for which the

employee is determined to be qualified by the Appointing Authority in the order of State Seniority;

C. Seasonal employees who are seasonally laid off and who have expressed interest in temporary work in a different principal place of employment from which they were seasonally laid off, in the same class or in a different class for which the employee is determined to be qualified by the Appointing Authority.

D. Employees who are permanently laid off and not employed by the State if the position is in the same seniority unit and geographic area from which they were laid off and the employee is determined to be qualified for the appointment by the Appointing Authority in the order of State Seniority.

Limited Interruptions of Seasonal Employment

Article 15, Section 6, Limited Interruptions, of the Master Agreement shall be replaced in its entirety as follows:

Any interruption in seasonal employment not in excess of seven (7) consecutive work days or any reduction from an employee's normal work hours which continue two (2) calendar weeks or less shall not be considered a layoff. Seasonal employees of the Department of Revenue may be subject to limited interruptions of work or reduction in hours due to temporary lack of work.

When the limited interruption of work or reduction in hours does not affect all employees in a class, employment condition, shift and principal place of employment, the least senior employee(s) affected shall have their work interrupted or hours reduced.

Eligible seasonal employees of the Department of Revenue may utilize accrued vacation time during a limited interruption of employment. Except where vacation time is utilized, all employees shall be compensated for the actual number of hours worked during the pay period.

Recall of Seasonal Employees

Article 15, Section 4E, paragraph 2 of the Master Agreement shall be replaced in its entirety as follows:

The Appointing Authority shall contact all seasonal employees on the seasonal layoff list by U.S. Mail at their last known address in November of each year. The employee shall notify the Appointing Authority within ten (10) calendar days of receipt of notification of intent to return to work and shall provide the Appointing Authority with current address and telephone number. It shall be the employee's responsibility to keep the Appointing Authority informed of the employee's address and telephone number. Failure to respond to the November notice of intent to recall will result in removal from the seasonal recall list and will be considered a voluntary resignation.

The Appointing Authority shall recall employees using the address or telephone number provided at least three (3) calendar days in advance of the exact reporting date. The Appointing Authority will first attempt to recall employees by telephone. If unable to reach by telephone, a written notice of recall will be mailed to the address provided. Failure to report for work following the written notice of recall will result in removal from the seasonal recall list and will be considered a voluntary resignation. If offered, seasonal employees may voluntarily waive the three (3) calendar day advance notice. Hours worked on a voluntary basis shall be compensated at straight time.

Removal from the Seasonal Layoff Record

Article 15, Section 4F of the Master Agreement shall be modified as follows:

Employees shall be removed from the seasonal layoff record for any of the following reasons:

1. Written notice from the employee that they do not intend to return to work;
2. Failure to respond to the November notice of intent to recall;
3. Failure to report for work from layoff;
4. Appointment to a permanent position in a class which is equal to or higher than the one from which the employee was laid off;
5. Failure to accept recall to a position in the same class in a principal place of employment other than the one from which they were laid off if a position in the former principal place of employment is not available;
6. Failure to accept recall to seasonal positions from permanent layoff.
7. Resignation, retirement or termination from State Service.

Resignation

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees who elect to discontinue their seasonal employment prior to the date of layoff, other than through acceptance of an out-of-order layoff, shall be considered to have resigned.

Principal Place of Employment

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

The determination of principal places of employment for purposes of this Supplement shall be at the discretion of the Appointing Authority.

Training

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Seasonal employees, while on seasonal layoff, may sign up for and take classes being offered by the Department of Revenue. Such time shall not be considered work time. The cost associated with such classes, if any, shall be paid by the Appointing Authority.

Section 4
Filling of Seasonal Vacancies

Article 12, Sections 5, 6, and 7(A) of the Master Agreement shall be modified for the filling of seasonal vacancies as follows:

Seasonal vacancies shall not be posted.

Seasonal employees who have been laid off in good standing shall be given the opportunity, prior to recall, to express an interest in seasonal positions in the same classification in other principal places of employment. Employees expressing such interest and who meet the position qualifications will be considered in order of State Seniority.

Article 12, Section 10, of the Master Agreement is modified as follows:

Seasonal employees who accept a seasonal position in a different principal place of employment shall be required to serve a new probationary period as defined in Article 12, Section 10. If the seasonal employee does not successfully complete the new probationary period, they shall have the right to return to a vacancy in their former principal place of employment and shall serve the remainder of their original probationary period. If no vacancy exists, the seasonal employee will be returned to the seasonal layoff record for their former principal place of employment.

Section 5
Seniority

Article 4 (Seniority) of the Master Agreement is modified as follows for seasonal employees of the Department of Revenue:

State Seniority for seasonal employees of the Department of Revenue working or in layoff status on July 1, 1985, shall include actual time worked prior to July 1, 1985.

Classification Seniority for seasonal employees of the Department of Revenue, in Unit 7, working or in layoff status on July 1, 1985, is defined as the date of initial hire to the employee's current class.

State Seniority and Classification Seniority shall be broken by failure to work consecutive seasons.

Section 6
Filling of Vacancies

The provisions of Article 12, Filling Vacancies, are amended as follows for employees of the Department of Revenue by adding the following:

Reassignments

Article 12, Section 4, Reassignment, is hereby modified as follows for employees of the Department of Revenue:

Section 4 Reassignment. When a filled position and its incumbent are to be reassigned to a different work area within a work location without a significant change in job duties, the employee and the position shall be reassigned notwithstanding Article 12, Section 4B. In such cases, the local union shall receive notice prior to the employee occupying the position to be reassigned. Such employee shall be provided with at least a fourteen (14) calendar day written notice.

Conflict of Interest Considerations in Layoff

When the exercise of seniority rights pursuant to the layoff and recall provisions of the Master or Supplemental Agreements would place an employee in a situation or position where concerns of nepotism, as defined in the Code of Conduct for Department of Revenue employees, would arise, the Employer agrees to meet with the Local Union to resolve the situation in such a way which does not deny the rights of the employee.

Section 7
Attendance at Local Union Meetings

With fourteen (14) calendar days notice employees shall be permitted to adjust their hours of work, up to two (2) hours, in order to attend the regular monthly meetings of AFSCME Local 3141, provided such adjustments shall not unduly disrupt the operations of the department. Such adjustments shall not result in the payment of overtime.

Section 8
Overtime Distribution

Article 6, Section 4, Overtime Distribution, for all employees except the Telephone Taxpayer Assistance Unit, is replaced in its entirety as follows:

Overtime shall be offered to all employees in the work area, section or principal place of employment who are in active work status who are qualified, as determined by the Appointing Authority, to perform the required work. If there are more qualified volunteers than required, the overtime work shall be assigned to the most senior qualified employees based on State Seniority. If there are insufficient volunteers to perform the required overtime work, the employees in the work area, section or principal place of employment with the least State Seniority qualified to perform the work may be assigned to the overtime work. If necessary due to an insufficient number of employees from the work area, section or principal place of employment, the Appointing Authority may request volunteers from one (1) or more other work areas, sections or principal places of employment, determined by the Appointing Authority, to perform the overtime work. In no case shall a qualified volunteer from within the work area, section or principal place of employment, be denied overtime work in order to allow a qualified volunteer from a different work area, section or principal place of employment, to perform the overtime work. Whenever possible, all such qualified employees within the designated work area, section or principal place of employment shall be offered the overtime work prior to mandatory assignment of overtime. If there is insufficient time to request volunteers, the Appointing Authority may assign employees then on duty to the overtime work according to inverse State Seniority among those qualified to perform the overtime work.

Article 6, Section 4 of the Master Agreement, shall be supplemented and/or modified as follows for the employees in the Telephone Taxpayer Assistance Unit:

When two or more employees have worked the same amount of overtime hours, overtime assignments shall be offered first to the most senior employee, based upon State Seniority. Overtime hours actually worked shall be considered in calculating the equitable distribution of overtime.

In the event all employees decline overtime work, the Appointing Authority shall have the right to assign overtime based upon inverse order of State Seniority among capable employees.

Section 9
Waiver of Notice for Shift Change

Article 5, Section 1(C) of the Master Agreement is amended for all employees of the Department of Revenue by adding the following:

If a schedule change is offered by the Appointing Authority, or requested by the employee, employees of the Department of Revenue may waive the fourteen (14) calendar day advance notice prior to accepting a change in days, shifts, or hours of work pursuant to a mutual agreement between the parties. Hours worked as a result of the mutually agreed upon schedule

change shall not result in the payment of overtime unless it places the employee's hours of work in excess of those permitted by the Fair Labor Standards Act.

Section 10
Achievement Awards

Achievement Awards. At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards;
- Percentage of employees eligible for awards; and
- "Team Awards."

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

Section 11
Extended Vacation Requests

Article 8, Section 3 of the Master Agreement is amended for all employees of the Department of Revenue by adding the following:

Extended Vacation Requests. Vacation requests of five (5) consecutive working days or more, including holidays, may be submitted up to twelve (12) months in advance, subject to the posting requirements in Article 8, Section 3. The entire vacation period requested must be within twelve (12) months of the date of the request. Employees who desire to cancel a vacation period approved under this section may do so with approval of their supervisor. Such cancelation requests must be submitted in writing at least thirty-five (35) calendar days in advance and must be for the entire vacation period that was originally requested and approved. Any adjustments to the vacation period or reduction in the length of the vacation period will be considered to be a new request subject to the approval of the supervisor.

Article 1
Purpose

The purpose of this Supplemental Agreement is to establish a voluntary flex-time program for employees of the work units within MSRS.

Article 2
Flex-Time Schedule Request

The flex-time schedule is based on forty (40) hour work week over a two (2) week eighty (80) hour payroll period.

Within the above prescribed parameters, the flex-time program shall allow an employee to request modification of their current work schedule according to any one of the following schedules:

A. Eight (8) consecutive hours of work for each of five days in a work week.

B. Eight and one-half (8 1/2) consecutive hours of work for four (4) work days and six (6) consecutive hours of work on any day each work week, with two (2) consecutive hours off on the same day as the six (6) consecutive hours of work day during each forty (40) hour work week consistent with the pay period of Wednesday through Tuesday.

C. Nine (9) consecutive hours of work for eight (8) days, one (1) day of eight (8) consecutive hours of work, plus one (1) day off during eighty (80) hour payroll period.

Consecutive hours of work shall exclude the normal unpaid lunch period during the work week.

For employees choosing schedule "C", the "work week" is defined to begin four (4) hours into the shift on the eight (8) hour work day and end exactly one calendar week later. Employees choosing this schedule must take the same day of the week off that they work the eight hours the previous week. For employees choosing schedule "A" or "B", the work week runs from Wednesday through Tuesday.

An employee may request to change their flex-time schedule by providing a fourteen (14) calendar day written notice to the immediate supervisor. Approved changes in schedule will take place on the first day of the pay period following the fourteen (14) day notice period as long as the change is approved by the supervisor. A supervisor may waive the fourteen (14) day notice at the request of the employee, provided that the employee waives the right to any overtime compensation not required by federal law.

Article 3
Review of Requests

Management retains the responsibility for denying or terminating individual flex-time schedules where they adversely affect the operation of the unit. Flex-time must not interfere with the unit operations during the normal office hours of Monday through Friday. Further, management may exclude any employee or group of employees if flex-time would cause MSRS to incur additional costs, be disruptive to the operation of the unit or result in reduced service to the public.

The immediate supervisor shall determine to approve or deny the flex-time request of an employee based upon job-related consideration including, but not limited to, the operation of the unit and the provision of service to the public. If there are conflicting requests from employees, and the needs of the supervisor require that not all requests may be approved, the supervisor shall approve (if all other considerations indicate approval) the request submitted by the employee with the most state

seniority within a team function, or by state seniority among all unit employees not on a team or in a specific functions, or by state seniority among all unit employees. Management shall define "team" and "function" for the purposes of this Supplemental Agreement. Should conflicts still exist, they shall be resolved by lot.

The immediate supervisor shall provide the employee with written notice and explanation of the decision within seven (7) calendar days of request receipt. If an employee's request is denied, a copy of the written notice and explanation of the decision shall be available to the Union. No request may be unreasonably denied.

Article 4
Altered Schedules

Upon mutual agreement of the immediate supervisor and the employee, an employee's schedule may be temporarily altered for a duration of not more than fourteen (14) consecutive calendar days at a time without regard to the above provisions provided that it does not result in payment of overtime. Any such alteration must also be scheduled so as not to require any full-time employee to work less than eighty (80) hours in a pay period or forty (40) hours in a "work week", including paid leave time.

Article 5
Holidays and Paid Leave Hours

When the holiday falls on a day the employee normally works eight (8), eight and one-half (8 1/2) hours or nine (9) hours, the employee shall be paid holiday pay for eight (8) hours.

Employees normally working eight and one-half (8 1/2) hour days will work the additional one-half (1/2) hour during the same work week as mutually agreed upon by their immediate supervisor. Employees working nine (9) hour days will work an additional hour on the normally scheduled eight (8) hour day [which is divided into two (2) four (4) hour periods for "work week" determination] with the additional hour added to the four (4) hours associated with the "work week" in which the holiday falls.

When the holiday falls on a day the employee normally works less than eight (8) hours, the schedule shall be exchanged with the closest eight (8), eight and one-half (8 1/2) hour day to the holiday that still falls within the same Wednesday through Tuesday work week. If the holiday falls on an employee's scheduled weekday off, the holiday shall be observed on the same day a week earlier or later, whichever fits into the normal pay period.

This Supplemental Agreement serves as the fourteen (14) days notice of these schedule changes during holidays as required under Article 5 of the Master Agreement.

Should an employee be on paid or unpaid leave from work on a day they are scheduled to work, the time charged to the paid leave or taken as unpaid leave shall be for the total hours (or fraction thereof), they would have otherwise been in attendance at work that day.

Article 6
Hours of Work

The execution of this Supplemental Agreement hereby amends Section 2, Subdivision B (Work Day), and Subdivision C (Work Week, Work Period), of Article 5 of the Master Agreement so as to recognize the legitimacy of an eight and one-half (8 1/2) or nine (9) hour work day.

It is further agreed that no additional paid rest period shall be provided to an employee working on a flex-time schedule.

Article 7
Appeals

An employee may appeal in writing the decision of the immediate supervisor to deny or revoke a flex-time schedule to the Unit Manager who shall respond in writing. If not resolved at that level, the decision may be appealed in writing to the appropriate Assistant Director who shall respond in writing. The decision of the Assistant Director is final and shall not be subject to Article 17 of the Master Agreement unless the action giving rise to the appeal is a violation of a specific provision of that Agreement.

Article 8
Duration

This Supplemental Agreement shall be in effect for an indefinite period beginning the effective date of the Agreement. Should problems occur with this Agreement after its effective implementation date, the parties agree to meet and confer in an effort to resolve the issues. If they meet and confer and cannot resolve the issues, MSRS reserves the right to terminate the program with fourteen (14) calendar days written notice to the Union.

Article 9
Modification

Any modification to this Supplemental Agreement must be agreed to in writing by the parties.

DEPARTMENT OF TRANSPORTATION

Article 1
Meet and Confer

Section 1. Department-wide Labor Management Committee. The Appointing Authority and the Union shall meet and confer annually to discuss issues of mutual concern including new directions and/or changes being planned by the Appointing Authority. The Committee may meet as frequently as quarterly upon mutual agreement and as agenda items warrant. The Committee shall be comprised of seven (7) members each from the Appointing Authority and the Union.

Section 2. Transportation Specialist Series (TSS) Committee. The purpose of this Committee will be to meet and confer to discuss issues of mutual concern related to operational directions or changes planned by MnDOT regarding work planning and workforce planning/strategic staffing.

For example, discussions on maximizing the use of our TSS workforce have significant department resource implications. This Committee will provide a forum for mutual understanding of the current state of the workforce, including staffing directions, training opportunities/skill development, identification of other operational issues of mutual concern. Issues brought to resolution will be addressed for implementation by a meeting of the AFSCME, Council 5, liaison, the MnDOT Labor Relations Manager and the Operations Division Director (or the appropriate Division Director).

This group shall be comprised of up to eight (8) members each from AFSCME and from MnDOT. This group will be co-chaired by the AFSCME Business Representative and the MnDOT Labor Relations Manager. Minutes from meetings will be distributed to all MnDOT managers as well as all AFSCME MnDOT locals.

This group will meet at least quarterly and as frequently as monthly upon mutual agreement and as agenda items warrant. MnDOT Labor Relations will provide staff support to the group.

Section 3. Department-wide Transportation Specialist Series (TSS) Review Committee. The Committee shall be comprised of the following members:

MnDOT Labor Relations Manager and two (2) other management representatives.

AFSCME Council 5 Business Representative and two (2) other AFSCME representatives.

The Committee will meet monthly or at a frequency as determined by the members.

The Committee will be responsible for reviewing all grievances (excluding Article 16 - Discipline grievances and Article 12 Section 10F Non-certification) involving employees in the Transportation Specialist Series and Heavy Equipment Mechanics/Heavy Equipment Field Mechanics job classifications that are not resolved by the second step of the grievance process. The Committee will attempt to reach consensus on a resolution to the grievances and respond back to the location generating the grievance within ten (10) days or as agreed upon by the Committee. When consensus by the Committee is reached, the grievance will be considered resolved. The Committee will provide information on the resolution of grievances to all MnDOT locations to provide guidance and consistency in handling similar issues. Grievances not resolved at the Committee level will be considered denied at the third step of the grievance process and will be subject to the terms of Article 17 of the Master Agreement.

The Committee will also be responsible for considering and responding to issues surrounding the Transportation Specialist Series and Heavy Equipment Mechanics/Heavy Equipment Field Mechanics that are not subject to the grievance procedure, and are unresolved or unanswered at the local level. The Committee may respond to these issues and/or refer them to the Department-wide Labor Management Committee. Job classification issues shall not be subject to the grievance procedure or the review committee. (Please see the letter dated May 31, 2019 regarding Elimination of Department-wide Transportation Specialist Series Review Committee Pilot Program for the 2019-2021 Agreement).

Article 2
Seniority

Class seniority for each of the Transportation Specialist Series classes will include all time served in any Transportation Specialist Series class including: Highway Maintenance Worker, Highway

Maintenance Worker Senior, Bridge Worker, Highway Technician, Highway Technician Intermediate, Highway Technician Senior, Engineering Aide and Highway Helper (provided that any employee currently in this classification has also previously served in one of the above listed classes).

Article 3
Position-Qualified

The provisions of Article 12 and Article 15 of the Master Agreement shall be supplemented and/or modified as follows:

An employee must meet the required qualifications for the specific position/vacancy to be considered for the position/vacancy in the Transportation Specialist Series or to exercise layoff options or recall rights to any position in the Transportation Specialist Series.

Under Article 15 of the Master Agreement, employees in the Transportation Specialist Series shall be considered eligible to bump into lower Transportation Specialist Series classes, that they have not previously served, only within their seniority unit.

For the purpose of position qualifications, "qualified" means the employee has the job related knowledge, skills, abilities, licensure and certifications required for appointment to the position and necessary for satisfactory performance of the job. These requirements will be determined by the Department.

Article 4
Hours of Work

Article 5 of the Master Agreement shall be supplemented and/or modified as follows:

1. **Work Schedules.** In the Department of Transportation, the Appointing Authority may change the daily starting and quitting time of Unit 2 and Unit 7 employees for the entire week up to two (2) hours either way providing a notice is posted a minimum of three (3) working days in advance of the proposed change. Notification prior to the start of any shift shall constitute the first days' notice. Employees may be returned to their previously established schedule upon reasonable notice by the Appointing Authority.

2. **Changed Work Schedules.** Employees whose schedules are changed without a five (5) day notice and who are not required to work their original (posted) schedule or assigned available work, may use accrued vacation or compensatory time to fill in the remainder of their original (posted) schedule. This provision does not apply to winter maintenance schedules or contractors' operations.

3. **Contractor Hours.** Employees whose hours of work are controlled by the contractor may have their schedule changed due to the contractor's operations. In the event a change in schedule is necessary, as much advance notice as possible must be given the employee through the Appointing Authority's project supervisor. Such change shall not be considered a split shift.

   Any schedule changes made pursuant to the above shall not result in the payment of overtime.

   The supervisor shall give due consideration to any employee who requests not to work beyond sixteen (16) hours in a day. Normally, an employee shall not be required to work beyond

fourteen (14) consecutive days. In this situation, the employee may request time off with three (3) days' notice to the supervisor.

4. **Winter Maintenance Schedules.** The Appointing Authority may establish a winter maintenance schedule to be used in severe or extreme road conditions for snow and ice control operations. The schedule shall be posted at least fourteen (14) calendar days in advance of the effective date each fall. The posted schedule shall also cite the date each spring when winter maintenance schedules shall no longer be in effect.

   Under the winter maintenance schedule, the Appointing Authority may split the available employees into more than one (1) shift. Such shift shall be periodically rotated or established by internal bid after taking into consideration the desires of the Local Union. The posting shall name which employees are assigned to each shift.

   It is specifically understood by the parties that winter maintenance schedules may be declared to be in effect only when severe or extreme road or weather conditions exist or are forecast. When severe or extreme road or weather conditions do not exist or are not forecast, and an employee is called outside of the established work schedule for operations such as spot sanding or plowing isolated patches of snow and ice, such assignment must be made on an overtime basis.

   On any day on which a change from a regular work schedule to a winter maintenance schedule, or from a winter maintenance schedule to a regular work schedule takes place, no employee shall be scheduled to work less than the number of hours in the employee's established schedule before the winter maintenance schedule was activated. When such maintenance schedule is in effect, overtime rates shall be paid only for those hours worked in excess of the number of hours in the employee's established schedule before the winter maintenance schedule was activated except that when the consecutive hours of any employee's work day must be interrupted, such employee shall be compensated at the appropriate overtime rate for all hours worked outside the employee's previously scheduled work period. In no case shall an employee be paid for those intervening hours not worked.

   During the period when snow and ice control operations can be required to be performed, callouts for snow and ice control shall be made by class seniority based on shift or strict seniority by class.

5. **Road Patrol.** Under those circumstances where the Appointing Authority must reduce hazardous driving conditions by the use of employees outside of their established work schedule for operations such as spot sanding or plowing isolated patches of snow and ice, such conditions may be met either by the establishment of a night patrol, or a dawn patrol, or by calling in an employee on an overtime basis, when such conditions exist, or may exist.

   The Appointing Authority may establish a weather watch, dawn patrol, night patrol, or road patrol whose purpose is to patrol the roads and respond to or warn of hazardous driving conditions. After taking into consideration the desires of the Local Union, the shift(s) shall either be posted for bid or rotated. If posted, the shift(s) shall be posted only in the truck station(s) where such shift change(s) will be made and if there are qualified bidders, the change of shift shall be assigned on the basis of Classification Seniority on a non-rotating basis. If there are no qualified bidders, the Appointing Authority may assign the least senior qualified

employee(s) on a non-rotating basis, or may assign the employee(s) of the truck station on a rotating basis.

6. **Fire Season Schedules.** The Appointing Authority may establish fire seasons schedules to be used in severe or extreme fire conditions. The schedule shall be posted at least fourteen (14) calendar days in advance of the effective date each spring. The posted schedule shall also cite the date each fall when fire seasons schedules shall no longer be in effect.

   Under the fire seasons schedule, the Appointing Authority may split the available employees into more than one (1) shift. Such shift shall be periodically rotated or established by internal bid after taking into consideration the desire of the Local Union. The posting shall name which employees are assigned to each shift.

   It is specifically understood by the parties that fire seasons schedules may be declared to be in effect only when severe or extreme fire conditions exist or are forecast. When severe or extreme fire conditions do not exist or are not forecast, and an employee is called outside of the established work schedule, such assignment must be made on an overtime basis.

   On any day on which a change from a regular work schedule to a fire seasons schedule, or from a fire seasons schedule to a regular work schedule takes place, no employee shall be scheduled to work less than the number of hours in the employee's established schedule before the fire seasons schedule was activated. When such fire seasons schedule is in effect, overtime rates shall be paid only for those hours worked in excess of the number of hours in the employee's established schedule before the fire seasons schedule was activated except that when the consecutive hours of any employee's work day must be interrupted, such employee shall be compensated at the appropriate overtime rate for all hours worked outside the employee's previously scheduled work period. In no case shall an employee be paid for those intervening hours not worked.

7. **Turnaround Time.** After working for sixteen (16) consecutive hours, the employee should be given a minimum of seven and one half (7 1/2) hours of rest before returning to work.

Article 5
Overtime Distribution

Article 6, Section 4 of the Master Agreement shall be supplemented and/or modified as follows:

Overtime work shall first be offered to the most senior qualified employee(s) by job class and from the work area. The overtime work shall first be offered to employees then on duty if such overtime is for the immediately subsequent shift. Should the senior employee choose not to accept the overtime assignment, the next most senior qualified employee shall be offered the overtime assignment. The Appointing Authority shall not be required to cut in on work in progress in order to comply with the requirements of this Section. Work in progress refers to work to which an employee has been assigned during their normal work day/week and where the individual employee possesses knowledge, relationships, and/or skills that are unique and important to accomplishing the work. Assignments to projects (e.g., contract administration and program delivery) are treated as work assignments and any associated overtime shall be considered work in progress. In the event all qualified employees decline overtime work, the Appointing Authority shall have the right to assign overtime based upon inverse order of Classification Seniority among qualified employees.

Employees may request not to be offered voluntary overtime by means of a written waiver submitted to the employee's supervisor, provided, however, that the Appointing Authority retains the right to assign overtime, in inverse order of Classification Seniority among qualified employees in the event that all qualified employees decline overtime work.

Employees may rescind such waivers upon fourteen (14) calendar day's written notice to the employee's supervisor.

In emergencies, notwithstanding the terms of this Article, the Appointing Authority may assign someone to temporarily meet the emergency requirements.

Article 6
Reassignment

Article 12, Section 4C of the Master Agreement shall be supplemented and/or modified as follows:

Temporary reassignments shall be for six (6) months or less. Such assignments may be extended up to six (6) months upon agreement of the Local Union and the Appointing Authority.

Article 12, Section 4B of the Master Agreement shall be supplemented and/or modified as follows:

In MnDOT districts, the Appointing Authority has the right to reassign employees within a headquarters or within a resident office.

Article 7
Tools and Equipment Loss

The provisions of the Master Agreement shall be supplemented as follows:

The Appointing Authority will provide tool boxes or tool cabinets for Heavy Equipment Mechanic, Heavy Equipment Field Mechanic and Welder to store their tools. While tools are in the care, custody, and control of the Appointing Authority, the Appointing Authority shall indemnify each employee for tool losses caused by fire, wind, or theft by forcible entry at their full replacement value provided the tools are listed in the most recent previously filed inventory approved by the supervisor.

Employees in Unit 2 and Unit 7 who are required by the Appointing Authority to furnish basic hand tools and/or equipment, shall be indemnified by the Appointing Authority for tools and/or equipment losses caused by fire, wind, or theft by forcible entry while the tools and/or equipment are secured on the Appointing Authority's premises or are in a locked vehicle which use is authorized by the Appointing Authority or when they are in a field office on a construction project provided the tools are listed in a previously filed inventory approved by the supervisor.

The Appointing Authority shall provide a four-hundred dollar ($400) annual tool reimbursement for the replacement or upgrade of position relevant tools or equipment for Heavy Equipment Mechanic or Heavy Equipment Field Mechanic classifications. The Heavy Equipment Mechanic or Heavy Equipment Field Mechanic must have an up to date tool inventory to be eligible for the annual reimbursement. All tools purchased must be catalogued into the existing tool inventory, and a receipt must be provided to the Appointing Authority for reimbursement.

Article 8
Maintenance Seasonal Work Crews

The provisions of Article 12, Sections 1 through 6 of the Master Agreement shall be supplemented and/or modified as follows:

Metro District Maintenance. Seasonal work crew assignments within the District region and/or within each truck station shall be posted for a minimum of seven (7) calendar days. In the event that no employee applies for the vacancy(s), the Appointing Authority shall fill the opening(s) by assignment on the basis of employee qualifications and inverse seniority. Employees selected for such assignments shall be given seven (7) calendar days' notice prior to such assignments.

Seasonal work crew assignments are assignments to those maintenance operations which are District-wide, region-wide or truck station-wide in scope and where it is necessary, to retain the same employee on the assignment for the duration of the operation.

The posted notice announcing the formation of a seasonal work crew will indicate the approximate duration of the assignment by citing: a) the approximate starting and ending dates; or, b) where appropriate, by stating that the duration is until the project is completed. Where such seasonal work crew assignment involves a change in work hours or a change in the work week, an additional notice returning the employees to their previous schedule will not be required as long as the original posted notice indicated the approximate duration of the project.

When the need arises to change the number or composition of crews, the District Management and the Local Union will meet and confer prior to implementing the change.

District Maintenance. Openings on seasonal work crews shall be filled after posting for a minimum of seven (7) calendar days.

Assignment to these seasonal work crew openings shall be made on the basis of Classification Seniority from those employees applying from the maintenance area, sub-area, or truck station from which such a crew is being formed. If an insufficient number of employees apply for the openings, the openings will be filled in inverse order of Classification Seniority among employees from the maintenance area, sub-area, or truck station from which such a crew is being formed. During the period while the selection process is taking place, the Appointing Authority may temporarily assign employee(s) to seasonal work crew openings to fulfill operating requirements.

Should it become necessary to supplement the basic crew, the Appointing Authority may supplement such basic crew by assignment from the area where the work is being performed.

Seasonal work crew assignments are assignments to those maintenance operations which are area-wide in scope and where it is necessary, to retain the same employee on the assignment for the duration of the operation.

The posted notice announcing the formation of a seasonal work crew will indicate the approximate duration of the assignment by citing: a) the approximate starting and ending dates; or, b) where appropriate, by stating that the duration is until the project is completed. Where such seasonal work crew assignment involves a change in work hours or a change in the work week, an additional notice returning the employees to their previous schedule will not be required as long as the original posted notice indicated the approximate duration of the project.

Regional/Department-Wide Maintenance. When it is determined that for business reasons regional/department-wide seasonal work crews are to be established, department management will meet and confer with the Union prior to implementing.

Article 9
Limited Interruptions of Employment

The provisions of Article 15, Section 6 of the Master Agreement shall be supplemented and/or modified as follows:

When the limited interruption of work or reduction in hours does not affect all employees in a class, employment condition, shift and work location, the least senior employee(s) affected shall have their work interrupted or hours reduced. When it is necessary for an employee to hold certification on heavy equipment, the most senior employee who is certified on the required equipment will be retained. Limited interruption of work or reduction in hours shall not be instituted for the purpose of subcontracting work normally performed by the affected bargaining unit employees.

Article 10
Safety Inspections

Due to the unique circumstances in the Minnesota Department of Transportation where full-time safety professionals are employed, it is agreed that where a Local Union representative is not available to accompany the safety professional on the Annual Building Inspection, the safety professional will provide a copy of the inspection report to the Local Union President. Where a Local Union Representative is present for the inspection, that person will be given a copy of the report, it will include all pertinent information concerning findings and recommendations.

Article 11
Probationary Period

The provisions of Article 12, Section 10C of the Master Agreement shall be supplemented and/or modified as follows:

The initial six (6) months probationary period of a new employee may be extended for a period not to exceed three (3) months, provided that the employee was given a written mid-probationary review and provided that a written notice of the extension is given to the employee and the union prior to the end of the fifth (5th) month of the probationary period.

For the Transportation Associate classification only, the probationary period shall be twelve (12) months and may be extended up to six (6) additional months. Upon successful completion of the probationary period, the employee will be reallocated to the Transportation Generalist classification.

In the event of voluntary demotion into a classification not previously served, the required probationary period shall be three (3) months, or may be waived at the Appointing Authority's discretion.

An employee serving the initial probationary period shall not be considered for voluntary transfers until the successful completion of the probationary period, unless otherwise agreed upon by the Appointing Authority and local union.

Article 12
Training Opportunities

When the Appointing Authority determines a business need for additional employee training in order to develop new skills for an ongoing need, such training opportunities shall be offered to employees in the work area/truck station where such training opportunity is to be made available.

Employees shall be provided an opportunity to participate in such training based on classification seniority from among those employees within the work area/truck station who: desire such training, have completed any pre-requisites, possess the appropriate individual competencies identified by the department and can reasonably be expected to satisfactorily complete the training and subsequently utilize the skills gained.

Training to enhance skills within an employee's current position responsibilities are not considered training opportunities and will be assigned as needed.

Article 13
Attendance at Union Meetings

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees may be permitted to adjust their hours of work to permit their attendance at regular monthly meetings of the local union. Such adjustments shall be of reasonable duration, not to exceed two (2) hours.

Employees who desire to make these adjustments must require prior approval from their immediate supervisor twenty one (21) calendar days in advance of the meeting date. Requests shall include an indication of the length of release time requested. Approval of these requests will not be unreasonably withheld. Requests may be denied if approval would result in the payment of overtime. The Employer reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing during the time of the meeting. Employees shall receive no compensation for time spent at union meetings, but may utilize vacation leave or work extra hours, within the same work week, if work is available, to prevent a loss of earnings.

In the event work is available and an employee elects to work extra hours to offset time spent at union meetings, the Employer shall have no liability for overtime hours of pay until the employee has worked an amount of time outside his/her regular shift which is equal to the amount of time spent at a union meeting.

Article 14
Lump Sum Payments

The provisions of the Master Agreement Appendix F shall be replaced by the following:

Each year, employees who had previously received HEO or Intermittent Supervisor differential pay will be paid in a lump sum amount the full first payroll period following October 1. This lump sum amount shall be calculated according to the highest HEO and/or Intermittent Supervisor earnings of each individual employee, based on the actual HEO and/or Intermittent Supervisor earnings from any one of the Fiscal Years 1999, 2000 and 2001.

Payment of such lump sum amounts will cease if an employee is promoted to a position with a pay range higher than Transportation Generalist or leaves the Transportation Specialist Series.

Employees in the Transportation Generalist classification who are promoted to a higher classification in the Transportation Specialist Series shall have their annual lump sum (if any) divided into an hourly rate and added to the employee's current hourly salary. If the calculated hourly rate does not fall on step, the employee shall receive the amount necessary to round the hourly rate calculation to the next higher step plus a minimum of one step on promotion.

Each year, employees in the Transportation Generalist Sr. classification who had previously received Intermittent Bridge Supervisor differential pay will be paid in a lump sum amount the first full payroll period following October 1. The lump sum amount shall be calculated according to the highest Intermittent Bridge Supervisor earnings of each individual employee, based on the actual Intermittent Bridge Supervisor earnings from any one of the fiscal years 1999, 2000 and 2001.

Payment of such lump sum amounts will cease if an employee is promoted to a position with a pay range higher than Transportation Generalist Sr. or leaves the Transportation Specialist Series.

Employees in the above described situation who are promoted to the Transportation Specialist classification, shall have their annual lump sum (if any) divided into an hourly rate and added to the employee's current hourly salary. If the calculated hourly rate does not fall on step, the employee shall receive the amount necessary to round the hourly rate calculation to the next higher step plus a minimum of one step on promotion.

Article 15
Voluntary Transfers

The provisions of Article 12, Section 7 of the Master Agreement shall be supplemented and/or modified as follows:

If a posted vacancy is not filled through application of subsection 7A, B, C, or D, or appointment of a current seniority unit employee, selection shall next be made by accepting a qualified voluntary transfer (same class) from another MnDOT seniority unit.

Article 16
Transportation Specialist Series Vacancies

The provisions of Article 12, Vacancies, Filling of Positions, Sections 5, 6, and 7, are amended as follows:

The process for filling vacancies in the Transportation Specialist Series (TSS) is as follows:

- Post the vacant position at the preferred TSS classification.
- At the discretion of the local hiring authority, other lower TSS classifications may be listed on the posting form.
- When multi-level postings are used, eligible bidders will be considered in order of their classification seniority, beginning with the highest TSS classification on the posting form.
- A qualified bidder at the highest classification posted will be offered the position based on the current contract provisions (most senior qualified, relatively equal).

- If no bidder at the highest classification is qualified, the options below apply:
    - Make an appointment under the current provisions of Article 12, Section 7, or
    - Consider eligible bidders in the next lower classification listed on the posting form.
- All eligible bidders will be notified by the local hiring authority of the results of the vacancy filling process.

Article 17
Transportation Specialist Series (TSS) Compensation Grid

Employees in classes covered by the TSS Compensation Grid shall advance to the next higher step at the completion of the months of satisfactory continuous service specified on the compensation grid for that class, until the maximum rate of pay is attained.

Effective October 1, 2007, all advancement to the next higher step shall be after six (6) months (semi-annual) of satisfactory performance.

Article 18
Vacancy Filling

Any Vacancy for which eligible bids have been received, may not take effect until after the current snow and ice season, unless otherwise determined appropriate by the Appointing Authority.

May 31, 2019

Jason Loons
Business Representative
AFSCME Council 5
300 Hardman Ave. S
South St. Paul, MN 55075

Subject: Metro Maintenance Premium Pay Pilot

Dear Jason:

As part of the MnDOT Supplemental negotiations with AFSCME for the 2019-2021 Agreement, the parties agree to a pilot program related to Metro Maintenance Night Premium Pay. This pilot program will be in effect for the duration of the current contract. The details are outlined below:

For the Metro District only, maintenance employees working night shifts of durations lasting three (3) months or more, covered by this agreement, shall receive Night Premium Pay of $2.00/hour for all shifts which start between 7:00pm and 11:00pm. This will apply to all hours worked between the hours of 7:00pm and 5:30am. Such premium pay shall be in addition to the employee's hourly rate of pay, and any shift differential the employee would otherwise be entitled to. The premium pay shall be included in all payroll calculations for shifts actually worked, but shall not apply during periods of paid leave, or in calculations of back-pay.

Sincerely,

Rachael Youker /s/

MnDOT Labor Relations Consultant 2

May 31, 2019

Jason Loons
Business Representative
AFSCME Council 5
300 Hardman Ave. S
South St. Paul, MN 55075

Subject: Elimination of Department-wide Transportation Specialist Series Review Committee Pilot

Dear Jason:

As part of the MnDOT Supplemental negotiations with AFSCME for the 2019-2021 Agreement, the parties agree to a pilot program for the duration of the 2019-2021 Agreement, related to the elimination of the Department-wide Transportation Specialist Series (TSS) Review Committee.

All grievances this committee would be responsible for reviewing, involving employees in the Transportation Specialist Series and Heavy Equipment Mechanics/Heavy Equipment Field Mechanics job classifications, which are not resolved by the second step of the grievance process, will proceed through the normal processing of grievances per Article 17 – Grievance Procedure of the Master Agreement.

Sincerely,

Rachael Youker /s/

MnDOT Labor Relations Consultant 2

May 31, 2019

Jason Loons
Business Representative
AFSCME Council 5
300 Hardman Ave. S
South St. Paul, MN 55075

Subject: Achievement Award Pilot

Dear Jason:

As part of the MnDOT Supplemental negotiations with AFSCME for the 2019-2021 Agreement, the parties agree to a pilot program for the duration of the 2019-2021 Agreement, related to the implementation of Achievement Awards.

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1,000.00) or one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate of money spent on achievement awards in a fiscal year. Achievement awards grated under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- dollar amount of awards,
- percentage of employees eligible for awards, and
- "team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year.

Appointing Authorities may establish Achievement Award Committees consisting of both employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards.

Sincerely,

Rachael Youker /s/

MnDOT Labor Relations Consultant 2

June 24, 1993

Bob Hilliker
Business Representative
AFSCME, Council No. 6
265 Lafayette Rd. S.
St. Paul, MN 55107

Subject: Winter Maintenance Schedules

Dear Bob:

At our recently concluded supplemental agreement negotiations we spent a considerable amount of time discussing concerns over Mn/DOT's use of Winter Maintenance Schedules. We agreed that most of the issues could be best addressed at the local levels.

Further, we agreed that the local union and local Mn/DOT management would discuss Winter Maintenance Schedule issues each year at the division, district or maintenance area level. Issues not resolved through this local meet and confer process could be further addressed by a meeting of the AFSCME, Council 6, Liaison, the Mn/DOT Labor Relations Manager and the Area Maintenance Engineer. The Area Maintenance Engineer's decision will be final.

Sincerely,

Jim McKane /s/

Mn/DOT Labor Relations Manager

July 30, 2001

Bob Hilliker
Business Representative
AFSCME, Council No. 6
300 South Hardman Avenue
South St. Paul, MN 55075

Dear Mr. Hilliker:

This letter confirms Mn/DOT's commitment to assign work and training in a manner to be effective and efficient in delivery of our products and services.

Given this goal, we will not support assigning work and training based on favoritism. This effort is supported through the modifications made this year in the Transportation Supplement to the Agreement.

Concerns regarding this issue should be brought to the Local Labor Management Meet and Confer for discussion and resolution.

Sincerely,

James Swanson
Assistant Chief Engineer
Assistant Commissioner - Program Delivery Group

cc: Jim McKane /s/

Mn/DOT Labor Relations Manager

Minnesota Department of Transportation **MEMORANDUM**

Office of Human Resource Operations
Labor Relations Section
Fifth Floor North, M.S. 200
395 John Ireland Blvd.
St. Paul, MN 55155-1899

DATE: June 29, 2007

TO: Bob Hilliker, Business Representative
AFSCME, Council No. 5

FROM: Richard L. Peterson
Mn/DOT Labor Relations Manager

RE: TSS Position Qualifications

As part of our Master Contract negotiations with AFSCME, we had discussions regarding position qualified language in Article 3 of the Mn/DOT Supplement.

Per our agreement and in exchange for accelerated progression steps (six months) through the salary ranges of Transportation Generalist, Transportation Generalist Senior, and Transportation Specialist, we agreed to define "position qualified" as the following:

The employee has the job related knowledge, skills, abilities, licensure and certifications required for appointment to the position and necessary for satisfactory performance of the job.

In order to create Department-wide standards for TSS class specifications, position qualified standards and position posting templates, Mn/DOT has initiated a formal project. Attached is the project plan. In order to ensure input from both labor and management, the Project Steering Committee will provide frequent updates to the TSS labor management committee for review and input. Final decisions for products delivered through the project will rest with the Project Steering Committee consisting of Mn/DOT's Staffing Manager, Labor Relations Manager, and a Management representative from Mn/DOT's Operations Division.

The overall outcome of this project is to streamline the posting of positions, as well as to create Department-wide standards for greater consistencies in position requirements.

Proposal for Transportation Specialist Series Classification Specifications and Position Posting Templates Project

June 25, 2007

Project Description: Create Transportation Specialist Series (TSS) Classification Specifications, Position Qualified standards, and Position Posting Templates. This will comply with Article 3 – Position Qualified, of the MnDOT Supplemental Agreement with AFSCME.

Background: In 1999, the department consolidated the Highway Technician, Highway Maintenance Worker and Bridge worker classifications into a single classification series called Transportation Specialist Series (TSS). The purpose was to provide maximum flexibility in the utilization of employees in this series across various work areas. Since that time a number of other job classifications (i.e.; Labor Trades and Equipment) have been consolidated into the TSS Series.

The implementation of TSS required agreements between labor and management to address the unique concerns of this series. The MnDOT supplement of the AFSCME Council 5 contract provides documentation of these agreements as an addition to the master agreement. The supplement covers areas such as: TSS review committee, seniority, position qualified, and hours of work (including the winter maintenance schedule).

Article 3 of the MnDOT supplement provides a description of a new requirement called position qualified. Position qualified states that an employee must meet the required qualifications for the specific position/vacancy to be considered for the position/vacancy in the TSS or to exercise layoff options or recall rights to any position in the TSS. It was also established in this article, that qualifications would be based on work elements identified by the Department.

Position qualified was a significant change in that it provided the Department the ability to: create unique positions that had not been utilized previously; and to determine the required qualifications for employees who desired to obtain the position. Under the new process, employees who desired even a lateral transfer found that they must be position qualified and could be selected or turned down for a position based on this factor. Prior to this time, employees had been able to lateral transfer based on holding the same classification and seniority in the class.

The position requirements are documented in the position description as well as on the position posting which is created and distributed by each district or office when filling a vacancy. Position postings for similar positions often list dissimilar position requirements, reflecting the unique and diverse hiring philosophies of each work area.

To streamline the posting of positions, as well as to create standards for greater consistencies in position requirements, a focused effort will be made to create classification specifications, standardized position qualifications and postings for TSS positions.

Project Deliverables:

1. Classification specifications and standardized position qualifications will be created for all levels of TSS classifications except Transportation Associate. The classification specifications will document:

- Nature of the work (which includes a description of how one level of the class differs from the next level of the class)
- Essential functions
- Knowledge, skills and abilities
- Working conditions
- Physical demands
- Licensure and Certification requirements

2. Position postings will be created and standardized utilizing the classification specification information and will include standardization of the following elements:

   - Position Description
   - Minimum qualifications
   - Preferred qualifications

3. A standardized process will be identified by which minimum qualifications will be determined for TSS positions that are split or shared. (this may require the development of class specs for class combinations -- or this may be managed through some other standardized process such as an automatic listing of the requirements from both work areas)

Project Steering Committee:

The Project Steering Committee will consist of the Labor Relations Manager, the Staffing Manager and a District Operations Manager identified by Robert Winter. Recommendations and final decisions will rest with this committee.

Project Membership:

Project Leads: Theresa Johnson, Chris Johnson

Project Members: Two (2) representatives from the Human Resources Professional Group, and one (1) representative from Central Office Human Resources.

Expectations of Membership:

Time Commitment: At least one full day per week (8 hours per day) on this project.

Products: TSS classification specifications and standard position qualifications by level and function (e.g., Maintenance, Construction, Surveys, etc.

Updates: Membership will be responsible for providing updates to the TSS Labor Management Committee initially within three months and thereafter on a monthly basis.

Project Steps & Time Frame:

ACTION STEPS	TENTATIVE TIME FRAME	RESPONSIBILITY
Present the project plan for discussion at TSS Labor Management Committee	July 25, 2007	Rich Peterson/Theresa Johnson/Chris Johnson

ACTION STEPS	TENTATIVE TIME FRAME	RESPONSIBILITY
Identify and assemble project team	June 28, 2007	Theresa Johnson/Chris Johnson
Collect and assemble reference material (previous work)	July 23, 2007	Project Team
Draft an initial or pilot class spec and posting for review and input at TSS Labor Management Committee	August 29, 2007	Project Team
Finalize a process flow to complete class specs & postings which will include: interviewing subject matter experts if needed, gaining involvement and approval from representative management group, specific time frames and order of completion	August 31, 2007	Project Team
Status Report to TSS Labor Management Committee	September 26, 2007	Project Team
Project Completion Date	December 31, 2007	Project Team

MINNESOTA DEPARTMENT OF VETERANS AFFAIRS - MINNESOTA VETERANS HOME - FERGUS FALLS

Article 1
Hours of Work

1. **Additional Part-time Hours:** Article 6, Section 1 of the Master Agreement shall be supplemented and/or modified as follows:

   Part-time employees (excluding temporaries and emergencies) may work additional hours within the fourteen (14) day posting period at the "straight time" rate in accordance with the following:

   If additional work is needed within the required posting period, the Administrator may offer this work to part-time employees. If a part-time employee accepts the work, the part-time employee shall not be eligible for "penalty pay."

   A part-time employee would not be eligible to be offered such work if the additional hours would result in the payment of overtime pursuant to the Fair Labor Standards Act.

   If no eligible part-time employee accepts the work, the Administrator is not required to assign the work to a part-time employee.

   If a part-time employee is assigned to work overtime, the part-time employee shall be eligible for overtime pay pursuant to Article 6.

Article 2

Uniforms

Article 20, Expense Reimbursement shall be modified as follows:

1. LPNs and HSTs (with CNA option) in bargaining unit 204 will be reimbursed for the purchase of uniforms at the following rates. The first year will be to a maximum of two hundred and sixty one dollars and ninety five cents ($261.95). All succeeding years will be to a maximum of two hundred and eleven dollars and sixty eight cents. ($211.68).
2. Employees in bargaining units 202 and 203, except Dietary employees in unit 203 working in positions that are full time will be reimbursed for the purchase of uniforms at the following rates. The first year will be to a maximum of two hundred and twenty five dollars and seventy nine cents ($225.79). All succeeding years will be to a maximum of one hundred forty two dollars and 88 cents ($142.88).
3. Employees in bargaining units 202 and 203, except Dietary employees in unit 203, working in positions that are part-time or intermittent will be reimbursed for the purchase of uniforms at the following rates. The first year will be to a maximum of one hundred and forty two dollars and 88 cents. ($142.88). All succeeding years will be to a maximum of ninety five dollars and 26 cents ($95.26).
4. Dietary employees in bargaining unit 203 who are required to wear uniforms will be reimbursed for the purchase of uniforms at the following rates: the first year will be to a maximum of two hundred and twenty five dollars and seventy nine cents ($225.79). All succeeding years will be to a maximum of one hundred forty two dollars and eighty eight cents ($142.88).
5. The anniversary date of the employee's initial appointment to the Minnesota Veterans Home - Fergus Falls will begin the new year for reimbursement purposes.
6. Any portion of the maximum dollar amounts not claimed in a given year cannot be carried forward to the succeeding year. Management agrees to give each individual sixty (60) days notice of available funds prior to the end of the year.
7. The Administrator will reimburse the employee upon receipt of an acceptable proof of purchase if the receipt is submitted within forty-five (45) days after the purchase. Receipts for uniform purchases must be submitted in the same fiscal year in which the expense was incurred.
8. Employees are expected to wear uniforms while on duty only and to properly maintain their own uniforms. Employees may wear uniforms while in transit to and from their residence and work.
9. Emergency reimbursements will be authorized by the Administrator if the uniform gets permanently damaged while performing work on duty. To receive this authorization, the employee must show the uniform and explain how the damage occurred to their immediate supervisor or in their absence, to any supervisor on duty, or the officer of the day. This must occur on the same shift in which the damage occurred.
10. The Administrator may ask for any uniforms that have been replaced due to damage and for all uniforms of a non-certified probationary employee.
11. Employees shall be reimbursed in an amount not to exceed one hundred dollars ($100.00) for the purchase of maternity uniform pieces. (upon receipt of an acceptable proof of purchase).

Article 3
Overtime

Article 6 – Overtime of the Master Agreement shall be supplemented and/or modified as follows:

All overtime shall be offered by seniority within classifications of capable and qualified employees except as modified below in assigned overtime for an immediately subsequent shift.

In the event of work in progress and off-campus activities, the Appointing Authority reserves the right to assign overtime.

Any represented employee who has two (2) days of pre-approved leave (to include only vacation, compensatory time and/or floating holiday) adjacent to their days off shall not be subject to assigned overtime nor shall the Employer be obligated to offer overtime following the last scheduled shift of work . Also, any employee who has two (2) days of pre-approved vacation shall not be mandated for overtime following their last scheduled shift.

Any employee who is currently working an overtime shift or has agreed to work additional hours is not subject to mandated overtime.

In the event of an emergency, Article 6 language applies.

In Unit 4, upon consultation with an employee, the Appointing Authority, may schedule an employee for an overtime shift which immediately precedes or immediately follows a scheduled work shift.

In Unit 4, if there are no volunteers for overtime of an immediately subsequent shift, the least senior employee who is then on duty who has not worked an overtime shift will be assigned the overtime, rotating through the list every two (2) pay periods. All worked overtime—whether scheduled or assigned—shall be counted in the rotation when assigning overtime for employees then on duty.

Mandatory training and meetings. Any employee required to attend mandatory training or meetings will be compensated at the employee's regular rate of pay for a minimum of two (2) hours. Any hours worked above 8 hours in a day or 80 hours within the payroll period shall be compensated at time and one half.

Non-mandatory training and meetings. Any employee, who at their own discretion, attends work related training or meetings sponsored by the Home will be compensated at the employee's regular rate of pay for the actual time in attendance.

Article 4
Job Safety

Both parties agree to engage in Labor Management discussions regarding employees reporting symptoms of infectious/communicable disease processes utilizing a designated infection control reporting mechanism and the possibility of reporting anonymously.

Article 5
Holidays

Article 7, Section 8, Work on a Holiday of the Master Agreement shall be supplemented and/or modified as follows:

Any holiday requests submitted at least twenty-one (21) days to six (6) months prior to the holiday shall be posted for one (1) calendar week to allow other employees who have desire to request off for the same holiday to do so. All such requests must be submitted to the supervisor within the posting period. The requested holiday off will be granted to the most senior employee(s) based on staffing needs.

Article 6
Scheduling

Article 5, section 3 of the Master agreement shall be modified as follows:

Unit 4 employees shall not be scheduled to work more than seven (7) days in a row. The following are exceptions and will not be counted when considering greater than seven (7) days in a row: Days the employee:

- agrees to a shift exchange/trade,
- voluntarily picks up overtime,
- voluntarily picks up extra hours,
- attends a meeting on a 'non-work' day,
- voluntarily changes a scheduled overtime day,
- attends mandatory training, and/or
- there is an emergency including but not limited to a snow storm or a flu outbreak among staff.

Article 7
Compensation

Article 18 – Wages of the Master Agreement shall be supplemented and/or modified as follows:

1. Recruitment Incentive for Newly Hired Employees

At the Appointing Authority's discretion, employees hired into the HST (CNA option) or LPN classification may be granted a recruitment incentive of up to one thousand five hundred dollars ($1500.00). The incentive will be paid in two (2) increments: one third (1/3) will be paid after the candidate's successful completion of the required probationary period and the other two thirds (2/3) of the incentive will be paid after the candidate's completion of one (1) year of continuous satisfactory performance. Only applicants new to state service are eligible for this incentive. It cannot be paid to current or former state employees. If the employee separates prior to the payment being made, the employee is no longer eligible and the offer of recruitment incentive is null and void.

This language is applicable for the duration of the 2019 – 2021 contract. However, employees awarded a recruitment incentive during this contract period remain eligible to receive the full payment in subsequent contracts even if this pilot program is discontinued.

Recruitment Bonus Program (RBP) for Current Employees

At the Appointing Authority's discretion, an RBP may be administered and any AFSCME employee who works at MVH-Fergus Falls will be eligible for a recruitment bonus for referring

qualified applicants who are subsequently hired and meet all the provisions covered by this RBP. The following conditions must be met to be eligible for the bonus:

A. The applicant must be hired into a vacancy as follows:
   1. An initial appointment into a permanent, part-time or full-time Human Services Technician, or
   2. An initial appointment into a part-time or full-time Licensed Practical Nurse.

B. At the sole discretion of the Appointing Authority, additional classes may be added to the RBP with advanced notice to the Local. If additional classes are added to the program the Appointing Authority and Local will agree upon the communication action needed to inform the general workforce at MVH – Fergus Falls of the addition of classes so that employees are aware of the RBP opportunity.

C. Only one bonus will be paid for a single candidate, even if the hired candidate is hired into concurrent (new) appointments and both appointments are in classes covered by this RBP.

D. The referring AFSCME employee must notify HR of the name of the candidate being referred prior to or concurrent with the time (if using an electronic application process) the candidate applies for a vacancy in one of the classes covered by the program. The notification to HR must be time verifiable.

E. Only the first AFSCME employee providing the referral and notice to HR will be eligible for the referral bonus.

F. No referral bonus will be paid if the referred applicant previously worked at MVH-Fergus Falls in one of the classes covered by the program within the previous 1 year.

G. No referral bonus will be paid if the referred applicant is a current MVH-Fergus Falls employee.

H. The total bonus award will be $500.00 per candidate hired into a covered class.

I. The bonus is payable in two (2) increments: one half (1/2) will be paid after the new hire's successful completion of the required probationary period and the other one half (1/2) of the incentive will be paid after the referral's completion of the first one (1) year of continuous employment with satisfactory performance. Both employees must be current employees of the MDVA at each of the payment times.

J. The referral bonus will be processed through the State payroll system and applicable State/Federal taxes and retirement contributions will be withheld from the bonus payment.

K. This language is applicable for the duration of the 2019 – 2021 contract. However, employees awarded a recruitment bonus during this contract period remain eligible to receive the full payment in subsequent contracts even if this pilot program is discontinued.

2. **Voluntary Weekend Shift Bonus**. At the discretion of the employer, a voluntary weekend shift bonus will be offered. This provision applies only to weekend overtime shifts that are offered by the Appointing Authority and picked up voluntarily by a part-time or full-time HST (CNA option) or LPN. Once the Appointing Authority reaches the point of assignment of overtime, no person/shift will be eligible for this bonus.

A. An HST (CNA option) or LPN who is asked by the Appointing Authority or designee and agrees to work a weekend shift shall receive a bonus payment of fifty dollars ($50.00) in addition to their compensation for hours worked.

B. To be eligible for the weekend shift bonus payment, the shift offered by the Appointing Authority or designee must be at least a four (4) hour shift and the employee must work the entire shift offered. Only one bonus shall be paid for one shift even if the shift is split.

C. To be eligible for the weekend shift bonus payment, the HST (CNA option) or LPN employee must work the employee's scheduled work shifts starting with the Thursday overnight shift through the Monday overnight shift of the weekend the shift bonus was worked up the weekend bonus shift.

D. An HST (CNA option) or LPN is eligible for one (1) weekend shift bonus payment per 24 hour period per weekend except that no more than two (2) weekend shift bonus payments will be paid to an employee per weekend.

E. Weekends, for the voluntary weekend shift bonus, are defined as Friday overnight shift, Saturday day, evening and overnight shifts and Sunday day and evening shifts.

F. This language is applicable for the duration of the 2019 – 2021 contract.

Achievement Awards.

At the Appointing Authority's discretion, an employee who has demonstrated outstanding performance may receive one (1) achievement award per fiscal year in a lump sum amount not to exceed one thousand dollars ($1000.00) or a one (1) step in range adjustment. The receipt of an achievement award as a step increase shall not affect the timing of future progression increases. In no instance during a fiscal year shall achievement awards be granted to more than thirty-five percent (35%) of the number of employees authorized at the beginning of the fiscal year.

The Appointing Authority may modify the distribution of achievement awards provided that the modifications do not increase the aggregate amount of money spent on achievement awards in a fiscal year. Achievement awards granted under this paragraph shall be in the form of lump sum payments only. Modifications may include but are not limited to the following:

- Dollar amount of awards
- Percentage of employees eligible for awards
- "Team awards"

Employees may receive both an individual and a team achievement award in one (1) fiscal year. Appointing Authorities may establish Achievement Award Committees consisting of both Employer and employee representatives to recommend procedures and criteria consistent with the agency's mission and objectives for the distribution of achievement awards. This Achievement Award provision shall remain in effect through June 30, 2021.

MINNESOTA DEPARTMENT OF VETERANS AFFAIRS - MINNESOTA VETERANS HOME – HASTINGS

Article 1
Hours of Work

Article 5, Section 3 of the Master Agreement shall be supplemented and/or modified as follows:

1. **Additional Hours:**
   a. Part-time employees shall be offered additional hours on shifts not scheduled (at the straight time rate).
   b. The Appointing Authority/Designee shall notify the affected employees as soon as the need for such schedule changes become known.
   c. Distribution of these hours shall be based on seniority, and shall be first offered to those employees then on duty whose established workday is less than eight (8) hours.
   d. In all cases, any change in scheduling shall be for additional work hours not previously scheduled for that employee and shall not exceed eight (8) hours per shift at straight time.
   e. All hours outside the established schedule shall be offered to all eligible part-time employees, at the straight time rate, prior to any intermittent employee.
2. **Work Period:** Full-time employees shall at the Administrator's discretion be:
   a. Scheduled to work no more than six (6) consecutive days and no fewer than three (3) consecutive days and shall have consecutive days off; or,
   b. Scheduled to work no more than seven (7) consecutive days and no fewer than three (3) consecutive days with two (2) or more weekends (Saturday and Sunday) off out of every eight (8) weekends (Saturday and Sunday). Scheduled days off shall be consecutive; or,
   c. Scheduled to work no more than seven (7) consecutive days with two (2) weekends (Saturday and Sunday) out of every four (4) weekends (Saturday and Sunday) off. Scheduled days off need not be consecutive.
   d. Scheduled to work no more than seven (7) consecutive days, regardless of pay period end.

      Part-time employees shall be scheduled for a minimum of four (4) days off in a two (2) week pay period. At least two (2) of the days off shall be consecutive and such part-time employees shall not be scheduled for more than seven (7) consecutive days of work. In addition, for part-time employees, an effort shall be made to rotate days off equally for available weekends.
3. **Fixed Night Shift (for all units except Units 2 and 7):** Where continuous operations require a night shift, such shift shall be fixed and vacancies in such fixed shifts shall be posted. If there are no eligible bidders for fixed night shift vacancies, the Administrator may recruit and hire applicants for the vacancy or assign the capable and qualified employee not on fixed nights with the least Classification Seniority to the vacancy.

   Employees permanently assigned to a fixed night shift may be scheduled to work other shifts for the purposes of training, staff development, informational meetings, projects or jury duty. Employees working other than fixed night shifts may be rescheduled to work the night shift. The Administrator shall determine the work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the Administrator shall accept capable and qualified volunteers prior to the assignment of the least senior capable and qualified employee based on State Seniority within or among class(es) as determined by the Administrator from such work area who is working other than fixed nights, if there is more than one volunteer, the most senior capable and qualified based upon State Seniority shall be scheduled to:

a. Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,

b. Cover night shift staffing shortages caused by assignment to other shifts of the employees normally assigned to the night shift; and/or,

c. Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,

d. Cover for days off of employees assigned to fixed nights;

e. Except for Unit 4 employees, temporarily reassign more staff to the night shift for projects; and/or

f. Emergency situations.

To no longer be permanently assigned to the fixed night shift an employee assigned to the fixed night shift must do one of the following:

A. Successfully bid on a vacancy in another shift. However, if the employee on the fixed night shift bids on a vacancy in other shifts and they are the capable and qualified employee with the least Classification Seniority for the night shift position, their bid shall be rejected; or,

B. Notwithstanding the provisions of Article 12, notify the personnel director after at least three (3) months assignment to the fixed night shift that they request to be removed from the fixed night shift. If another employee not on the fixed night shift with less Classification Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position, provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less Classification Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least Classification Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee; or,

C. Notwithstanding the provisions of Article 12, an employee working other than the fixed night shift agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving.

4. **Shifts Between Days Off:** No employee shall be scheduled for a combination of more than two (2) shifts and/or two (2) shift changes during work periods between scheduled days off.

   For this subsection only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off shall be considered the same shift. When there is a scheduled shift rotation, a change in starting time of not more than two (2) hours from the starting time of the scheduled rotated shift shall not be considered a change in shift.

Article 2
Work Schedules

Article 5, Section 3 of the Master Agreement shall be supplemented and/or modified as follows:

Full-time employees in the LPN class shall be scheduled on an every other weekend off rotation.

Employees may be temporarily scheduled other than for the established scheduling pattern for purposes such as training, staff development, informational meetings, team meetings, and special projects.

Full Time LPN's

Full-time LPN's will work a blocked (recurring/predictable) schedule. When full-time LPN vacancies occur, full-time LPN's will be eligible to bid on the vacancies; seniority provisions will remain in place for bidding. If there are more than two (2) extended LPN (full-time and/or part-time) vacancies (defined as vacant positions, vacation leave, sick leave, other leaves of absence—that are greater than one (1) week) the Appointing Authority may schedule full-time LPN's outside of blocked schedules. This provision will be in effect until 6/30/19.

General Maintenance Workers (GMW's)

The GMW evening shift of 1:00 p.m. – 9:30 p.m. Sundays that was in effect as of June 30, 2017 will change to 12:00 p.m. – 8:30 p.m. when the 2017 – 2019 collective bargaining agreement becomes effective. If a schedule change is necessary after this provision becomes effective, the Appointing Authority will have a Meet and Confer with the union prior to the implementation of a new schedule. Master language regarding schedule change remains in effect subsequent to the Meet and Confer.

Article 3
Attendance at Union Meetings

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees may be permitted to adjust their hours of work to permit their attendance at regular monthly meetings of the Local Union. Such adjustments shall be of reasonable duration, not to exceed one and one-half (1 ½) hours.

Employees who desire to make these adjustments must request prior approval from their supervisor or other Administrator designee seven (7) calendar days in advance of the meeting date, or less with supervisory approval. Requests shall include an indication of the length of release time requested. Approval of these requests will not be unreasonably withheld. The Administrator reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing during the time of the meeting. Employees shall receive no compensation for time spent at union meetings, but may utilize vacation leave or work extra hours, within five (5) working days or until the end of the pay period, whichever happens first after the meeting, if work is available, to prevent a loss of earnings.

In the event work is available and an employee requests to work extra hours to offset time spent at union meetings, the Administrator shall not approve the request if it would result in the payment of overtime unless overtime is assigned as outlined in this supplement.

Article 4
Conflicts of Interest

The following practices are to be followed in situations involving the employment or potential employment of members of the same family unit:

1. Employees who have responsibility for hiring will disqualify themselves for any situations involving the hiring of another family member.
2. Managers and supervisors will work to address situations where family members are working in a direct superior/subordinate relationship.
3. The supervision of one family member by another is to be avoided whenever possible. Where family situations exist, no supervisor or leadworker shall grant any special consideration, treatment, or advantage to another family member beyond that which is available to every other employee.
4. Family members shall mean: spouse, children, siblings (including sisters/brothers-in-law), parents, and parents of spouse.
5. Performance appraisals are to be done by an unrelated third party.

Article 5
Overnight Activities

The total compensation granted employees assigned to overnight activities which involve the supervision of residents when such assignments are twenty-four (24) hours shall be as follows: eight (8) hours straight time, eight (8) hours at the appropriate overtime rate, and, if so designated, eight (8) hours at the on call rate.

Article 6
Work Clothing Issued by the Minnesota Veterans Home – Hastings

Employees serving in the following departments will be required to wear the following clothing issued by the Home while on duty:

Maintenance
Housekeeping
Dietary
Transportation

Employees serving in these departments who work at least 75% of the time or greater will be given four (4)shirts the first year. Two (2) additional shirts will be provided to each employee annually on or about July 15th.

Employees in these departments who work less than 75% of the time will be given two (2) shirts. For all succeeding years, one (1) shirt will be provided annually on or before July 15th.

Seasonal employees will be provided with three (3) shirts. There will be no annual replacements.

All employees described above will be able to choose short sleeve, long sleeve or a combination of both when selecting their shirts.

Nursing

Employees in this department who work at least 75% of the time or greater will be given four (4) sets of scrubs the first year. Two (2) sets of scrubs will be provided to each employee annually on or about July 15.

Employees in this department who work less than 75% of the time will be given two (2) sets of scrubs. For all succeeding years, one (1) set of scrubs will be provided annually on or before July 15.

Delivery Van Drivers and Groundskeepers will be provided with one (1) coat. The coat will have a removable liner that will be appropriate for winter.

Employees shall be responsible for laundering their own Home issued clothing and maintaining them in a "suitable" condition; meaning a clean and/or freshly laundered clothing item which is free of excessive wrinkles and presents a professional, neat appearance to the residents and the public.

Designated employees will meet with their supervisor in order to determine two (2) uniform options for submission to the Home's Administrator. This will comply with the Department of Administration purchasing statute Minn. Stat. 16B and C.

If any employee does not report to work in the proper clothing and/or clothing condition, that employee will be directed to leave the facility without pay for the time away.

Emergency replacements will be authorized by the Administrator if the Home issued clothing gets permanently damaged while performing work while on duty. To receive this authorization, the employee must show the clothing and explain how the damage occurred to their immediate supervisor or in the absence of the supervisor, to the officer of the day. This must occur on the same shift in which the damage occurred.

The Administrator may ask for any Home issued clothing that has been replaced due to damage and for all Home issued clothing of non-certified probationary employees.

Article 8
Wages

Article 18, Wages of the Master Agreement shall be supplemented and/or modified as follows:

When an LPN is assigned in writing to be on duty as the officer-of-the-day for the facility, that LPN shall receive a differential in the amount of one dollar and eighty cents ($1.80) per hour.

Article 9
Overtime

On July 1st of every year, the employer will adjust each employee's accumulated overtime hours worked and overtime offered but not worked to zero (0) hours. The most senior employee in the same job class and in the same work area who is capable of performing the work and who desires the overtime work will be the first offered overtime after July 1st. If that person declines, the overtime will be added to the employee's balance. After the initial offer, the provisions of the Master language of equal distribution of overtime will commence.

MINNESOTA DEPARTMENT OF VETERANS AFFAIRS - MINNESOTA VETERANS HOME – LUVERNE

Article 1
Scheduling

Article 5, Hours of Work of the Master Agreement shall be supplemented and/or modified as follows:

1. **Additional Hours:** Part-time employees may be offered additional hours on a day not scheduled.

   The Administrator shall notify the affected employees as soon as the need for such schedule changes becomes known. An effort will be made to distribute available work hours subject to this change on an equal basis. In all cases, any change in scheduling shall be for additional work hours not previously scheduled and not to exceed eight (8) hours per shift at straight time pay, and must be due to unanticipated, unknown or unforeseen reasons. Any schedule changes made which meet this criteria shall not be subjected to penalty pay.

2. **Work Period:** All employees shall be scheduled to work no more than seven (7) consecutive days. Any employee scheduled more than seven (7) consecutive days shall receive compensation for hours worked beyond seven (7) consecutive days at the rate of time and one-half. However, when the seven (7) consecutive days are exceeded due to the employee trading shifts or agreeing to additional hours, the employee shall not receive penalty pay.

3. **Fixed Night Shift (for all units except Units 2 and 7):** Where continuous operations require a night shift, such shift shall be fixed and vacancies in such fixed shifts shall be posted. If there are no eligible bidders for fixed night shift vacancies, the Administrator may recruit and hire applicants for the vacancy or assign the capable and qualified employee not on fixed nights with the least Classification Seniority to the vacancy.

   Employees permanently assigned to a fixed night shift shall have their weekends defined as Friday and Saturday.

   Employees permanently assigned to a fixed night shift may be scheduled to work other shifts for the purposes of training, staff development, informational meetings, projects or jury duty. Employees working other than fixed night shifts may be rescheduled to work the night shift. The Administrator shall determine the work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the least senior capable and qualified employee based on State Seniority within or among class(es) as determined by the Administrator from such work area who is working other than fixed nights shall be scheduled to work the night shift to:

   a. Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
   b. Cover night shift staffing shortages caused by assignment to other shifts of the employees normally assigned to the night shift; and/or,
   c. Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
   d. Cover for days off of employees assigned to fixed nights.
   e. Emergency situations.

   To no longer be permanently assigned to the fixed night shift, an employee assigned to the fixed night shift must do one of the following:

   a. Successfully bid on a vacancy in another shift. However, if the employee on the fixed night shift bids on a vacancy in other shifts and they are the capable qualified employee with the least Classification Seniority for the night shift position, their bid shall be rejected; or,

b. Notwithstanding the provisions of Article 12, notify the personnel director after at least three (3) months assignment to the fixed night shift that they request to be removed from the fixed night shift. If another employee not on the fixed night shift with less Classification

   Seniority is capable and qualified for the fixed night shift, that employee shall be assigned to the fixed night position and the employee on the fixed night shift to that employee's position, provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less Classification Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least Classification Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee; or,

c. Notwithstanding the provisions of Article 12, an employee working other than the fixed night shift agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they aremoving.

4. **Hour(s)/Shift Exchanges:** Article 5, Section C of the Master Agreement is modified as follows: If one or both of the employee's immediate supervisor(s) are not available prior to the desired shift or hour exchange, an on-duty supervisor may approve the exchange but the supervisor's signature must be obtained as soon as feasible after the exchange. Such exchanges shall be subject to the following conditions: All requests for exchanges must be reduced in writing and must state the exact days, shift or hours of both employees that are involved in the shift exchange request(s).

5. **Pre-Schedule Sign-up Process for Unit 4 Part-Time Employees:** Part-time employees in Unit4 may indicate their availability for additional shifts by signing up on a calendar provided by the Appointing Authority. The calendar will be made available for a twenty-eight (28) day period prior to the beginning of the schedule to be posted. Employees may indicate their availability to work the day, evening, and/or night shift each day. The employees cannot limit their availability to a specific number of hours (the employee may be scheduled to work a six (6), seven (7) or eight (8) hour shift based on the staffing needs that day. An employee may only withdraw their name from the calendar within five (5) working days prior to the posting of the work schedule. The Appointing Authority will make every attempt to distribute shifts equally within the pay period among the part-time employees signed up.

When necessary, additional weekend shifts will be assigned to the least senior employee within classification and shift and department until all employees in the classification and shift and department who have not already been assigned in a rotating twelve (12) month period. If all employees have been assigned an additional weekend shift, the rotation will begin again with the least senior employee in the classification on the shift. However, an employee who voluntarily signs up and works an additional shift on the weekend will be credited as having fulfilled their assignment of an additional weekend shift.

If not enough part-time employees volunteer for additional shifts, the Appointing Authority shall revert to Master Language.

Article 2
Conflicts Of Interest

The following practices are to be followed in situations involving the employment or potential employment of members of the same family.

1. Employees who have responsibility for hiring will disqualify themselves for any situations involving the hiring of another family member.
2. Managers and supervisors will work to address situations where family members are working in a direct supervisor/employee relationship.
3. The supervision of one family member by another is to be avoided whenever possible. Where family situations exist, no supervisor or leadworker shall grant any special consideration, treatment or advantage to another family member beyond that which is available to every other employee.
4. Family members shall mean: spouse, children (biological or adopted/foster), siblings (including sisters/brothers-in-law), parents, and parents of spouse.
5. Performance appraisals are to be done by an unrelated third party.

Article 3
Overtime

Article 6, Section 3, Scheduled Overtime of the Master Agreement shall be modified as follows:

1. **Mandatory Training and Meetings:** Any employee required to attend mandatory training or meetings will be compensated at the employee's regular rate of pay for a minimum of the two (2) hours. Any hours worked above 80 within the payroll period shall be compensated at time and one half.
2. **Non-Mandatory Training and Meetings:** Any employee, who at their own discretion, attends work related training or meetings sponsored by the Home will be compensated at the employee's regular rate of pay for the actual time in attendance.
3. **Overtime Distribution:**
   a. Accept the most senior volunteer for overtime.
   b. If no volunteers, mandate the least senior employee then on duty who has not worked an overtime assignment, rotating through the list every three (3) pay periods.
   c. Any period of two (2) hours or more of overtime shall count as assigned overtime.

Article 4
Holidays

Article 7, Section 8A, Scheduling of the Master Agreement shall be modified as follows: For the purpose of this article only, the Thanksgiving holiday includes the Day after Thanksgiving holiday.

The Administrator shall make every effort to schedule Unit 4 employees within each class, within each shift, to have the Christmas holiday off on alternate years. In opposing years, employees will have the Thanksgiving and New Years holidays off.

The Administrator shall make every effort to schedule Unit 3 employees within each class, within each shift to have alternate holidays off each year.

To provide for this holiday rotation plan, employees may not request vacation leave that would include the holiday(s) they are scheduled to work, except that requests for such holidays may be arranged through mutually agreed exchanges by the employees.

Article 5
Union Leave

Article 10, Section 4H, Leaves of Absence of the Master Agreement shall be modified as follows:

Employees shall be allowed to request vacation/compensatory time to prevent loss of earnings to attend two (2) annual AFSCME, Council 5 conventions, two (2) President's meetings/workshops and one (1) Leadership conference.

Article 6
Compensation

Article 18 – Wages of the Master Agreement shall be supplemented and/or modified as follows:

1. **Recruitment Bonus Program (RBP)** At the Appointing Authority's discretion, an RBP may be administered and any AFSCME employee who works at MVH-Luverne will be eligible for a recruitment bonus for referring qualified applicants who are subsequently hired and pass probation into classes covered by this RBP. The following conditions must be met to be eligible for the bonus:

   A. The applicant must be hired into a vacancy as follows:

      1. An initial appointment into a permanent, part-time or full-time Human Services Technician, or

      2. An initial appointment into a temporary Resident Assistant class followed (without a break in service) by a promotion into a permanent, part-time or full-time HST position within 12 months of the appointment to the temporary Resident Assistant class.

   B. At the sole discretion of the Appointing Authority, additional classes may be added to the RBP with advanced notice to the Local. If additional classes are added to the program the Appointing Authority and Local will agree upon the communication action needed to inform the general workforce at MVH – Luverne of the addition of classes so that employees are aware of the RBP opportunity.

   C. Only one bonus will be paid for a single candidate, even if the hired candidate is hired into concurrent (new) appointments and both appointments are in classes covered by this RBP.

   D. The referring AFSCME employee must notify HR of the name of the candidate being referred prior to or concurrent with the time (if using an electronic application process) the candidate applies for a vacancy in one of the classes covered by the program. The notification to HR must be time verifiable.

   E. Only the first AFSCME employee providing the referral and notice to HR will be eligible for the referral bonus.

   F. No referral bonus will be paid if the referred applicant previously worked at MVH-Luverne in one of the classes covered by the program within the previous 1 year.

G. No referral bonus will be paid if the referred applicant is a current MVH-Luverne employee except as described above in A2.

H. The bonus award will be $500.00 per candidate hired into a covered class.

I. The bonus is payable to the referring employee at the time the referred candidate/employee passes probation in the covered class. Both employees must be current employees of the MDVA at the time of the bonus payment.

J. The referral bonus will be processed through the State payroll system and applicable State/Federal taxes and retirement contributions will be withheld from the bonus payment.

K. This program will be in effect until June 30, 2019. All referrals made by June 30, 2019 will be paid so long as all conditions are met (For example, an eligible candidate referred on June 30, 2019 is hired and starts on July 30, 2019 and passes probation on January 30, 2020. The referring employee would be eligible and receive the bonus after January 30, 2020 so long as all conditions are met).

MINNESOTA DEPARTMENT OF VETERANS AFFAIRS - MINNESOTA VETERANS HOME – MINNEAPOLIS

Article 1
Hours of Work

Article 5 of the Master Agreement shall be supplemented and/or modified as follows:

1. **Work Period:** Full-time employees shall at the Appointing Authority's discretion be:

   A. **Full-Time Employees:** Full-time employees shall, at the Administrator's discretion, be:

      1. Scheduled to work no more than six (6) consecutive days and no fewer than three (3) consecutive days and shall have consecutive days off; or,

      2. Scheduled to work no more than seven (7) consecutive days and no fewer than three (3) consecutive days with two (2) or more weekends (Saturday and Sunday) off out of every eight (8) weekends (Saturday and Sunday). Scheduled days off shall be consecutive; or,

      3. Scheduled to work no more than seven (7) consecutive days with two (2) weekends (Saturday and Sunday) out of every four (4) weekends (Saturday and Sunday) off. Scheduled days off need not be consecutive.

   B. **Part-Time Employees:** Part-time employees shall be scheduled for a minimum of four (4) days off in a two (2) week pay period. At least two (2) of the days off shall be consecutive and such part-time employees shall not be scheduled for more than seven (7) consecutive days of work.

2. **Fixed Night Shift (for all units except Units 2 and 7):**

   A. **Scheduling:** Where continuous operations require a night shift, such shift shall be fixed and vacancies in such fixed shifts shall be posted. If there are no eligible bidders for fixed night shift vacancies, the Administrator may recruit and hire applicants for the vacancy or assign the capable and qualified employee not on fixed nights with the least Classification Seniority to the vacancy.

Employees permanently assigned to a fixed night shift may be scheduled to work other shifts for the purposes of training, staff development, informational meetings, projects or jury duty. Employees working other than fixed night shifts may be rescheduled to work the night shift. The Administrator shall determine the work area from which an employee is to be assigned to the night shift. If it is necessary to make such a reassignment, the least senior capable and qualified employee based on State Seniority within or among class(es) as determined by the Administrator from such work area who is working other than fixed nights shall be scheduled to work the night shift to:

1. Cover night shift staffing shortages caused by leaves (paid or unpaid) of six (6) months or less of the employees normally assigned to the night shift; and/or,
2. Cover night shift staffing shortages caused by assignment to other shifts of the employees normally assigned to the night shift; and/or,
3. Cover night shift vacancies during the posting, bidding, and hiring procedures; and/or,
4. Cover for days off of employees assigned to fixed nights;
5. Except for Unit 4 employees, temporarily reassign more staff to the night shift for projects; and/or
6. Emergency situations.

B. **Process to be Removed from Fixed Night Shift:** To no longer be permanently assigned to the fixed night shift an employee assigned to the fixed night shift must do one of the following:

1. Successfully bid on a vacancy in another shift. However, if the employee on the fixed night shift bids on a vacancy in other shifts and they are the capable and qualified employee with the least Classification Seniority for the night shift position, their bid shall be rejected; or,
2. Notwithstanding the provisions of Article 12, notify the personnel director after at least three (3) months assignment to the fixed night shift that they request to be removed from the fixed night shift. If another employee not on the fixed night shift with less Classification Seniority is capable and qualified for the fixed night shift that employee shall be assigned to the fixed night position, and the employee on the fixed night shift to that employee's position, provided the employee on the fixed night shift is capable and qualified for that position. If there is more than one capable and qualified employee with less Classification Seniority than the employee requesting to be removed from the fixed night shift, the capable and qualified employee with the least Classification Seniority shall be assigned to the fixed night position, provided the employee on the fixed night shift is capable and qualified for that position. The request shall remain open until the employee withdraws it, or is replaced by another employee; or,
3. Notwithstanding the provisions of Article 12, an employee working other than the fixed night shift agrees to exchange with the employee assigned to the fixed night shift. Such exchange requires that both employees are in the same classification and option and each employee is capable and qualified for the position to which they are moving.

3. **Shifts Between Days Off:** No employee shall be scheduled for a combination of more than two (2) shifts and/or two (2) shift changes during work periods between scheduled days off.

For this subsection only, a scheduled shift with a starting time within two (2) hours of the starting time of the first scheduled shift after scheduled days off shall be considered the same shift. When there is a scheduled shift rotation, a change in starting time of not more than two (2) hours from the starting time of the scheduled rotated shift shall not be considered a change in shift.

Full-time Unit 4 employees shall be scheduled on an every other weekend off rotation.

Full-time housekeeping employees shall be scheduled to have at least two (2) out of three (3) weekends off.

For full-time employees other than Unit 4 employees, the scheduling pattern/practice in effect as of the effective date of the Master Agreement shall continue.

Employees may be temporarily scheduled other than for the established scheduling pattern for purposes such as training, staff development, informational meetings, team meetings, and special projects.

If it becomes necessary to permanently change the scheduling pattern in the interest of efficient operations, to meet the needs of the public, the Minneapolis Home, to provide for more beneficial resident/client services, or to better use facilities or the working forces, no less than thirty (30) calendar days notice shall be given to the Local Union. Upon request, the Local Union and the Appointing Authority shall meet and confer to discuss the new schedules prior to fourteen (14) day posting period provided for in Article 5, Section 1C of the Master Agreement.

The Local Union and the Appointing Authority may mutually agree to alter the terms of the Hours of Work and Work Schedules sections.

4. **Hour(s)/Shift Exchange:** If one or both of the employee's immediate supervisor(s) are not available prior to the desired shift or hour exchange, an on-duty supervisor may approve the exchange but the supervisor's signature must be obtained as soon as feasible after the exchange. Such exchanges shall be subject to the following conditions:

   A. All requests for exchanges must be reduced in writing using the approved form and must state the exact days, shift or hours of both employees that are involved in the shift exchange request(s).

   B. Once an exchange has been approved, neither employee may subsequently agree to exchange with another employee, which would alter the original exchange.

Article 2
Additional Part-Time Hours

Article 5, Section 4B and Article 6, Section 1 of the Master Agreement shall be supplemented and/or modified as follows:

Part-time employees (excluding temporaries and emergencies), may work additional hours within the fourteen (14) day posting period at the "straight time" rate in accordance with the following:

1. If additional work is needed within the required posting period, the Administrator may offer this work to part-time employees. If a part-time employee accepts the work, the part-time employee shall not be eligible for "penalty pay." A part-time employee would not be

eligible to be offered such work if the additional hours would result in the payment of overtime pursuant to the Fair Labor Standards Act. If a part-time employee is assigned work as overtime, the part-time employee shall be eligible for overtime pay pursuant to Article 6.

2. If no eligible part-time employee accepts the work, the Administrator is not required to assign the work to a part-time employee.
3. If an employee commits to work additional hours and fails to cancel at least twenty-four (24) hours prior to the start of the additional hours, the additional hours may be considered an unexcused absence if not worked. If this is repeated a second time within the contract biennium, it may be considered an unexcused absence and the employee will not be able to volunteer for any additional hours for three (3) months.

Article 3
Insurance Benefits Eligibility

Any part-time employee who has worked sufficient time to warrant an adjustment in insurance eligibility will be awarded that eligibility the next full pay period after the end of the quarterly review period conducted by the Minneapolis Veterans Home.

Article 4
Overtime Distribution

Article 6, Section 4 of the Master Agreement shall be supplemented and/or modified as follows:

1. **Overtime:** This provision shall only cover Unit 2, 3 and 4 employees.

   The offer and distribution of overtime shall be based on state seniority.

   General Maintenance Worker and General Maintenance Worker Lead, shall be considered one class for the purposes of overtime distribution.

   Employees shall indicate their desire to work overtime by signing up on overtime sheets provided by the Administrator. The sheet will indicate the date, shift and when the work is available.

   For purposes of overtime distribution only, the building shall be considered the work area for Unit 4 employees.

   If an employee commits to work an overtime shift and fails to cancel at least twenty-four (24) hours prior to the start of the overtime shift, the overtime shift may be considered an unexcused absence if not worked. If this is repeated a second time within the contract biennium, it may be considered an unexcused absence and the employee will not be able to volunteer for an overtime shift for three (3) months.

2. **Distribution of overtime work for the immediately subsequent shift shall be as follows:**

   Overtime work shall first be offered to employees then on duty in the same class within or among classes as determined by the Administrator in the work area who are capable of performing the work available, by State Seniority. Should the senior employee choose not to accept the overtime assignment, the next most senior employee shall be offered the overtime.

If no employee in the same class or classes as determined by the Administrator in the work area who are capable of performing the work accepts the overtime assignment, the overtime shall next be offered campus-wide to all employees then on duty in the same class or classes as determined by the Administrator who are capable of performing the work available, by State seniority.

If no employee then on duty in the same class or classes accepts the overtime assignment, the overtime assignment shall next be offered to employees in the same class or classes as determined by the Administrator who are capable of performing the work who are then off duty by State seniority, and when feasible, who have indicated a desire in writing to work overtime.

After the Employer has attempted to contact all employees on the sign up list and there is still overtime work available, before the least senior qualified employee is mandated to work the overtime, the Employer shall attempt to contact employees who have indicated a desire to work overtime for a specified unit, day or shift. The most senior qualified volunteer shall be given the overtime assignment.

In the event all capable employees in the same class or classes as determined by the Administrator decline the overtime work, the Administrator shall assign the overtime based upon inverse order of State seniority, within or among class(es) as determined by the Administrator, to employees capable of performing the work and assigned to the work area who are then on duty. The assignment shall be rotated within each pay period beginning with the least senior capable employee based on State seniority.

Those employees working as a "float" shall be considered to be in the work area to which they are assigned to work at the time overtime is offered or assigned.

3. **Distribution of overtime work for other than the immediately subsequent shift shall be as follows:**

Overtime work shall first be offered to employees within or among classes as determined by the Administrator in the work area who are capable of performing the work by State seniority, who have indicated a desire in writing to work overtime. Should the senior employee choose not to accept the overtime assignment, the next most senior employee shall be offered the overtime who has indicated a desire in writing to work overtime.

In the event all capable employees decline the overtime work, the Administrator shall assign the overtime based upon inverse order of State seniority to a capable employee in the same class or classes as determined by the Administrator and work area the assignment occurs. The assignment shall be rotated within each pay period beginning with the least senior department capable employee based on State seniority.

Each supervisor shall maintain a current seniority roster for their department.

The Administrator shall not be required to cut in on work in progress in order to comply with the requirements of this section. In emergencies, notwithstanding the terms of this section, the Administrator may assign someone to temporarily meet the emergency requirements regardless of the overtime distribution.

Employees who are unavailable for mandatory overtime because of restrictions and/or doctor's statements shall not be eligible for voluntary overtime.

Article 5
Attendance at Union Meetings

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees may be permitted to adjust their hours of work to permit their attendance at regular monthly meetings of the Local Union. Such adjustments shall be of reasonable duration, not to exceed two (2) hours.

Employees who desire to make these adjustments must request prior approval from their supervisor or other Administrator designee five (5) calendar days in advance of the meeting date. Requests shall include an indication of the length of release time requested. Approval of these requests will not be unreasonably withheld. The Administrator reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing during the time of the meeting.

Employees shall receive no compensation for time spent at union meetings, but may utilize vacation leave or work extra hours, within five (5) working days after the meeting, if work is available, to prevent a loss of earnings.

Article 6
Vacation

Article 8 of the Master Agreement is modified as follows:

1. **Vacation Requests:** Requests for vacation may be submitted within six (6) months in advance of the requested period provided that all of the requested time is within the six (6) month period.

Article 7
Vacancies, Filling of Positions

Return Right Involuntary Reassignment Article 12, Section 4B, Reassignment Between Work Areas or Shifts (No Vacancies) shall be supplemented and/or modified as follows:

When a vacancy occurs in a work area from which an employee was involuntarily reassigned, that employee shall be given the opportunity to return to that work area before posting and bidding. This return shall apply only to the same class, shift, and employment condition the employee was reassigned from. This return right shall be based on class seniority. This right shall only apply for two (2) years from the time of involuntary reassignment.

Article 8
Overnight Activities

The total compensation granted employees assigned to overnight activities which involve the supervision of residents, when such assignments are twenty-four (24) hours shall be as follows: eight (8) hours of straight time, eight (8) hours at the appropriate overtime rate, and eight (8) hours at the on-call rate.

Article 9
Holidays

Article 7, Section 8 of the Master Agreement shall be supplemented and/or modified as follows:

1. **LPN's Christmas/New Year's:** LPNs will, at most, work the Christmas or New Year's holiday each year and will alternate the holiday worked every year.

   LPN's and HST's working a "block schedule" shall not be required to request the holiday "off" when the holiday falls on their normally scheduled day off in their block schedule.

Article 10
Recruitment Bonus Program (RBP)

At the Appointing Authority's discretion, an RBP may be administered and any AFSCME employee who works at MVH-Minneapolis will be eligible for a recruitment bonus for referring qualified applicants who are subsequently hired and pass probation into classes covered by this RBP. The following conditions must be met to be eligible for the bonus:

A. The applicant must be hired into a vacancy as follows:
   1. An initial appointment into a permanent, part-time or full-time Human Services Technician (HST) or Licensed Practice Nurse (LPN).

B. At the sole discretion of the Appointing Authority, additional classes may be added to the RBP with advanced notice to the Local. If additional classes are added to the program the Appointing Authority and Local will agree upon the communication action needed to inform the general workforce at MVH – Minneapolis of the addition of classes so that employees are aware of the RBP opportunity.

C. Only one bonus will be paid for a single candidate, even if the hired candidate is hired into concurrent (new) appointments and both appointments are in classes covered by this RBP.

D. The referring AFSCME employee must notify HR of the name of the candidate being referred prior to or concurrent with the time (if using an electronic application process) the candidate applies for a vacancy in one of the classes covered by the program. The notification to HR must be time verifiable.

E. Only the first AFSCME employee providing the referral and notice to HR will be eligible for the referral bonus.

F. No referral bonus will be paid if the referred applicant previously worked at MVH-Minneapolis in one of the classes covered by the pilot program within the previous 1 year.

G. No Referral bonus will be paid if the referred applicant is a current MVH-Minneapolis employee.

H. The bonus award will be $500.00 per candidate hired into a covered class.

I. The bonus is payable to the referring employee at the time the referred candidate/employee passes probation in the covered class. Both employees must be current employees of the MDVA at the time of the bonus payment.

J. The referral bonus will be processed through the State payroll system and applicable State/Federal taxes and retirement contributions will be withheld from the bonus payment.

Article 11

The Appointing Authority agrees to provide a dedicated space for employees' meal and rest breaks. Management reserves the right to change the location of a dedicated space as needed to assure resident programming needs.

Article 1
Scheduling

Article 5, Section 1 of the Master Agreement shall be supplemented and/or modified as follows:

Unit 4 – Part-Time Employees Only

1. **Prior to the Formal Posting of the Work Schedule:** (Notice of 14 Days or More)

   As the work schedule is being developed and prior to its posting, if additional work shifts are available (i.e., beyond the designated number of shifts allocated to the full-time and part-time employees), the Administrator/Designee will utilize unlimited part-time employees to cover the needed shifts in the following manner:

   - The Administrator/Designee will advertise the shifts (days and times) that are available.
   - Part-time employees interested in picking up specific shifts will indicate in writing (by a method as determined by the Appointing Authority) the shifts they are interested in working. This written request must be submitted within the timeframe as specified by the Administrator/Designee.
   - Based on the written requests made by the part-time employees, the Administrator/Designee will fill the advertised shifts on the basis of State Seniority. At this point in the process, no single part-time employee who has expressed written interest in working available shifts will be scheduled beyond 80 hours in the pay period. (However, later in the scheduling process an employee may be assigned hours beyond 80 in a pay period).
   - If there are shift(s) left unfilled after following the process above, the remaining shifts that can be filled at straight time will be filled at the discretion of the Administrator/Designee.

All Employees

1. **Part-Time Employees Short Notice Schedule Changes:** (Less than 14 Days' Notice).

   For part-time employees, the Administrator/Designee shall adhere to the posting requirements in Article 5, Section 1-C of the Master Agreement.

   Except as modified for only the reasons below, the work schedule for part-time employees may be:

   A. Altered up to three (3) hours in advance of the regular posted starting time for such employees, or

   B. If on a day not scheduled employees may be offered additional hours.

   To invoke this modified scheduling the Administrator/Designee shall notify the affected employees as soon as the need for such schedule change becomes known. In all cases, any change in scheduling shall be for additional work hours not previously regularly scheduled and must be due to unanticipated, unknown or unforeseen reasons and offered to part-time employees prior to intermittent employees.

Available work hours subject to this change in scheduling shall be distributed to the employee with the most class seniority who is not scheduled for those hours. Any schedule changes made which meet this criteria shall not be subject to penalty pay.

2. **Existing Schedules:**

   Other current scheduling patterns/practices shall remain in effect. If due to a change in the operation of a unit/program, it becomes necessary to permanently change the scheduling pattern of employees in the interest of efficient operations, to meet the needs of the public or the Department, to provide more beneficial resident/client services, or to better use facilities or the working forces, no less than twenty eight (28) calendar days notice shall be given to the Local Union. At the request of the Local Union, the Administrator/Designee shall meet and confer to develop a reasonable scheduling pattern prior to the fourteen (14) day posting period provided for in Article 5, Section 1(C), of the Master Agreement.

   The Administrator/Designee and the Local Union may mutually agree to alter the terms of this Section "Scheduling."

Article 2

OvertimeArticle 6 Section 3 of the Master Agreement shall be supplemented and/or modified as follows:

No employee will be assigned an extended overtime shift more than two (2) times in a pay period.

If there are no volunteers for an overtime shift, scheduled overtime will be assigned starting with the least senior employee in the classification. If the least senior employee worked, is scheduled to work or volunteered to work an overtime shift in that current pay period, the Appointing Authority will move to the next least senior employee who has not worked, is not scheduled to work or has not volunteered to work an overtime shift in that current pay period. If all employees have worked, are scheduled to work or have volunteered to work an overtime shift in that current pay period, the Appointing Authority will move to the least senior employee who has not worked, is not scheduled to work or has not volunteered for a second overtime shift.

If all employees have worked, are scheduled to work overtime or have volunteered to work overtime twice in that current pay period, the Appointing Authority may determine the situation an emergency and may assign someone to temporarily meet emergency requirements regardless of the Master and Supplemental overtime provisions.

Overtime described above excludes overtime with Voluntary Shift Bonus.

In unit 4, upon mutual agreement with an employee, the Appointing Authority, may schedule an employee for an overtime shift which immediately precedes or follows a scheduled work shift.

The offer and distribution of overtime shall be based on state seniority.

In Unit 4, any employee who is currently working an assigned or volunteered overtime shift will be last to be mandated for overtime on an immediately subsequent shift.

No employee shall be assigned an extended overtime shift more than two (2) times in a pay period. Employees may voluntarily agree to exceed this limit. In cases of emergency, Article 6, Section 4 of the Master Agreement regarding emergencies supersedes the language in the previous two sentences.

The Employer shall not assign overtime or be required to offer overtime to an employee during a vacation period or floating holiday period. That period shall begin at the end of the last scheduled shift and continue until the beginning of the next scheduled shift in which the employee has not taken leave.

Any employee required on their days off to attend "mandatory training" or meetings shall be allowed to leave work immediately after completion of such training or meeting. The employee will only be paid for time worked at the training or meeting.

Unit 4 LPN & HST Assignment of Overtime

The appointing authority and the union agree to meet and implement a process which supersedes master language or other supplemental language with respect to the assignment of overtime for LPN's and HST's. Any process agreed upon between the parties shall be communicated to all staff, will be maintained by the employer, and will be readily available upon request. With mutual agreement of the parties, the process may be changed or modified in the future. With Sixty (60) days' written notice either party may discontinue the assignment of overtime process existing at the time. If the process is discontinued, and no other process is implemented, supplemental and master agreement language then in effect will determine the assignment of overtime.

Article 3
Attendance At Union Meetings

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees may be permitted to adjust their hours of work to permit their attendance at any local union meeting officially set. Such adjustments shall be of reasonable duration not to exceed two (2) hours.

Employees who desire to make these adjustments must request prior approval from their supervisor or other Administrator/Designee five (5) calendar days in advance of the meeting date. If adjustment includes release time in the middle of the shift, the request shall include an indication of the length of the release time. Approval of these requests will not be unreasonably withheld. The Administrator/Designee reserves the right to rescind this approval in the event of emergency or other unusual conditions, or to maintain adequate staffing during the time of the meeting. Employees shall receive no compensation for time spent at union meetings, but may utilize vacation leave or other appropriate leave to compensate for attendance up to two (2) hours.

Article 4
Vacation Leave

All employees may submit vacation requests up to one (1) year in advance of the vacation period for two (2) weeks or more and all of the requested time must be within the one (1) year. Employees who request and are granted vacation time shall use all of the granted vacation. If the employee wishes to give back vacation, it must be given back in its entirety for the whole block that was originally requested and approved.

Vacation in the summer:

For unit 4 staff:

To guarantee staff have equal access to a summer vacation (May 1 through September 30), employees, in order of State Seniority, starting with the most senior employee in each classification who have not received an approved vacation of two weeks or more will be able to select a maximum of one (1) week of vacation. An offering/selection procedure will be established by the Appointing Authority. Employees will select their full week or any portion of that week time frame. If an employee does not have a full week of accruals (or the ability to earn them), they may select a partial week to the extent of their accruals. Employees who select less than one week must select consecutive days. Selections under this summer vacation language will occur in the month of October for the May 1 through September 30 period. After all staff have made their selection in order of State Seniority, days that remain available during the designated timeframe will then become available through the current vacation request process identified in this supplement/contract subject to business needs of the employer. For this provision, compensatory time may be used to the extent the employee does not have sufficient vacation to cover the one (1) week request.

Article 5
Overnight Activities

The total compensation granted employees assigned to overnight activities which involve the supervision of residents, when such assignments are twenty-four (24) hours shall be as follows: eight (8) hours of straight time, eight (8) hours at the appropriate overtime rate, and eight (8) hours at the on-call rate.

Article 6
Recruitment Bonus Programs

AFSCME employees who work at the facility will be eligible for a recruitment bonus for referring qualified applicants who are subsequently hired and pass probation into classes covered by this RBP. All the following conditions must be met:

1. The classes covered by this program are the HST, LPN and RN.
2. The applicant must be hired into a permanent vacancy in a class covered by this RBP including An initial appointment into a temporary Resident Assistant class followed (without a break in service) by a promotion into a permanent, part-time or full-time HST position within 12 months of the appointment to the temporary Resident Assistant class.
3. At the sole discretion of the Appointing Authority, additional classes may be added to this program with advanced notice to the Local Union.
4. If additional classes are added to the program, the Appointing Authority and the Local Union will agree upon the communication action needed to inform the general workforce at MVH-Silver Bay of the addition of classes so that employees are aware of the RBP opportunity.
5. The bonus award will be five hundred dollars ($500) per candidate hired into a covered class.
6. Only one bonus will be paid for a single candidate, even if the hired candidate is hired into concurrent (new) appointments. For example, an LPN hired for both a part-time HST and a LPN vacancy.
7. The referring AFSCME employee must notify HR of the name of the candidate being referred prior to the candidate applying for the vacancy in one of the classes covered by the program. The notification to HR must be time verifiable.

8. Only the first AFSCME employee providing the referral and notice to HR will be eligible for the referral bonus.
9. No referral bonus will be paid if the referred applicant previously worked for the State except as identified in number 2 above
10. The bonus is payable to the referring employee at the time the referred candidate/employee passes probation. Both employees must be current employees of the Home at the time of the bonus payment.
11. The referral bonus will be processed through the State payroll system and applicable State and Federal taxes and retirement will be withheld from the bonus payment.
12. This program will be in effect until June 30, 2022.

Article 7
Recruitment Incentive for Newly Hired Employees:

At the Appointing Authority's discretion, employees hired into the HST (CNA option) or LPN classification may be granted a recruitment incentive of up to one thousand five hundred dollars ($1500.00). The incentive will be paid in two (2) increments: one third (1/3) will be paid after the candidate's successful completion of the required probationary period and the other two thirds (2/3) of the incentive will be paid after the candidate's completion of one (1) year of continuous satisfactory performance. Bonus cannot be paid to current or former state employees who are current applicants. If the employee separates prior to the payment being made, the employee is no longer eligible and the offer of recruitment incentive is null and void.

This language is applicable for the duration of the 2019 – 2021 contract. However, employees awarded a recruitment incentive during this contract period remain eligible to receive the full payment in subsequent contracts even if this pilot program is discontinued.

Voluntary Weekend Shift Bonus:

At the discretion of the employer, a voluntary weekend shift bonus will be offered. This provision applies only to weekend overtime shifts that are offered by the Appointing Authority and picked up voluntarily by a part-time or full-time HST (CNA option) or LPN. Once the Appointing Authority reaches the point of assignment of overtime, no person/shift will be eligible for this bonus.

a. An HST (CNA option) or LPN who is asked by the Appointing Authority or designee and agrees to work a weekend shift shall receive a bonus payment of fifty dollars ($50.00) in addition to their compensation for hours worked.
b. To be eligible for the weekend shift bonus payment, the shift offered by the Appointing Authority or designee must be at least a four (4) hours and the employee must work the entire shift offered.
c. To be eligible for the weekend shift bonus payment, the HST (CNA option) or LPN employee must work the employee's scheduled work shifts starting with the Thursday overnight shift through the Monday overnight shift of the weekend the shift bonus was worked up the weekend bonus shift.
d. An HST (CNA option) or LPN is eligible for one (1) weekend shift bonus payment per 24 hour period per weekend except that no more than two (2) weekend shift bonus payments will be paid to an employee per weekend.
e. Weekends, for the voluntary weekend shift bonus, are defined as Friday overnight shift, Saturday day, evening and overnight shifts and Sunday day and evening shifts.

f. This language is applicable for the duration of the 2019 – 2021 contract.

Article 8
Hours of Work

Article 5 – Hours of Work – of the Master agreement shall be modified/supplemented as follows:

The normal work day shall consist of four (4), eight (8), nine (9) or ten (10) hours in a twenty-four (24) hour period exclusive of a duty-free lunch period. Employees then on duty for a scheduled four (4) hour shift cannot be assigned overtime to an immediately subsequent shift.

Article 9
Holidays

Employees may choose to have holiday pay paid in cash or converted to their compensatory bank. The employer will pay the holiday pay in cash unless the employee designates the pay to their compensatory bank prior to the end of the pay period in which the holiday occurs. The entire holiday pay must be designated to cash or compensatory bank; it may not be split. Master agreement language regarding the liquidation of the compensatory bank is still in effect.

MINNESOTA DEPARTMENT OF VETERANS AFFAIRS - MINNESOTA VETERANS HOMES - AGENCY

Article 1
Vacation Leave

LPNs in the Veterans Homes may submit vacation requests up to one (1) year in advance of the vacation period for two (2) weeks or more and all of the requested time must be within the one (1) year.

Article 2
Flextime

The agency endorses the use of alternative schedule patterns to meet employee needs by agreeing to meet and confer on the local level at the request of the Local Union. A Memorandum of Understanding will be written upon agreement.

Article 3
Probation Extensions

Article 12, Section 10F of the Master Agreement shall be supplemented and/or modified as follows:

Extensions of probationary periods can be agreed upon in writing between the Administrator and the Local Union.

MINNESOTA ZOOLOGICAL GARDENS

Article 1
Employees Returning from Workers' Compensation

Prior to returning a bargaining unit employee to work who is not in current position because of workers' compensation limitations, the Appointing Authority shall notify the Local Union of the

work assignment and any restrictions affecting the employee's work. Upon request, the Appointing Authority agrees to meet with the Local Union.

Article 2
Vacancies

Article 12, Sections 1-7, shall be modified and/or supplemented as follows:

For vacancies that are posted, permanent full-time Zoo Keepers and Farm Keepers may be allowed to bid between those two (2) classes if they have previously served for at least six (6) non-consecutive months in the class they are bidding on.

Any employee who has successfully filled a vacancy via a bid into the Zoo Keeper classification from the Farm Keeper classification (or vice versa) shall not be entitled to bid on another vacancy for a period of six (6) months following the date upon which the employee exercised the bid.

For vacancies that are posted, if there is more than one bidder, the seniority used to determine whether the bid is successful for the Zoo Keeper and/or Farm Keeper positions shall be determined by the time previously spent in the class that is being bid on. Upon a successful bid, the new Keeper will be required to serve a six (6) month probationary period.

Article 3
Attendance at Union Meetings

The provisions of the Master Agreement shall be supplemented and/or modified as follows:

Employees who are scheduled to work at the same time as a regular monthly Local Union meeting may, with the approval of their immediate supervisor, adjust their hours of work, not to exceed two (2) hours, to allow their attendance at the meeting.

The Appointing Authority shall have no liability for overtime hours of pay for any extra time worked to offset the Union meeting.

Article 4
Pay Differentials

Pay Differential Assignment to Heavy Equipment Operator (Intermittent). Heavy Equipment Operator (Intermittent) assignments shall be made from among certified available employees capable of performing the work.

Article 5
Additional Shifts Of Work For Part-Time Unlimited And Seasonal Employees

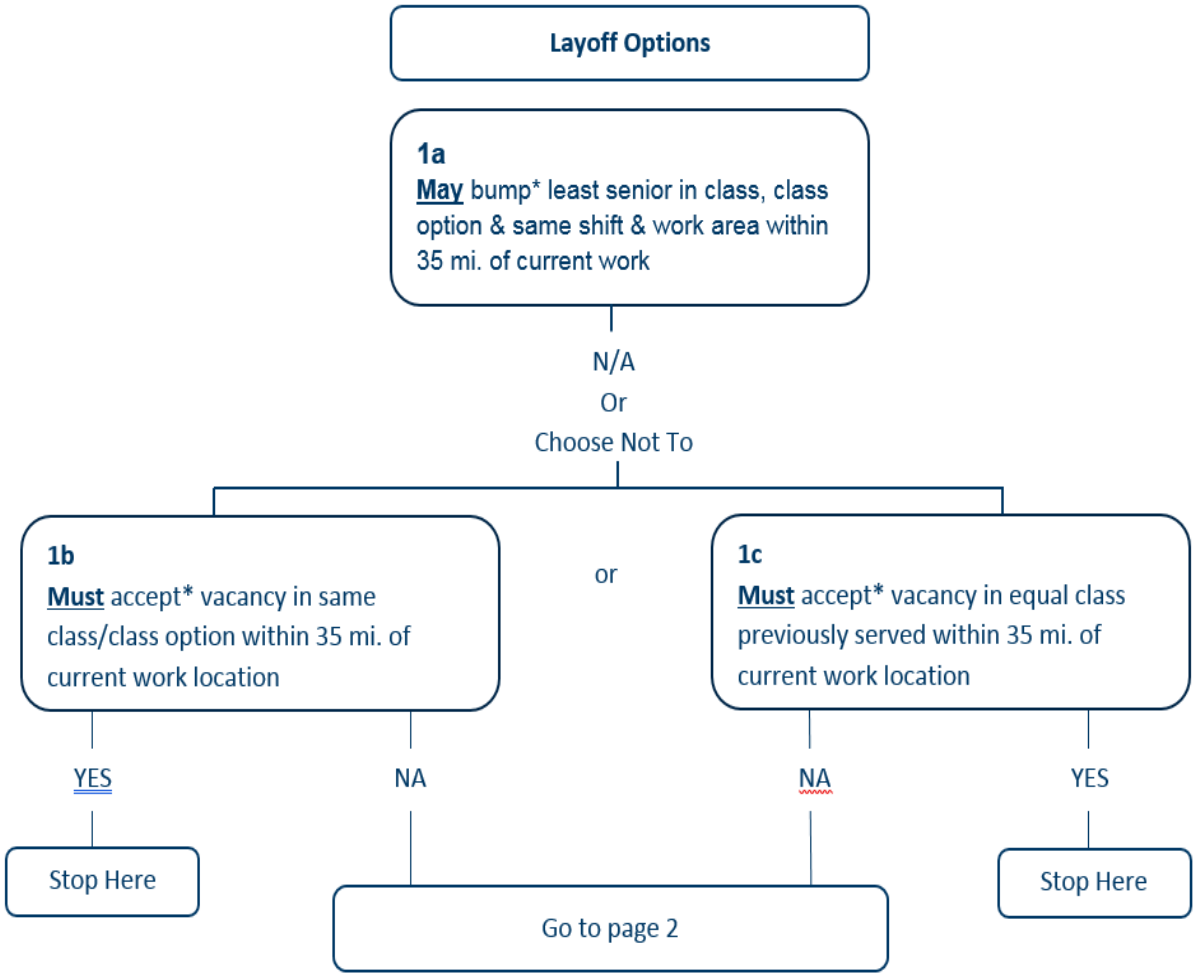
For Unit 6 employees, when additional shifts of work become available during the posting period, part-time unlimited and part-time seasonal employees shall be offered such additional shifts before offering such shifts of work to intermittent employees or student workers. Such offerings may be accepted only if it does not result in the employee working more than forty (40) hours in that work week. Such additional shifts shall be paid at straight-time rates of pay. Such employees may not be mandatorily assigned such extra shifts except at the rate of time and one-half. All mandatory assignments shall be done in accordance with the overtime provisions of the Master Agreement. An extra shift roster shall be maintained in order to equally distribute the offering of such extra shifts among eligible part-time em

APPENDIX T – LAYOFF WORKSHEET

Is there a provisional, temp or emergency employee in the SAME class, EC, and GEO LOCATION?

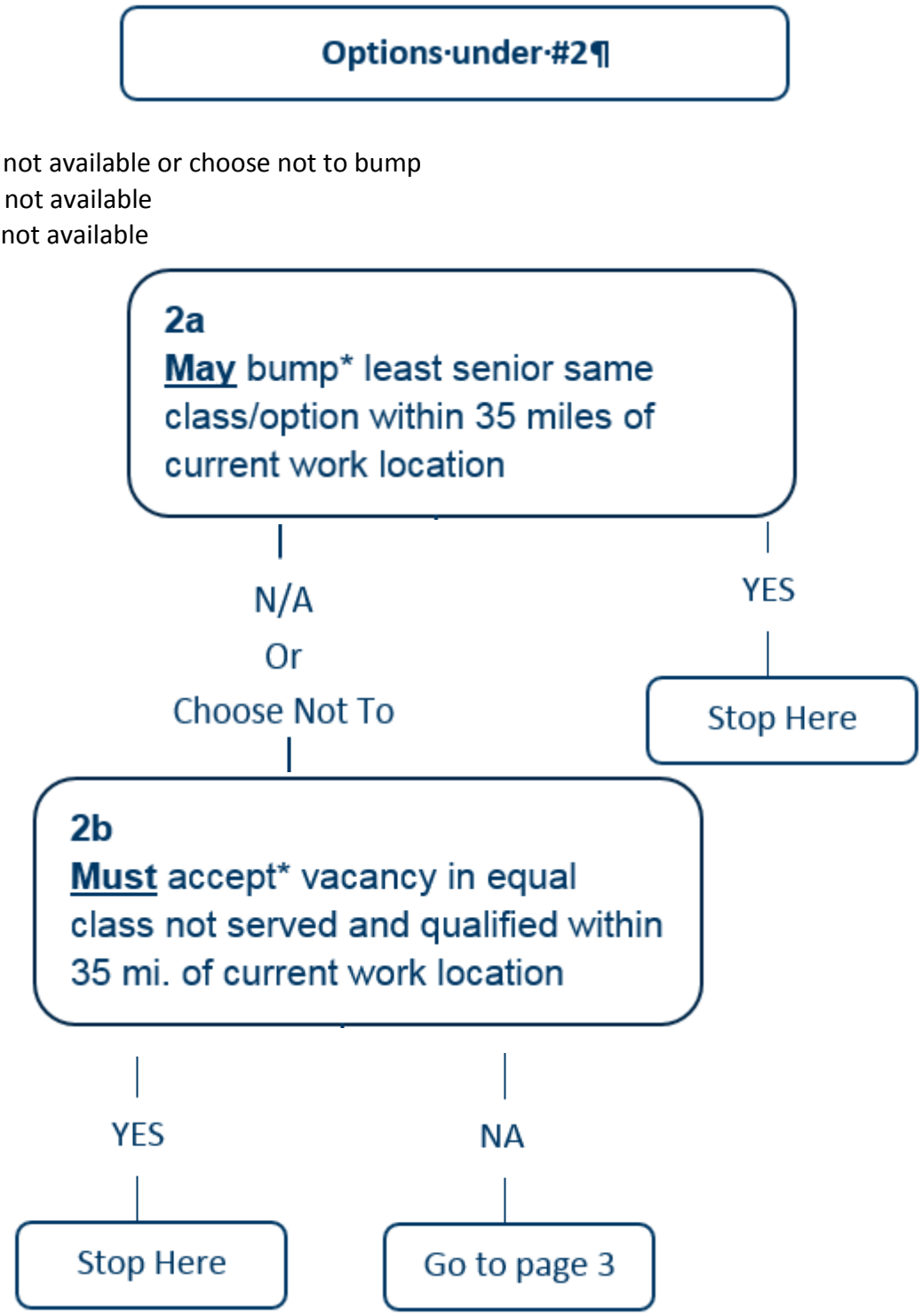
_____ YES _____ NO

- If Yes – employee must be terminated before proceeding with layoff of a prob or perm employee.
- If No – proceed with below.



- For employee bumped under 1a only:
  - BUMP* least senior in SAME CLASS, ANY SHIFT within work area, within 35 mi.
- If 1b or 1c is available, MUST do either 1b or 1c.
  - STOP HERE.
- If 1a is not available or do not choose 1 a; and 1b or 1c is not available, proceed to page 2.

*Conditions must be met (See page 6).



- **1a** not available or choose not to bump
- **1b** not available
- **1c** not available

- If only **2a** is available, proceed to page 3

*Conditions must be met (See page 6).
N/A – Not Available

Options under #3

- **1a** not available or choose not to bump
- **1b** not available
- **1c** not available
- **2a** not available or choose not to bump
- **2b** not available

3a Layoff

Or

3b Accept* vacancy in lower class previously served or determined qualified by employer within 35 mi. of current work location

Or

3c 1. Accept* vacancy in same/equal class previously served or determined qualified by employer more than 35 mi.
2. Accept* vacancy in lower class previously served or determined qualified by employer more than 35 mi.
(If a vacancy exists, unable to bump under 3e below)

Or

3d 1. Bump* least senior employee in equal class/option prev served within 35 mi. of current work location

2. Bump* least senior employee in a lower class previously served (or class series in Unit 6) within 35 mi.

Or

3e 1. Bump* least senior employee in same/equal class/option prev served more than 35 mi.

2. Bump* least senior employee in a lower class previously served (or class series in Unit 6) more than 35 mi.

Or

3f Bump temporary employee within 35 mi. in same class who has more than 30 calendar days left

Or

3g - CLAIMING

1. Employee may request to transfer or demote to another seniority unit in AFSCME in same, transferable, lower, or class determined qualified by employer
2. Employee may only claim after layoff notice received and before actual layoff date or 45 days whichever is later

Or

3h Bump the least senior employee in the same class in different employment condition within 35 mi.
(Only if 1a and 2 above are not available)

*Conditions must be met (See page 6).

CONDITIONS FOR BUMPING OR ACCEPTING VACANCIES

TO BUMP MUST:

- Same Seniority Unit (Appendix G)
- Same Employment Condition except for 3f & 3h (unless bumping a temporary employee)
- Have greater class seniority (Units 2, 3, 7 or 8)
- Have greater state seniority (Units 4, 6)
- Be position-qualified if in Unit 6

Employees laid off from a consolidated class (unit 6) shall be permitted to bump into lower levels in the same class series even if they have no previous service in that level.

TO ACCEPT VACANCY MUST:

- Same Seniority Unit, except 3g
- Have greater state seniority than bidders (Units 4 or 6)
- Have greater class seniority than bidders (Units 2, 3, 7 or 8)

Can accept vacancy in class never served only if no bidders.

DEFINITIONS

SENIORITY UNIT:	Defined in APPENDIX G of AFSCME contract
EMPLOYMENT CONDITION	Full-time unlimited Full-time seasonal Full-time temporary Part-time unlimited Part-time seasonal Part-time temporary Intermittent
CLASS OPTION:	Defined in APPENDIX H of AFSCME contract
EQUAL CLASS & TRANSFERRABLE CLASS:	Defined in APPENDIX Q, GLOSSARY