

## Employee Group 83 Classified Confidential – Professional

Effective Date: December 28, 2024

Issued Date: 02/06/2025

| Job Code & Description                                | Grade        | Step          | Hourly Rate<br>12/28/2024 |
|-------------------------------------------------------|--------------|---------------|---------------------------|
|                                                       | 03R          | 1: Start      | 26.24                     |
|                                                       | 03R          | 2: 2080 Hours | 27.60                     |
|                                                       | 03R          | 3: 2080 Hours | 28.93                     |
|                                                       | 03R          | 4: 2080 Hours | 30.39                     |
|                                                       | 03R          | 5: 2080 Hours | 31.90                     |
|                                                       | 03R          | 6: 2080 Hours | 32.84                     |
|                                                       | 03R          | 7: 2080 Hours | 34.24                     |
|                                                       | Perf<br>Zone | Minimum 1%    | 34.58                     |
|                                                       |              | Maximum 3%    | 35.27                     |
|                                                       | 05R          | 1: Start      | 27.84                     |
|                                                       | 05R          | 2: 2080 Hours | 29.28                     |
|                                                       | 05R          | 3: 2080 Hours | 30.71                     |
|                                                       | 05R          | 4: 2080 Hours | 32.26                     |
|                                                       | 05R          | 5: 2080 Hours | 33.80                     |
|                                                       | 05R          | 6: 2080 Hours | 34.82                     |
|                                                       | 05R          | 7: 2080 Hours | 36.26                     |
|                                                       | Perf<br>Zone | Minimum 1%    | 36.62                     |
|                                                       |              | Maximum 3%    | 37.35                     |
| 320010 BUDGET SPECIALIST<br>160110 RESEARCH ANALYST I | 07R          | 1: Start      | 29.80                     |
|                                                       | 07R          | 2: 2080 Hours | 31.21                     |
|                                                       | 07R          | 3: 2080 Hours | 32.83                     |
|                                                       | 07R          | 4: 2080 Hours | 34.49                     |
|                                                       | 07R          | 5: 2080 Hours | 36.18                     |
|                                                       | 07R          | 6: 2080 Hours | 37.27                     |
|                                                       | 07R          | 7: 2080 Hours | 39.17                     |
|                                                       | Perf<br>Zone | Minimum 1%    | 39.56                     |
|                                                       |              | Maximum 3%    | 40.35                     |

|                                      |              |               |       |
|--------------------------------------|--------------|---------------|-------|
| 120110 HUMAN RESOURCES CONSULTANT I  | 08R          | 1: Start      | 30.42 |
|                                      | 08R          | 2: 2080 Hours | 31.94 |
|                                      | 08R          | 3: 2080 Hours | 33.50 |
|                                      | 08R          | 4: 2080 Hours | 35.19 |
|                                      | 08R          | 5: 2080 Hours | 36.95 |
|                                      | 08R          | 6: 2080 Hours | 38.08 |
|                                      | 08R          | 7: 2080 Hours | 39.70 |
|                                      | Perf<br>Zone | Minimum 1%    | 40.10 |
|                                      |              | Maximum 3%    | 40.89 |
| 120111 HUMAN RESOURCES CONSULTANT II | 11R          | 1: Start      | 33.51 |
|                                      | 11R          | 2: 2080 Hours | 35.17 |
|                                      | 11R          | 3: 2080 Hours | 36.93 |
|                                      | 11R          | 4: 2080 Hours | 38.79 |
|                                      | 11R          | 5: 2080 Hours | 40.70 |
|                                      | 11R          | 6: 2080 Hours | 41.83 |
|                                      | 11R          | 7: 2080 Hours | 44.08 |
|                                      | Perf<br>Zone | Minimum 1%    | 44.52 |
|                                      |              | Maximum 3%    | 45.40 |
| 320011 BUDGET ANALYST                | 13R          | 1: Start      | 35.24 |
|                                      | 13R          | 2: 2080 Hours | 37.03 |
|                                      | 13R          | 3: 2080 Hours | 38.80 |
|                                      | 13R          | 4: 2080 Hours | 40.76 |
|                                      | 13R          | 5: 2080 Hours | 42.87 |
|                                      | 13R          | 6: 2080 Hours | 44.10 |
|                                      | 13R          | 7: 2080 Hours | 45.95 |
|                                      | Perf<br>Zone | Minimum 1%    | 46.41 |
|                                      |              | Maximum 3%    | 47.33 |

|                                                              |              |               |       |
|--------------------------------------------------------------|--------------|---------------|-------|
|                                                              | 14R          | 1: Start      | 36.31 |
|                                                              | 14R          | 2: 2080 Hours | 38.10 |
|                                                              | 14R          | 3: 2080 Hours | 40.02 |
|                                                              | 14R          | 4: 2080 Hours | 41.97 |
|                                                              | 14R          | 5: 2080 Hours | 44.10 |
|                                                              | 14R          | 6: 2080 Hours | 45.39 |
|                                                              | 14R          | 7: 2080 Hours | 47.36 |
|                                                              | Perf<br>Zone | Minimum 1%    | 47.83 |
|                                                              |              | Maximum 3%    | 48.78 |
| 120112 HUMAN RESOURCES CONSULTANT III<br>120301 RISK ANALYST | 015          | 1: Start      | 37.69 |
|                                                              | 015          | 2: 2080 Hours | 39.54 |
|                                                              | 015          | 3: 2080 Hours | 41.55 |
|                                                              | 015          | 4: 2080 Hours | 43.61 |
|                                                              | 015          | 5: 2080 Hours | 45.79 |
|                                                              | 015          | 6: 2080 Hours | 47.20 |
|                                                              | 015          | 7: 2080 Hours | 49.57 |
|                                                              | Perf<br>Zone | Minimum 1%    | 50.07 |
|                                                              |              | Maximum 3%    | 51.06 |
| 129997 SELECTION AND VALIDATION SPECIALIST                   | 16R          | 1: Start      | 38.39 |
|                                                              | 16R          | 2: 2080 Hours | 40.33 |
|                                                              | 16R          | 3: 2080 Hours | 42.32 |
|                                                              | 16R          | 4: 2080 Hours | 44.43 |
|                                                              | 16R          | 5: 2080 Hours | 46.65 |
|                                                              | 16R          | 6: 2080 Hours | 48.04 |
|                                                              | 16R          | 7: 2080 Hours | 50.10 |
|                                                              | Perf<br>Zone | Minimum 1%    | 50.60 |
|                                                              |              | Maximum 3%    | 51.60 |

|                                                                                  |              |               |       |
|----------------------------------------------------------------------------------|--------------|---------------|-------|
| 320012 SENIOR BUDGET ANALYST<br>120610 WORKERS COMPENSATION CLAIMS ADMINISTRATOR | 19R          | 1: Start      | 42.01 |
|                                                                                  | 19R          | 2: 2080 Hours | 44.14 |
|                                                                                  | 19R          | 3: 2080 Hours | 46.35 |
|                                                                                  | 19R          | 4: 2080 Hours | 48.67 |
|                                                                                  | 19R          | 5: 2080 Hours | 51.14 |
|                                                                                  | 19R          | 6: 2080 Hours | 52.57 |
|                                                                                  | 19R          | 7: 2080 Hours | 54.88 |
|                                                                                  | Perf<br>Zone | Minimum 1%    | 55.43 |
|                                                                                  |              | Maximum 3%    | 56.53 |
| 120113 HUMAN RESOURCES CONSULTANT IV                                             | 20R          | 1: Start      | 45.44 |
|                                                                                  | 20R          | 2: 2080 Hours | 47.48 |
|                                                                                  | 20R          | 3: 2080 Hours | 49.63 |
|                                                                                  | 20R          | 4: 2080 Hours | 51.87 |
|                                                                                  | 20R          | 5: 2080 Hours | 54.22 |
|                                                                                  | 20R          | 6: 2080 Hours | 55.72 |
|                                                                                  | 20R          | 7: 2080 Hours | 57.23 |
|                                                                                  | Perf<br>Zone | Minimum 1%    | 57.80 |
|                                                                                  |              | Maximum 3%    | 58.95 |
| 320020 LEAD BUDGET ANALYST                                                       | 26R          | 1: Start      | 51.74 |
|                                                                                  | 26R          | 2: 2080 Hours | 54.23 |
|                                                                                  | 26R          | 3: 2080 Hours | 56.98 |
|                                                                                  | 26R          | 4: 2080 Hours | 59.84 |
|                                                                                  | 26R          | 5: 2080 Hours | 62.80 |
|                                                                                  | 26R          | 6: 2080 Hours | 64.69 |
|                                                                                  | 26R          | 7: 2080 Hours | 67.43 |
|                                                                                  | Perf<br>Zone | Minimum 1%    | 68.10 |
|                                                                                  |              | Maximum 3%    | 69.45 |

**BENEFITS:**

**VACATION**

| <u>Years of Service</u>                        | <u>Hours of Vacation</u> |
|------------------------------------------------|--------------------------|
| Start thru 4 year                              | 17 days (.0654)          |
| 5 <sup>th</sup> year thru 7 <sup>th</sup> year | 20 days (.0769)          |
| 8th year thru 15th year                        | 24 days (.0923)          |
| 16th year thru 19th year                       | 27 days (.1038)          |
| Twenty years and beyond                        | 28 days (.1077)          |

Vacation accrual rate shall be determined based on calendar years of service for both part-time and full-time employees.

**VACATION CASH IN**

Employees may request compensation in cash for up to one week of unused vacation within each calendar year. Payment will be at the discretion of the Department Head and additionally, limited by the availability of funds in the Department’s Budget. Such election must be made in writing on or before December 1 of each calendar year

**HOLIDAY ELIGIBILITY**

In order to be eligible for holiday with pay, an employee must be employed as of the date of the holiday and have paid hours, excluding overtime, on the payroll for that pay period. Paid hours include hours actually worked, vacation time used, compensatory time used, paid leave and sick leave.  
**Effective June 1, 2013:** Temporary employees are no longer eligible for holiday pay.

**2025 HEALTH INSURANCE**

Effective **January 2025**, for each eligible employee covered by this Agreement who is employed full-time and who selects City-provided employee health insurance coverage, the Employer agrees to contribute the following amounts per month:

**Choice Passport Plan:**

2024 contributions plus eighty-two and one-half percent (82.5%) of the premium increase for 2025, after any plan design changes; employees shall be responsible for the 2024 employee contribution, plus seventeen and one-half percent (17.5%) of the premium increase for 2025, after any plan design changes.

Based on an 8.5% premium increase, this results in the following Employer contributions:

- Single:** \$779.64, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2024 Wellness Program).  
Employee share: \$39.78/month.
- Family:** \$1,862.94, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2024 Wellness Program).  
Employee share: \$276.56/month.

**Elect Plan/Vantage Plus ACO:**

The lesser of the Employer’s contribution for the Choice Passport Plan for 2025; or the actual cost of the Elect Plan/Vantage Plus ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer’s monthly contribution.

**2025 HEALTH INSURANCE (Continued)**

Based on an 8.5% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

- Single:** \$738.00, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2024 Wellness Program).  
Employee share: \$0.00/month.
- Family:** \$1,862.94 plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2024 Wellness Program).  
Employee share: \$64.56/month.

**Park Nicollet ACO Plan:**

The lesser of the Employer’s contribution for the Choice Passport Plan for 2025; or the actual cost of the Park Nicollet ACO Plan premium. Employees shall be responsible for the difference between the monthly premium and the Employer’s monthly contribution.

Based on an 8.5% premium increase for the Choice Passport Plan, this results in the following Employer contributions:

- Single:** \$733.52, plus \$225 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2024 Wellness Program).  
Employee share: \$0.00/month.
- Family:** \$1,862.94, plus \$135 per quarter to be deposited in a VEBA account (plus an additional \$225 per quarter in a VEBA for completion of 2024 Wellness Program).  
Employee share: \$52.88/month.

**Passport Copay Plan:**

- Single:** \$398.88 (Employee share: \$648.54/month)
- Family:** \$748.22 (Employee share: \$1,999.26/month)

**LIFE INSURANCE**

\$50,000 for all eligible employees.

**OVERTIME**

Grade 11 or below shall receive overtime compensation in accordance with the Fair Labor Standards Act (FLSA) only after 40 hours worked (not paid) per week.

**Effective January 1, 2013:** Eliminated compensatory time or overtime pay for professional employees in Grade 12 and above. Professional employees in Grade 12 or above may be awarded administrative leave in increments of one-half day (four hours), separate from other forms of leave. Employees may earn a maximum of 80 hours of administrative leave time. (See Article 3.13)

**REINSTATEMENT AFTER LAYOFF**

Two years

## **SEVERANCE PAY**

### **Effective January 1, 2013:**

If an employee requests severance pay and if the employee meets the eligibility requirements set forth in Article 22 of the contract, he/she will be granted severance pay in an amount equal to a maximum as shown below based on the number of sick leave credits accumulated and minimum years of service:

| <u>10 years of service &amp;<br/>accrued sick leave hours:</u> | <u>Severance pay amount</u> |
|----------------------------------------------------------------|-----------------------------|
| 600                                                            | \$ 6,000                    |
| 700                                                            | \$ 7,000                    |
| 800                                                            | \$ 8,000                    |
| 900                                                            | \$ 9,000                    |
| 1000                                                           | \$10,000                    |
| 1100                                                           | \$11,000                    |
| 1200                                                           | \$12,000                    |
| 1300                                                           | \$13,000                    |
| 1400                                                           | \$14,000                    |
| 1500                                                           | \$15,000                    |
| 1600                                                           | \$16,000                    |
| 1700                                                           | \$17,000                    |

\*For employees hired or transferred to the City after 2/27/98, any time spent working for the I.S.D. #625 will not count toward their length of service for severance pay.

For any employee who is eligible to receive severance from the City, the City will contribute 105% of the full amount of their severance payment to a Post Employment Health Plan (PEHP) in lieu of any cash payment to the employee. (Payment made in February of the year following year of retirement.)

Any employee who is eligible to receive Severance from the City under Article 22 shall have his/her accrued but unused vacation contributed to a Post Employment Health Plan (PEHP) in lieu of cash payment to the employee. Such amounts shall be made at the time of retirement.

Employees who intend to voluntarily leave City employment must provide a two (2) week notice of their intent to leave employment to be eligible for severance.

## **CALL-IN PAY**

When an employee is called to work, he/she shall receive two (2) hours pay if not put to work. If he/she is called to work and commences work, he/she shall be guaranteed four (4) hours pay, or one and one-half 1.5 times the employee's normal hourly rate for the actual number of hours worked, whichever is greater.

## **OUT OF TITLE**

After ten (10) consecutive days

## **UNION LEAVE**

Any employee elected or appointed to a full-time paid position by the exclusive representative may be granted a leave of absence without pay for not more than one (1) year for the purpose of conducting the duties of the exclusive representative.

### **FUNERAL LEAVE**

Three (3) days of such leave to attend the funeral of the employee's grandparent or grandchild.

Leave with pay for such period of time as the Head of the Department deems necessary, on account of death of the employee's mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, or other person who is a member of the household.

### **BEREAVEMENT LEAVE**

An employee shall be granted up to two (2) days annually for funeral leave in the case of death of the employee's mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, grandparent, grandchild, or other person who is a member of the household. (See Article 24.8)

### **SICK LEAVE FOR DEPENDENT CARE**

In the case of a serious illness or disability of an employee's family member, as defined by Minnesota Statute 181.9413, the head of the department shall grant leave with pay in order for the employee to care for or make arrangements for the care of such sick or disabled persons. Such paid leave shall be drawn from the employee's accumulated sick leave credits. Use of such sick leave shall be limited to 160 hours in a 12 month period.

### **SICK LEAVE ACCRUAL**

Effective **September 3, 2016**: Sick leave shall accumulate at the rate of .0500 of a working hour for each full hour on the payroll, excluding overtime. 13 days per year.

### **SICK LEAVE CONVERSION**

Employees with more than 140 days (1120 hours) of accumulated sick leave may convert a maximum of ten (10) days of sick for five (5) days of vacation within an IRS payroll reporting year.

### **POST EMPLOYMENT HEALTH PLAN**

Employees with at least one (1) year of service shall be eligible for an Employer contribution of \$260 into a Post Employment Health Plan account. To be paid by April 1 of the following year. (See Article 25 for eligibility requirements.)

### **DEFERRED COMPENSATION**

Effective **January 1, 2023**: The City will provide \$900 per year matching deferred compensation contribution for employees with one (1) year of service and membership in the bargaining unit for one year. (See Article 26 for eligibility requirements).

### **NIGHT DIFFERENTIAL**

Any employee who works between the hours of 6:00 p.m. and 6:00 a.m., there shall be night differential of six and one-half percent (6.5%) for such hours. Temporary employees are eligible for night differential.

### **PAID PARENTAL LEAVE**

The City may provide up to eight (8) weeks (320 hours) of Paid Parental Leave to eligible employees following the birth, placement for adoption or adoption of child. (See Article 16)