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## **City of Saint Paul**

# **Wage and Benefit Policy for Non-Represented Management and Legislative Personnel**

Human Resources  
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## WAGE AND BENEFIT POLICY

This policy for non-represented management and legislative personnel shall apply to employees with the following titles which are not represented by a certified bargaining unit or whose duties preclude them from being in a bargaining unit:

|  |   |
|--|---|
| Administrative Assistant (U)                                       | Director of Human Rights and Equal Economic Opportunity (U) |
| Assistant Chief of Police (U)                                      | Director of Safety and Inspections (U)                      |
| Assistant Fire Chief (U)   | Director of Technology and Communications (U)               |
| Assistant Fire Chief – EMD (U)                                     | Emergency Management Director (U)                           |
| Assistant General Manager – Saint Paul Regional Water Services (U) | Employee Benefits Manager (C)                               |
| Assistant to Department Administration (C)                         | Executive Assistant to the Mayor (U)                        |
| Assistant to the Mayor I (U)                                       | Financial Analyst (U)                                       |
| Assistant to the Mayor II (U)                                      | Fire Chief (U)  |
| Assistant to the Mayor III (U)                                     | General Manager – Saint Paul Regional Water Services (U)    |
| Assistant to the Mayor IV (U)                                      | Human Resources Director (U)                                |
| Assistant to the Mayor V (U)                                       | Human Resources Consultant I (C)                            |
| Assistant to the Mayor VI (U)                                      | Human Resources Consultant II (C)                           |
| Assistant to the Mayor VII (U)                                     | Human Resources Consultant III (C)                          |
| Assistant to the Mayor VIII (U)                                    | Human Resources Consultant IV (C)                           |
| Budget Manager (C)   | Human Resources Manager (C)                                 |
| Chief of Police (U)  | Human Resources Senior Consultant (C)                       |
| City Attorney (U)  | Labor Relations Manager (U)                                 |
| City Clerk (U)   | Labor Relations Specialist I (C)                            |
| City Council Chief Budget Analyst (U)                              | Labor Relations Specialist II (C)                           |
| City Engineer (U)  | Legislative Aide (U)  |
| Claims Manager (C)   | Library Director (U)  |
| Deputy Chief of Police (U)   | Management Assistant III (C)                                |
| Deputy Director of Financial Services (U)                          | Parks and Recreation Director (U)                           |
| Deputy Director of HREEO (U)                                       | Payroll Manager (C)   |
| Deputy Director of Libraries (U)                                   | Policy Analyst (U)  |
| Deputy Director of Parks and Recreation (U)                        | Program Administrator (C)                                   |
| Deputy Director of Planning and Economic Development (U)           | Project Manager IV (C)                                      |
| Deputy Director of Safety and Inspections (U)                      | Public Information Manager (U)                              |
| Director of Planning and Economic Development (U)                  | Research Analyst I (C)                                      |
| Director of Public Works (U)                                       | Risk Manager (C)  |
| Director of City Council Operations (U)                            | Senior Organizational Development Consultant (C)            |
| Director of Financial Services (U)                                 | Senior Policy Analyst (U)                                   |

This policy also applies for non-represented management and legislative personnel appointed to inactive titles (not listed in this policy) and new titles which are not represented by a certified bargaining unit.

## CAFETERIA PLAN

Under the Cafeteria Plan, the employee's selection will be limited to the insurance plans offered by the employer, and the employee may select hospital/medical insurance, and employee life insurance in an amount equal to one-and-one-half (1.5) times the employee's salary. For the purpose of this selection, the employee's annual salary shall be based on the salary as of the first day of July in each year.

The employer's direct contribution for benefits is 100% of the premium cost for those selecting single health coverage, and 80% of the dependent health premium cost for those selecting family coverage, and 100% of the life insurance premium cost for an amount of coverage equaling one-and-one-half (1.5) times the employee's annual salary. The employer's direct contribution will be applied to the benefit premium costs before the employee's contribution to the benefit premium costs under the Cafeteria Plan.

## PERSONAL LEAVE DAYS -- DISABILITY INSURANCE

The provisions of the Civil Service Rules pertaining to the accumulation and use of sick leave credits shall not apply to employees covered by this policy. Employees shall be eligible for six (6) personal leave days with pay in each fiscal year. Employees shall not receive compensation for unused personal leave days or be allowed to carry these unused days from one calendar year to the next. In addition to the personal leave days, the employer will provide for the employee short-term and long-term disability coverage via salary continuation.

## VACATION

Employees covered by this policy shall be eligible for paid vacation as follows:

| <u>YEARS OF SERVICE</u> | <u># OF VACATION DAYS</u> |
|-------------------------|---------------------------|
| 1 through 4 years       | 17 days                   |
| 5 through 7 years       | 22 days                   |
| 8 through 15 years      | 25 days                   |
| 16 years and thereafter | 29 days                   |

Vacation accrual rate is determined on the original employment date.

Determination of the initial amount of vacation for unclassified positions will be made by the appointing official at the time of hire. Vacation accrual rate can be changed by the immediate supervisor with the approval of the Director of Human Resources. An employee may, at the discretion of the Department Head, or Deputy Mayor, sell up to five (5) days of accrued and unused vacation once per year. Such election must be made by December 1 of each year and is subject to availability of funds in the Department's budget.

## WAGES

Effective January 1, 1996 and thereafter, the level of increase, or decrease, to salary rates applicable to titles covered by this policy shall be adjusted to reflect the average wage increase, or decrease, included in the agreements of the City's five largest bargaining units.

## HOLIDAYS

Employees receive the current 10 City paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day; and any additional days as determined by the City. Library employees only: the Day after Thanksgiving shall be considered a normal work day and Christmas Eve Day shall be a recognized and paid holiday.

## DEFERRED COMPENSATION

For employees covered by this policy, the employer will contribute to one of the employer-sponsored deferred compensation plans an amount matching employee contributions on a dollar-for-dollar basis up to a maximum of \$2,000 per year. This deferred compensation contribution program and the amount of the employer matching contribution shall be governed by is subject to the provisions of Minnesota State laws as amended. The employee's participation in the deferred compensation plan is voluntary. Employees are eligible to receive an additional deferred compensation match in an amount equal to the annual total of the City contribution to the VEBA account included in the agreements of the City's five largest bargaining units. This match includes the City's base and incentive contributions reflected in these agreements.

## PERFORMANCE PAY

The employees holding the following job titles are eligible for performance pay.

- Chief of Police (U)
- City Attorney (U)
- Director of Planning and Economic Development (U)
- Director of Public Works (U)
- Director of City Council Operations (U)
- Director of Technology and Communications (U)
- Director of Financial Services (U)
- Director of Human Rights and Equal Economic Opportunity (U)
- Director of Safety and Inspections (U)
- Emergency Management Director (U)
- Executive Assistant to the Mayor (U)
- Fire Chief (U)
- General Manager – Saint Paul Regional Water Services (U)
- Human Resources Director (U)
- Library Director (U)
- Parks and Recreation Director (U)

Performance pay means an annual lump-sum payment which does not increase the employee's base salary. The Mayor, in his or her sole discretion, based upon such performance measures as he or she deems appropriate, may award to an eligible employee performance pay of up to five (5) percent of the employee's base annual salary. The Council, in its sole discretion, based upon such performance measures as it deems appropriate, may award to the Director of City Council Operations performance pay of up to five (5) percent of the said employee's salary.

Performance pay may be awarded as recognition for exceptional performance, significant contributions, and substantial accomplishments well beyond normal or regular work responsibilities. Performance pay does not increase the base salary nor serve as a means to give a larger annual increase. Performance pay is given at the discretion of management. Examples of situations where performance pay may be given include significant contribution and/or substantial accomplishment associated with:

- Major projects or initiatives (e.g., system implementation, new program implementation, and audits by certifying agencies, funding agencies, or government agencies)
- Significant cost saving or cost avoidance realized beyond normally expected or established standards
- Extraordinary effort during times of critical department need (e.g., meeting critical deadline that could otherwise have an adverse impact on critical business operations or major project)
- Contribution that clearly and significantly impacts the accomplishment of important and critical business operational goals, deliverables and/or time line

Performance pay is not appropriate for:

- Outstanding or excellent performance of ongoing, normal or regular job duties and responsibilities as well as achievements that may be reasonably expected from a staff member. These should be recognized as part of the annual performance and salary review process
- Staff effort or work time that has no significant impact on a major project or initiative, or critical business need
- Recognizing a staff member's long term service, loyalty or commitment
- Accomplishment of personal and career goals, skills and competencies, professional degree, certification, and registration

Documentation that supports the decision to award performance pay is required and must be maintained in the employee's personnel file. The documentation must demonstrate how the employee's performance is aligned with the criteria above.

## EMPLOYER TERMINATION PROGRAM

Employees appointed to a title covered by this policy shall be eligible for a lump-sum payment in the event their employment is terminated by the employer and the employee is completely separated from City employment. An employee covered by this policy, not electing to return to a previously-held City position, is eligible under this policy. This amount of payment for employees holding unclassified titles shall be equal to two weeks pay for each complete year of service in a title covered by the policy. However, this amount shall not exceed twelve (12) weeks pay.

## SEVERANCE PAY PROGRAM

Unclassified employees who could return to a previously-held classified position, and classified employees, shall be eligible for a severance pay program if he/she meets the following requirements:

- The employee must be voluntarily separated from City employment or have been subject to separation by layoff or compulsory retirement.
- The employee must file a waiver of re-employment with the City which will clearly state that by requesting severance pay the employee waives all claims to reinstatement or re-employment with the City.

The amount of severance pay will be paid into one of the City's Post Employment Health Plans. In addition to severance pay, the employee's unused vacation at the time of separation of employment will be paid into one of the City's Post Employment Health Plans **if the employee is eligible for severance.**

The lump sum payment for classified employees covered by this policy is based on years of service with the City:

| <u>YEARS OF SERVICE</u> | <u>AMOUNT</u> |
|-------------------------|---------------|
| 15                      | \$10,000      |
| 25                      | \$20,000      |

For the purpose of this severance program, a death of an employee shall be considered as separation of employment, and if the employee would have met all of the requirements set forth above, at the time of his or her death, payment of the severance pay may be made to the employee's estate or spouse. The manner of payment of severance in amounts of ten thousand dollars (\$10,000) or less shall be made in accordance with the provisions of City Ordinance No. 11490.

This severance pay program shall be subject to and governed by the provisions of City Ordinance No. 11490 except in those cases where the specific provisions of this article conflict with said Ordinance and in such cases, the provisions of this article shall control.

Employees who are terminated for cause, misconduct, or any other disciplinary reason shall not be eligible for any payment under this employer severance program. This employer severance program replaces any existing severance pay plans currently applicable to employees covered by this policy.

Employees returning to, or accepting an appointment to a title not covered by this policy, shall be covered by the severance pay plan applicable to that title and shall not be eligible for any payment under this employer severance program.

In addition, any Police or Fire non-represented employee separated from City employment who has an accumulated balance of at least one thousand eight hundred fifty (1,850) hours of sick leave credits and at least twenty-five (25) years of service at the time of his/her separation from service shall be granted severance pay in the amount of thirty thousand dollars (\$30,000).

Sick leave requirements will be reduced by 2% for each full year of City service served under the non-represented benefit package.

## **RETIREE INSURANCE**

Effective December 1, 2016, to be eligible for City contribution to certain health and life insurance benefits, the employee must meet the following conditions:

- Be receiving benefits from a Public Employee Retirement Act covering employees of the City of Saint Paul at the time of retirement.
- Have severed employment with the City under one of the retiree plans.
- Have completed at least 20 years of full-time service with the City of Saint Paul or 25 years of total service with the City of Saint Paul or be receiving a disability pension related to the City of Saint Paul. Temporary service will not be counted towards the service requirements.
- Elect to participate in the City's health and life insurance program.

A retiree's participation in the City's health and life insurance plan must be continuous. If an eligible employee chooses not to participate at the time of his/her retirement, or if a retiree discontinues his/her participation, such retiree will not be eligible for any future participation in the City's health plans or for any City contribution.

**Early Retirees:** Employees hired prior to January 1, 1990 who meet the above requirements will be eligible to receive an employer contribution to the health care premium to a maximum of \$350 per month until such early retiree becomes eligible for Medicare.

Employees hired on/after January 1, 1990 who meet the above requirements will be eligible to receive an employer contribution to the health care premium to a maximum of \$300 per month until such early retiree becomes eligible for Medicare.

**Regular Retirees:** Employees hired prior to January 1, 1990 who meet the above requirements and are eligible for Medicare will be eligible to receive an employer contribution to the health care premium to a maximum of \$550 per month.

Employees hired on/after January 1, 1990 who meet the above requirements and are eligible for Medicare will be eligible to receive an employer contribution to the health care premium to a maximum of \$300 per month.

## **SURVIVOR HEALTH BENEFITS**

The surviving spouse and/or dependent of an employee covered by this policy carrying family coverage at the time of his/her death due to a job connected injury or illness which was determined to arise out of, and in the course of, his/her employment under workers' compensation law shall continue to be eligible for City contribution toward the City's health insurance plan in the same proportion as is provided for employees under this policy. At age sixty-five (65) the City's contribution will be in the same proportion as is provided to retirees under this policy.

In the event of the death of a retiree who is participating in the City's health insurance program, the surviving spouse or dependent on record at the time of retirement of the deceased may continue to participate in the City's health insurance plan at their own cost. Eligibility to continue to participate shall terminate once such spouse remarries or becomes eligible for group health insurance through an employer. Eligibility to continue to participate shall terminate when such dependent fails to meet the definition of dependent in the City's health insurance plan or becomes eligible for group health insurance through an employer.