

MEMORANDUM OF AGREEMENT
BETWEEN
THE CITY OF ST PAUL
AND
MANUAL & MAINTENANCE SUPERVISORS ASSOCIATION

This Memorandum of Agreement (hereinafter "MOA") is entered by the City of Saint Paul (hereinafter "City") and the Saint Paul Manual and Maintenance Supervisors Association (hereinafter "the Union") in order to provide on-call pay for MMSA employees in the Saint Paul Regional Water Services (SPRWS) Distribution Division.

The parties agree that:

1. Due to the necessity for MMSA employees to supervise water distribution related emergency work outside of normal business hours and the higher rate of emergency work during the winter season, a winter on-call process as defined below would be mutually beneficial.
2. One (1) Water Distribution Supervisor II or Supervisor III will be on-call each week for the winter season defined as the beginning of the pay period before the Wednesday before the Thanksgiving holiday through the closest pay period after the first Wednesday in April.
3. On or around November 1st, an on-call sign-up process will be conducted for the entire winter season on a rotating seniority basis. Sign-ups will be for a period of one (1) week. It is mandatory for all eligible Supervisor II and Supervisor III employees to select on-call weeks, starting with Supervisor IIIs. Senior employees can opt out when the number of on-call weeks remaining is less than the number of lower seniority employees in that title. Employees may only sign-up in their primary title. All weeks must be filled.
4. If a second supervisor is needed due to the number of emergencies the call out will follow the existing weekly rotation process, beginning with the Supervisor III list for water mains work or Supervisor II for service work.
5. If an employee signs up for an on-call week and in rare circumstances an employee cannot work all or part of their on-call week, it is the employee's responsibility to find a replacement in advance. The name of the replacement employee shall be submitted in writing and is subject to management approval.
6. On-call pay is paid when an employee is signed up and serving on-call whether they work or not, except when otherwise ineligible to work (e.g. sick self, light duty, etc.).
7. Employees reporting sick-self are not eligible for on-call pay until they return to work. Sick-family status is eligible for on-call if the employee indicates they would be available at 3:30 p.m. when reporting in the morning. Employees must call in a return to work by 2:30 p.m. if they report sick on the last day of the work week to be eligible for on-call pay over the weekend.
8. The on-call pay amounts will be as follows:
 - a) Monday- Friday (3:30 p.m.-7:00 a.m.): One (1) hour at one and one half (1.5) times the employee's base pay rate, per day
 - b) Saturdays and Sundays (7:00 a.m. – 7:00 a.m.): Two (2) hours at one and one half (1.5) times the employee's base pay rate, per day
 - c) Holidays (7:00 a.m. – 7:00 a.m.): Three (3) hours at one and one half (1.5) times the employee's base pay rate, per day
9. The Union acknowledges that the on-call process set forth herein does not preclude the potential need for additional Water Distribution Supervisors to respond outside of normal business hours based on the scope or number of emergencies.
10. This MOA sets no precedent and is not applicable to any other classifications in the Union.
11. This MOA shall become effective when signed and shall expire April 2, 2025 or closest pay period.

FOR THE CITY:


Toni Newborn
Human Resources Director

7/11/2023
Date

FOR THE UNION:


Joseph Grau, President
Manual & Maintenance Supervisors Association

11/16/2023
Date