

**2013 - 2015**

**COLLECTIVE BARGAINING AGREEMENT**

**- between -**

**THE CITY OF SAINT PAUL**

**- and -**

**SAINT PAUL SUPERVISORS' ORGANIZATION**

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## **P R E A M B L E**

This Agreement is entered into between the City of Saint Paul, hereinafter referred to as either the “Employer” or the “City,” and the Saint Paul Supervisors’ Organization, hereinafter referred to as the “Organization”, for the purpose of fostering and promoting harmonious relations between the Employer and the Organization in order that a high level of public service can be provided to the citizens of the City.

This Agreement attempts to accomplish this purpose by providing a fuller and more complete understanding on the part of both the Employer and the Organization of their respective rights and responsibilities.

The provisions of this Agreement shall not abrogate the rights and/or duties of the Employer, the Organization, or the employees as established under the provisions of the Public Employee Labor Relations Act of 1984, as amended.

## **ARTICLE 1 – RECOGNITION**

- 1.1 The Employer recognizes the Saint Paul Supervisors’ Organization as the exclusive representative for the White Collar Supervisory Employees of the Professional Group, and certain Unclassified Supervisory Employees, as certified by the State of Minnesota, Bureau of Mediation Services, on December 11, 1973, in BMS Case No. 74-PR-207A and as revised by Unit Clarification proceedings in BMS Case Nos. 74-PR-414-A. and 78-PR-500-A dated April 16, 1977 and December 7, 1977, respectively.
- 1.2 New classifications which are within the scope and definition of the Organization’s certification as stated in Article 1.1 above shall be recognized as part of this bargaining unit. Disputes which may arise between the Employer and the Organization over the inclusion or exclusion of any job classifications may be referred by either Party to the Commissioner, Bureau of Mediation Services, State of Minnesota, for determination in accordance with applicable statutory provisions. Determination by the Commissioner shall be subject to such review and determination as is provided by statute and such rules and regulations as are promulgated thereunder.

## **ARTICLE 2 – SAVINGS CLAUSE**

- 2.1 This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party. All other provisions of this Agreement shall continue in full force and effect.

## **ARTICLE 3 – MANAGEMENT RIGHTS**

- 3.1 The Organization recognizes the right of the Employer to operate and manage its affairs in all respects in accordance with applicable laws and regulations of appropriate authorities. The rights and authority which the Employer has not officially abridged, delegated, or modified by this Agreement are retained by the Employer.
- 3.2 The employer is not required to meet and negotiate on matters of inherent managerial policy, which include, but which are not limited to, such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, and organizational structure and selection and direction and number of personnel.

## **ARTICLE 4 – CHECK OFF**

- 4.1 The Employer shall deduct the Organization’s membership initiation fee assessments and monthly dues from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by a representative of the Organization and the aggregate deductions of all employees shall be remitted together with an itemized statement to the representative by the first of the succeeding month after such deductions are made or as soon thereafter as is possible.

## **ARTICLE 4 – CHECK OFF (Continued)**

- 4.2 Any present or future employee who is not an Organization member may be required to contribute a fair share fee for services rendered by the Organization. Upon notification by the Organization, the Employer shall deduct said fee from the earnings of the employee and transmit the same to the Organization. In no instance shall the fair share fee exceed eighty-five percent (85%) of the Organization's regular membership dues. It is also understood that in the event the Employer shall make an improper fair share deduction from the earnings of the employee, the Organization shall be obligated to make the Employer whole where the Employer has reimbursed such employee for any amount improperly withheld.
- 4.3 The Employer shall notify the Organization's President, in writing, of the names and job classifications of employees coming within the established scope and definition of the Organization's bargaining unit through new employment or by promotion.
- 4.4 The Organization shall 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 by the Employer under the provisions of this article.

## **ARTICLE 5 – WORK SCHEDULES**

- 5.1 All bargaining unit employees are exempt from the overtime pay provisions of the federal Fair Labor Standards Act and similar state legislation as executive or administrative employees and are salaried employees of the City who are not compensated on an hourly basis. The provisions of Section 28H (Overtime Compensation) of the Saint Paul Civil Service Commission Rules shall not apply to employees in this bargaining unit.
- 5.2 The normal work schedule for full-time employees covered by this Agreement shall consist of a minimum of eighty (80) hours within each biweekly payroll period. An employee is generally expected to be working during the normal business hours established by the Employer for the employee's work group, subject to the leave provisions of this Agreement, applicable Civil Service Rules and applicable state and federal statutes. Due to the nature of their work, however, the job duties of persons in this bargaining unit may require the employees to work irregular hours, and work on holidays and weekends. Such work requirements are considered an integral part of the job. Therefore, maintaining consistent starting and quitting times and scheduling specific numbers of hours worked in any day or week may be impossible. Where their assigned duties and responsibilities permit, however, and where their Department Head or Supervisor approves, bargaining unit employees may exercise reasonable and prudent discretion in scheduling or varying the times at which their work is performed.
- 5.3 Employees who work more than eighty (80) hours in a two-week payroll period may be granted compensatory time with the approval of their department head or his/her designee.

## **ARTICLE 5 – WORK SCHEDULES (Continued)**

- 5.4 Compensatory time off shall be scheduled and approved in advance. Employees and their supervisors shall diligently work together to schedule compensatory time off so that employees may make maximum use of their accrued compensatory time without unreasonably disrupting the business of the Employer. Alternatively, the Employer may pay cash in lieu of time off for some or all of an employee's accrued compensatory time at the sole discretion of the employee's Department Head subject to the Department's budgetary considerations and, if necessary, approval of the City's Budget Director. If made, such payment shall be based upon the pro-rated portion of the employee's salary in effect at the time of such payment with regard to such hours liquidated by cash payment.
- 5.4 (1) Effective January 1, 2010, employees represented by this bargaining unit are not eligible to accrue compensatory time. The City as a public sector employer will follow all applicable state and federal laws and regulations regarding FLSA-exempt public sector employees.
- 5.5 On occasion, the Employer may request that an employee temporarily assume responsibility for a special project or other job duties that represent a substantial addition to the duties and responsibilities generally associated with the employee's position. If the employee accepts the assignment, he/she may receive such additional compensation as may be determined by the employee's Department Head and the City's Budget Director or work schedule adjustments (compensatory time) as may be approved by the employee's Department Head both of which may be granted in the Employer's sole discretion.
- 5.6 For employees who wish to share a position, the Employer will attempt to provide options for implementing a sharing arrangement. Such an arrangement must be mutually agreed upon by the Employer and the employees involved. Vacation, holiday and sick leave benefits for employees who share a position shall be pro-rated based upon the percent of hours worked. Health insurance benefits shall be administered in accordance with the provisions of Article 13 of this Agreement. In the event that one of the employees participating in the shared position is terminated or terminates employment, the Employer shall post the job sharing vacancy for a period of ten (10) days. If, after ten (10) days, such vacancy cannot be filled, the Employer shall have the option of increasing the remaining employee's work hours.
- 5.7 Article 5.6 shall not be subject to the provisions of Article 10 (Grievance Procedure) of this Agreement.
- 5.8 The Employer shall avoid, whenever possible, working an employee on an out-of-class assignment for a prolonged period of time. Any employee working an out-of-class assignment for a period in excess of fifteen (15) consecutive working days during a year shall receive the rate of pay for the out-of-class assignment in a higher classification not later than the sixteenth (16) day of such assignment. For purposes of this Article, an out-of-class assignment is defined as an assignment of an employee to perform, on a full time basis, all of the significant duties and responsibilities of a position different from the employee's regular position, and which is in a classification higher than the classification held by such employee.

## **ARTICLE 5 – WORK SCHEDULES (Continued)**

The rate of pay for an approved out-of-class assignment shall be the same rate the employee would receive if such employee received a regular appointment to the higher classification.

## **ARTICLE 6 – SENIORITY**

- 6.1 Seniority, for the purposes of this Agreement, shall be defined as follows: The length of continuous, regular and probationary service with the Employer from the date an employee was first certified and appointed to a class title covered by this Agreement, it being further understood that seniority is confined to the current class assignment held by an employee. In cases where two or more employees are appointed to the same class title on the same date, the seniority shall be determined by the employee's rank on the eligible list from which the certification was made.
- 6.2 Seniority shall terminate when an employee retires, resigns, or is discharged.
- 6.3 In the event it is determined by the Employer that it is necessary to reduce the work force, employees will be laid off by class title within each department based on inverse length of seniority as defined above. The Office of Human Resources will identify such least senior employee in the title in which there is to be a lay-off in the department reducing positions, and shall notify said employee of his/her reduction from the department. If there are any vacancies in that title in any other City department, the Office of Human Resources shall place the affected employee in such vacancy. If two or more vacant positions are available, the Office of Human Resources shall decide which vacant position the affected employee shall fill. If no vacancy exists in such title, then the least senior employee in the affected department shall be laid off. For the purpose of this article, the Board of Education is not considered a City department nor is a Board of Education employee considered a city employee.
- 6.4 If the employee to be laid off as a result of Article 6.3 above is in a title in a promotional series and has held lower titles in the series in this or any other bargaining unit, such employee will be offered a reduction to the highest of these titles within the department to which classification seniority as defined in Article 6.1 above would keep them from being laid off. This Article 6.4 shall not be effective until and unless the St. Paul Professional Employees Association, AFSCME Clerical Local 2508, and AFSCME Technical Local 1842 collective bargaining agreements have corresponding language. Until such corresponding language is included in such bargaining agreements, the provisions of this Article 6.4 shall be applicable only to the extent that such reductions may be offered only to previously held lower titles within the department in the series which are in this bargaining unit.
- 6.5 Recall from layoff shall be in inverse order of layoff, except that recall rights shall expire after two years of layoff. It is understood that such employees will pick up their former seniority date in any class of positions that they previously held.

## **ARTICLE 6 – SENIORITY (Continued)**

- 6.6 To the extent possible, vacation periods shall be assigned on the basis of seniority. It is, however, understood that vacation assignment shall be subject to the ability of the Employer to maintain operations.
- 6.7 Effective January 1, 2014, classifications represented by this bargaining unit shall not be subject to promotions rights established by Civil Service Rules 8 and 14.

## **ARTICLE 7 – NON-DISCRIMINATION**

- 7.1 The provisions of this Agreement shall be applied equally by the Employer and the Organization to all employees covered by this Agreement in accordance with applicable city, state and federal law.

## **ARTICLE 8 – DISCIPLINE**

- 8.1 The Employer will discipline employees for just cause only. Discipline may be in any of the forms listed below:

Oral reprimand;  
Written reprimand;  
Suspension;  
Reduction;  
Discharge.

- 8.2 All disciplinary actions, except oral reprimands, will be in written form.
- 8.3 Employees and the Organization will receive copies of written reprimands and notices of suspension, discharge and reductions.
- 8.4 Employees may examine all information in their Employer personnel files. Files may be examined at reasonable times.
- 8.5 An employee to be questioned concerning an investigation of disciplinary action shall have the right to have an Organization representative be present during such interview.
- 8.6 Only Written Reprimands, Suspensions, Reductions, and Discharges shall be grievable under the terms of Article 10 – Grievance Procedure. After one (1) year of no discipline from the date of an oral reprimand, said reprimand will not be used against the employee as part of any progressive discipline.

## **ARTICLE 9 – LEGAL SERVICES**

- 9.1 Except in cases of malfeasance in office or willful or wanton neglect of duty, Employer shall defend, hold harmless and indemnify employee against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance and scope of employee's duties.



## **ARTICLE 9 – LEGAL SERVICES (Continued)**

- 9.2 Notwithstanding Article 9.1, the Employer shall not be responsible for paying any legal service fee or for providing any legal service arising from any legal action where the employee is the Plaintiff.
- 9.3 Each employee, after receiving notice of (1) a claim, demand, action, suit or proceeding against him/her, or (2) a judgment, verdict, finding or determination, either of which arises out of alleged or found acts or omissions occurring in the performance or scope of the employee's duties, shall notify the City Attorney, in writing, of such notice as soon as possible and practical after receiving the notice but in no event later than three (3) business days after receipt thereof.

## **ARTICLE 10 – GRIEVANCE PROCEDURE**

- 10.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement. The procedure established by this Article shall be the sole and exclusive procedure for the processing of grievances arising from this Agreement or arising from terms and conditions of employment in the City of St. Paul Civil Service Rules and Salary Plan and Rates of Compensation. Matters governed exclusively by the Civil Service Rules shall be referred to the Civil Service Commission.
- 10.2 The Employer will recognize representatives designated by the Organization as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Organization shall notify the Employer in writing of the names of such Organization Representatives and of their successors when designated. The Employer shall notify the Organization in writing as to its designated representatives.
- 10.3 It is recognized and accepted by the Organization and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours when consistent with such employee duties and responsibilities. The aggrieved employee and an Organization representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours provided that the employee and the Organization Representative have notified and received the approval of designated supervisor and provided that such absence is reasonable and would not be detrimental to the work program of the Employer. It is understood that the Employer shall not use the above limitation to hamper the processing of grievances.
- 10.4 Grievances, as defined by Paragraph 10.1, shall be resolved in conformance with the following procedure:
- Step 1** An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the Employer. The Employer-designated representative will discuss and give an answer to such Step 1 grievance within

## **ARTICLE 10 – GRIEVANCE PROCEDURE (Continued)**

ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 by the Organization within fifteen (15) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Organization within fifteen (15) calendar days shall be considered waived.

**Step 2** If appealed, the written grievance shall be presented by the Organization and discussed with the Employer-designated Step 2 representative. The Employer-designated representative shall give the Organization the Employer's Step 2 answer in writing within ten (10) calendar days following the Employer-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Organization within ten (10) calendar days shall be considered waived.

**Step 3** If appealed, the written grievance shall be presented by the Organization and discussed with the Employer-designated Step 3 representative. The Employer-designated representative shall give the Organization the employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the Organization within ten (10) calendar days shall be considered waived.

### **Optional Mediation Step**

1. If the grievance has not been satisfactorily resolved at Step 3, either the Organization or the Employer may, within ten (10) calendar days, request mediation. If the parties agree that the grievance is suitable for mediation, the Parties shall submit a joint request to the Minnesota Bureau of Mediation Services for the assignment of a mediator. Grievance mediation shall be completed within thirty (30) days of the assignment unless the parties mutually agree to lengthen the time limit.
2. Grievance mediation is an optional and voluntary part of the grievance resolution process. It is a supplement to, not a substitute for, grievance arbitration. When grievance mediation is invoked, the contractual time limit for moving the grievance to arbitration shall be delayed for the period of mediation.
3. The grievance mediation process shall be informal. Rules of evidence shall not apply, and no record shall be made of the proceeding. Both sides shall be provided ample opportunity to present the evidence and argument to support their case. The mediator may meet with the parties in joint session or in separate caucuses.

## ARTICLE 10 – GRIEVANCE PROCEDURE (Continued)

4. At the request of both parties, the mediator may issue an oral recommendation for settlement. Either party may request that the mediator assess how an arbitrator might rule in this case.
5. The grievant shall be present at the grievance mediation proceeding. If the grievance is resolved, the grievant shall sign a statement agreeing to accept the out-come. Unless the parties agree otherwise, the outcome shall not be precedential.
6. If the grievance is not resolved and is subsequently moved to arbitration, such proceeding shall be de novo. Nothing said or done by the parties or the mediator during grievance mediation with respect to their positions concerning resolution or offers of settlement may be used or referred to during arbitration.

**Step 4** If the grievance remains unresolved, the Organization may within fourteen (14) work days after the response of the Employer in Step 3, by written notice to the Employer, request arbitration of the grievance. The parties may mutually agree upon an arbitrator to hear and decide the dispute. If, however, the parties are unable to so agree, either of them may request the Bureau of Mediation Services, State of Minnesota, to provide a list of nine (9) qualified arbitrators from the roster maintained for such purposes by the Bureau. The Employer and the Organization shall alternately strike names from the list until only one name remains; that of the selected Arbitrator. Unless the parties agree to the contrary, the party who strikes the first name from the list shall be determined by the flip of a coin.

- 10.5 The fees and expenses for the arbitrator’s services and proceedings shall be borne equally by the Employer and the Organization provided that each party shall be responsible for compensating its own representatives and witnesses.
- 10.6 If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If, prior to the hearing, both parties request a verbatim record of the proceedings the cost shall be shared equally.
- 10.7 If a grievance is not presented within the time limits set forth above, it shall be considered “waived.” If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer’s last answer.

If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Organization may elect to take the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Organization.

- 10.8 A grievance may be initiated by the Organization using either the grievance procedure of this Agreement or by the provisions of the Civil Service Rules of the City of Saint Paul within limitations of 10.1 above.

## **ARTICLE 10 – GRIEVANCE PROCEDURE (Continued)**

10.9 If a grievance is initiated through this grievance procedure it shall not again be submitted for determination under the Civil Service Rules. If an issue is submitted for determination through the provisions of the Civil Service Rules it shall not again be submitted for arbitration under this grievance procedure.

## **ARTICLE 11 – WAGES**

11.1 The wage schedule for the purposes of this Agreement is set forth in Appendix A, which is made a part of this Agreement as if more fully set forth herein.

11.2 The salary rates shown in Appendix A reflect the following:

Effective April 1, 2013 (or closest pay period):	1.1% increase in all salary rates
Effective October 1, 2013 (or closest pay period):	1.0% increase in all salary rates
Effective April 1, 2014 (or closest pay period):	2.25% increase in all salary rates
Effective April 1, 2015 (or closest pay period):	2.5% increase in all salary rates

11.3 Increases in compensation shall be paid retroactively to the effective date for individuals employed as of the date of signing of the agreement.

## **ARTICLE 12 – LEAVES OF ABSENCE**

12.1 Employees may request paid or unpaid leaves of absence in accordance with the applicable provisions of state and federal law or regulation and Saint Paul Civil Service Rules.

12.2 In addition to such leaves of absence as may be granted pursuant to law, regulation or civil service rule, employees may be granted personal leaves of absence without pay or benefits where the Employer's operation will not be unreasonably disrupted as a result. Personal leaves of absence shall not exceed twelve (12) months in duration and shall be granted in the Employer's sole discretion which shall not be subject to review under the grievance/arbitration provisions of this Agreement.

12.3 A full-time employee may be granted up to four hundred eighty (480) hours of voluntary leave of absence without pay during the fiscal year. During such leave of absence, the employee shall continue to earn and accrue vacation and sick leave, seniority credits and maintain insurance eligibility as though he/she was on the payroll. Any leave of absence granted under this provision is subject to the approval of the Department Head.

## **ARTICLE 13 – INSURANCE**

13.1 The insurance plans, premiums for coverages and benefits contained in the insurance plans offered by the Employer shall be solely controlled by the contracts negotiated by the Employer and the benefit providers. The Employer will attempt to prevent any changes in the benefits offered by the benefit providers. However, the employees selecting the offered plans agree to accept any changes in benefits which a specific provider implements.

## ARTICLE 13 – INSURANCE (Continued)

### Active Employee Insurance

13.2 Effective for the **January 2013** insurance premiums, for each eligible employee covered by this Agreement who is employed full-time and who selects City-provided employee health insurance, the Employer agrees to make the following contributions per month:

**a. Open Access Choice Deductible:**

Single: \$535.37, plus \$75 to be deposited in a VEBA account.

Family: \$1,274.56 plus \$25 to be deposited in a VEBA account.

**b. Distinctions:**

Single: \$367.83

Family: \$689.92

Effective for the **January 2014** insurance premiums, for each eligible employee covered by this Agreement who is employed full-time and who selects City provided employee health insurance, the Employer agrees to contribute the following amounts:

**a. Open Access Choice Deductible:**

Single: City agrees to provide the full cost of Single coverage.

\$541.80, plus \$75 to be deposited in a VEBA/HRA (plus \$40 per month for completion of 2013 Wellness Program).

Family: City agrees to provide the 2013 contribution amount plus one-half the increased premium cost of Family coverage in 2014: \$1,282.98, plus \$35 monthly contribution to VEBA/HRA (plus \$40 per month for completion of 2013 Wellness Program).

**b. Distinctions:**

Single: \$380.49

Family: \$713.69

Effective for the **January 2015** insurance premiums, for each eligible employee covered by this Agreement who is employed full-time and who selects City provided employee health insurance, the Employer agrees to contribute the following amounts:

**a. Open Access Choice Deductible:**

Single: City agrees to provide the full cost of Single coverage.

\$551.32, plus \$85 to be deposited in a VEBA/HRA (plus \$75 per month for completion of 2014 Wellness Program).

Family: City agrees to provide the 2014 contribution amount plus one-half the increased premium cost of Family coverage in 2015: \$1,295.44, plus \$45 monthly contribution to VEBA/HRA (plus \$75 per month for completion of 2014 Wellness Program).

**b. Distinctions:**

Single: \$398.88

Family: \$748.42

## ARTICLE 13 – INSURANCE (Continued)

- 13.3 For each eligible employee who has elected health insurance coverage, the Employer agrees to provide life insurance in an amount equal to \$50,000. Employees who provide proof of alternate coverage may waive participation in the Employer’s health insurance plan. Employees who waive participation in the Employer’s health insurance plan shall still be eligible for life insurance benefits, including the Employer contribution thereon, and to participate in any optional insurance coverages or flexible spending accounts offered or maintained by the Employer provided the employee was benefit eligible for each of the preceding twelve (12) months.

### Retiree Insurance

- 13.4 Employees who retire must meet the following conditions at the time of retirement in order to be eligible for the Employer contributions, listed in Sections 13.5 through 13.8 below, toward a health insurance plan offered by the Employer:
- 13.4 (1) Be receiving benefits from a Public Employee Retirement Act at the time of retirement; and
  - 13.4 (2) Have severed his/her relationship with the City for reasons other than misconduct; and
  - 13.4 (3) Employment with Independent School District No. 625 will not be counted toward the service requirement for employees hired after October 1, 1997 toward the years of service for retiree health eligibility.

### Early Retirees

- 13.5 This Section applies to employees who:

- 13.5 (1) Have completed twenty (20) years full-time with the City, and
- 13.5 (2) Were appointed before January 1, 1990, and
- 13.5 (3) Have not attained age sixty-five (65) at retirement, and
- 13.5 (4) Meet the terms set forth in Section 13.4 above, and
- 13.5 (5) Select a health insurance plan offered by the Employer.

Until such employees reach sixty-five (65) years of age, the Employer will contribute a maximum of \$350.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. In addition, the Employer will provide group term life insurance coverage in the amount of \$5,000.00 until the retiree attains the age of sixty-five (65).

When such early retiree attains age sixty-five (65), the provisions of Section 13.7 shall apply.

- 13.6 This Section shall apply to employees who:

- 13.6 (1) Have completed twenty (20) years full-time with the City, and
- 13.6 (2) Were appointed on or after January 1, 1990, and
- 13.6 (3) Have not attained age sixty-five (65) at retirement, and
- 13.6 (4) Meet the conditions of Section 13.4 above, and
- 13.6 (5) Select a health insurance plan offered by the Employer.

## **ARTICLE 13 – INSURANCE (Continued)**

Until such employees reach sixty-five (65) years of age, the Employer will contribute a maximum of \$300.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. In addition, the Employer will provide group term life insurance in the amount of \$5,000.00 until the retiree attains the age of sixty-five (65).

When such early retiree attains age sixty-five (65), the provisions of Section 13.8 shall apply.

### **Regular Retirees (Age 65 and over)**

13.7 This Section shall apply to full-time employees who:

- 13.7 (1) Were appointed prior to January 1, 1990, and
- 13.7 (2) Have completed twenty (20) years full-time with the City, and
- 13.7 (3) Have attained age sixty-five (65) at retirement, and
- 13.7 (4) Meet the conditions of Section 13.4 above, and
- 13.7 (5) Select a health insurance plan offered by the Employer.

The Employer will contribute up to a maximum of \$550.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

13.8 This Section shall apply to full-time employees who:

- 13.8 (1) Were appointed on or after January 1, 1990, and
- 13.8 (2) Have completed twenty (20) years full-time with the City, and
- 13.8 (3) Have attained age sixty-five (65) at retirement, and
- 13.8 (4) Meet the conditions of Section 13.4 above, and
- 13.8 (5) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute up to a maximum of \$300.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

### **Survivor Insurance**

13.9 The surviving spouse of an employee carrying family coverage at the time of his/her death due to a job connected injury or illness which was determined to have arisen out of and in the course of his/her employment under worker's compensation law shall continue to be eligible for city contribution in the same proportions as is provided for retired employees.

In the event of the death of an early retiree or a regular retiree, the dependents of the retiree shall have the option, within thirty (30) days, to continue the current hospitalization and medical benefits which said dependents previously had, at the premium and Employer contribution accorded to the eligible deceased retiree.

It is further understood that coverage shall cease in the event of:

## ARTICLE 13 – INSURANCE (Continued)

- 13.9 (1) Subsequent remarriage of the surviving spouse of the deceased employee or retiree.
- 13.9 (2) The employment of the surviving spouse of dependent where health insurance is obtained through a group program provided by said Employer. In this event, however, the surviving spouse or dependent shall have the right to maintain city health insurance for the first ninety (90) days of said employment.
- 13.10 A retiree may not carry his/her spouse as a dependent if such spouse is also a City retiree or City employee and eligible for and is enrolled in the City health insurance program.
- 13.11 The contributions indicated in this Article shall be paid to the Employer's third party administrator.
- 13.12 Employees covered by this Agreement shall be eligible to participate in the Flexible Spending Account as offered by the Employer. The service fee charged to participating employees shall be paid by the Employer.
- 13.13 Employees covered by this Agreement shall be eligible to participate in the Dependent Care Reimbursement Account offered by the Employer. The service fee charged to participating employees shall be paid by the Employer.

## ARTICLE 14 – VACATION

- 14.1 For the purposes of this article qualifying years shall be determined based on original employment date. In each calendar year, each full-time employee shall be granted vacation according to the following schedule:

<b>Years of Service</b>	<b>Vacation Granted</b>
Less than 8 years	15 days
After 8 years thru 15 years	22 days
After 15 years	26 days

- Employees who work less than full-time shall be granted vacation on a pro-rata basis.
- 14.2 The Employee's Department Head may permit an employee to carry over into the following calendar year up to fifteen days' vacation.
- 14.3 The time of vacation shall be approved by the employee's Department Head. If an employee has been granted more vacation than he has earned up to the time of his separation from the City service, the employee shall reimburse the City for such unearned vacation. If an employee is separated from the service by reason of resignation, he shall be granted such vacation pay as he may have earned and not used up to the time of such separation, provided that he has notified the department head in writing at least fifteen (15) calendar days prior to the date of his resignation. If an employee is separated from the service by reason of discharge, retirement or death, he shall be granted such vacation pay as he may have earned and not used up to the time of such separation. The provisions of this Section shall not apply to temporary or emergency employees.



## **ARTICLE 14 – VACATION (Continued)**

- 14.3 (1) For any employee who is eligible to receive compensation for unused vacation at separation from the City under this Article and is eligible to receive Severance under Article 16, the City will contribute 100% of the full amount of such payment to a Post Employment Health Plan (PEHP) in lieu of any cash payment to the employee.
- 14.4 If an employee has an accumulation of sick leave credits in excess of one hundred and eighty days (180), he/she may convert any part of such excess to vacation at the rate of one-half day's vacation for each day of sick leave credit. No employee may convert more than twenty (20) days of sick leave in each calendar year under this provision. The approval of the employee's Department Head shall be required for any conversion request in excess of ten (10) days of sick leave.
- 14.5 An employee may also, at the discretion of the Department Head and additionally, limited by the availability of funds in the Department's Budget, sell up to five (5) days, or any portion thereof, of accrued and unused vacation once per year. Such election must be made in writing on or before December 1 of each year. If the employee elects to sell vacation, the payment for such sold vacation shall be made in a lump sum in the nearest full payroll period following the election date. The payment shall be in an amount equal to the number of hours sold times the employee's regular rate of pay in effect as of the date of such election.
- 14.5 (1) Invoking the use of 14.4 above at any time within the calendar year will prohibit the use of 14.5 above.
- 14.6 "Years of Service" may include, at the discretion of the Department Director, the amount of time worked by an employee at any previous public sector agency or private entity as in the relevant professional field. This "years of service" credit, if granted, may only be applied to affect vacation accrual and will have no impact on the employee's seniority or other rights and benefits of employment based on years of service either to the Employer or in the employee's job classification. Employees covered by this Agreement who were employed by the City of Saint Paul at the time this Agreement was ratified shall have until August 30, 2013 to submit a request for prior service credit and supporting documentation to their Department Director for consideration.
- 14.7 Application of additional years of service credit is not subject to Article 10 of this Collective Bargaining Agreement.

## **ARTICLE 15 – HOLIDAYS**

- 15.1 The following days shall be recognized and observed as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Day after Thanksgiving*
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

## **ARTICLE 15 – HOLIDAYS (Continued)**

Eligible employees shall receive pay for each of the holidays listed above on which they perform no work. Whenever any of the holidays listed above shall fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday. However, for those employees assigned to a work week which includes a Saturday or Sunday, the holiday shall be observed on its calendar date.

\*For all employees assigned to the Library, the Day after Thanksgiving shall be considered a normal work day, and Christmas Eve shall be recognized and observed as a paid minor holiday.

- 15.2 In order to be eligible for a holiday with pay, an employee must be employed as of the date of the holiday and have paid hours on the payroll for that pay period. The amount of holiday time earned shall be based upon the number of non-holiday hours paid to the employee during that pay period (see proration charts in Salary Plan and Rates of Compensation). For the purpose of this section only, non-holiday hours paid includes hours actually worked, vacation time, compensatory time, paid leave and sick leave. It is further understood that neither temporary nor other employees, not heretofore eligible, shall receive holiday pay.

## **ARTICLE 16 – SEVERANCE PAY**

- 16.1 The Employer shall provide a severance pay program as set forth in this Article.
- 16.2 To be eligible for the severance pay program, an employee must meet the following requirements:
- 16.2 (1) The employee must be voluntarily separated from City employment or have been subject to separation by lay-off or compulsory retirement.
- Those employees who are discharged for cause, misconduct, inefficiency, incompetency, or any other disciplinary reason are not eligible for the City severance pay program.
- 16.2 (2) The employee must have at least fifteen (15) years of consecutive service in the classified or unclassified Service of the City at the time of separation. For purposes of this Article employment with the Independent School District No. 625 will not be counted toward the service requirement for employees hired after October 1, 1997 toward the years of service for severance eligibility.
- 16.2 (3) The employee must file a waiver of re-employment with the Director of Human Resources, which will clearly indicate that by requesting severance pay, the employee waives all rights to claim reinstatement or re-employment (of any type), with the City.
- 16.2 (4) The employee must have accumulated a minimum of eighty (80) days of sick leave credits at the time of his separation from service.

## **ARTICLE 16 – SEVERANCE PAY (Continued)**

- 16.3 If an employee requests severance pay and if the employee meets the eligibility requirements set forth above, he/she will be granted severance pay in an amount equal to one-half of the daily rate of pay for the position held by the employee on the date of separation for each day of accrued sick leave.
- 16.4 The maximum amount of money that any employee may obtain through this severance pay program is \$12,500.00.
- 16.5 Upon the death of an employee who meets all of the requirements set forth above, at the time of his/her death, payment of the severance pay allowed under these provisions shall be made to the employee's spouse, or if none, to the employee's estate.
- 16.6 Payment of severance pay shall be made in accordance with the provisions of City Ordinance No. 16303.
- 16.7 For any employee who is eligible to receive severance from the City under this Article, the City will contribute 105% of the full amount of their severance payment to a Post Employment Health Plan (PEHP).

## **ARTICLE 17 – SICK LEAVE**

- 17.1 Employees shall accumulate sick leave credits at the rate of fourteen (14) days per year. The use of sick leave shall be governed by the applicable rules of the Saint Paul Civil Service Commission which were in effect at the time this Agreement was made and any applicable state or federal statute in effect at the time the sick leave is used.
- 17.2 In the case of a serious illness or disability of an employee's child, parent or household member, 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 without limitation where used for the purpose of attending to an employee's sick child and otherwise subject to the Employer's proper administration of the use of such benefits under the Federal Family and Medical Leave Act.
- 17.3 Department Heads or the Human Resources Director may require a physician's certificate at any time during an employee's use of sick leave for the purposes stated in 17.2 above.

All such certificates shall be forwarded by the appointing officer to the Human Resources Office. If an employee is absent for the reasons set forth in Article 17.2 above for three (3) or fewer calendar days he/she shall submit to the Department Head a certificate signed by the employee stating the nature of the child, parent, or household member's sickness.

If the sickness continues for more than three (3) calendar days, no further sick leave shall be granted unless or until a physician is consulted. The sick leave may be continued from and include the day of consultation, but only if a certificate signed by the physician certifying to the nature and period of the person's sickness is submitted and approved by the Department Head and forwarded to the Human Resources Office.

## **ARTICLE 17 – SICK LEAVE (Continued)**

- 17.4 No sick leave shall be granted for the above reasons unless the employee reports to his/her Department Head the necessity for the absence as soon as possible and practical after the employee's expected time to report for work, unless he/she can show to the satisfaction of the department head that the failure to report was for good cause.
- 17.5 An employee shall be paid under the provisions of this paragraph only for the number of days or hours for which he/she would normally have been paid if he/she had not been on sick leave.
- 17.6 Any employee who has accumulated sick leave credits, as provided in the Civil Service Rules, may be granted one (1) day of such leave to attend the funeral of the employee's grandparent or grandchild.

## **ARTICLE 18 – MILEAGE**

- 18.1 **Automobile Reimbursement Authorized:** Pursuant to Chapter 33 of the Saint Paul Administrative Code, as amended, pertaining to reimbursement of City officers and employees for the use of their own automobiles in the performance of their duties, the following provisions are adopted.
- 18.2 The City will provide parking at a location and manner of the Employer's choice within a reasonable distance of the work site for City employees on either of the above mentioned types of reimbursement plans who are required to have their personal car available for City business. Such parking will be provided only for the days the employee is required to have his/her own personal car available.
- 18.3 The Mayor shall adopt rules and regulations governing the procedures for automobile reimbursement, which regulations and rules shall contain the requirement that recipients shall file daily reports indicating miles driven and shall file monthly affidavits stating the number of days worked and the number of miles driven, and further require that they maintain automobile liability insurance of at least the minimums required by the State of Minnesota. Such rules and regulations, together with any amendments thereto, shall be maintained on file with the City Clerk.
- 18.4 When an employee is required to use his/her personal automobile to conduct authorized City business, the City shall reimburse the employee at the then current Federal I.R.S. mileage reimbursement rate on the most direct route.

## **ARTICLE 19 – SAFETY SHOES**

- 19.1 For those employees required, by the Employer, to wear safety shoes or boots, the Employer will contribute \$100.00 per year toward the purchase of safety shoes or boots, as an annual cash payment to be placed on the paycheck.

## **ARTICLE 20 – POST EMPLOYMENT HEALTH PLAN (PEHP)**

- 20.1 Employees are eligible for a Post Employment Health Plan (PEHP) contribution by the Employer of three hundred and fifty dollars (\$350.00).

**ARTICLE 20 – POST EMPLOYMENT HEALTH PLAN (PEHP) (Continued)**


20.2 Eligibility Requirements:

- 20.2 (1) For initial contribution, employees must have been employed for a minimum of one (1) calendar year.
- 20.2 (2) City contributions will be made by April 1<sup>st</sup> of the following year.
- 20.2 (3) Employees must be on the payroll as of the date of the payment.
- 20.2 (4) Employees separated for cause from this bargaining unit are specifically excluded from the Employer contribution program.

**ARTICLE 21 – DURATION AND EFFECTIVE DATE**

- 21.1 This Agreement is the complete Agreement between the Organization and the Employer. During the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Organization, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.
- 21.2 This Agreement shall be effective on the date it is executed by the parties and shall continue in full force and effect through December 31, 2015 and thereafter until modified or amended by mutual agreement of the parties. Either party desiring to amend, or modify this Agreement shall notify the other in writing so as to comply with the provisions of the Public Employment Labor Relations Act of 1984, as amended. Retroactive pay adjustments shall apply to all active employees of the bargaining unit on the date of signing of the agreement except those who have been terminated for cause.

**CITY OF SAINT PAUL**

  
\_\_\_\_\_  
Jason Schmidt  
Labor Relations Manager

7/9/13  
\_\_\_\_\_  
Date

**SAINT PAUL SUPERVISORS'  
ORGANIZATION**

  
\_\_\_\_\_  
Glen Kadrlík  
President

7-3-13  
\_\_\_\_\_  
Date

## APPENDIX A

### GRADE 001

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,506.97	1,616.04	1,685.60	1,760.92	1,842.20	1,922.11	1,981.75	2,052.37
10/05/13	1,522.04	1,632.20	1,702.46	1,778.53	1,860.62	1,941.33	2,001.57	2,072.89
04/05/14	1,556.29	1,668.92	1,740.77	1,818.55	1,902.48	1,985.01	2,046.61	2,119.53
04/04/15	1,595.20	1,710.64	1,784.29	1,864.01	1,950.04	2,034.64	2,097.78	2,172.52

### GRADE 002

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,546.74	1,659.15	1,731.45	1,809.79	1,889.68	1,976.78	2,035.08	2,110.59
10/05/13	1,562.21	1,675.74	1,748.76	1,827.89	1,908.58	1,996.55	2,055.43	2,131.70
04/05/14	1,597.36	1,713.44	1,788.11	1,869.02	1,951.52	2,041.47	2,101.68	2,179.66
04/04/15	1,637.29	1,756.28	1,832.81	1,915.75	2,000.31	2,092.51	2,154.22	2,234.15

### GRADE 003

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,587.89	1,701.68	1,778.73	1,857.12	1,942.85	2,030.01	2,091.29	2,165.95
10/05/13	1,603.77	1,718.70	1,796.52	1,875.69	1,962.28	2,050.31	2,112.20	2,187.61
04/05/14	1,639.85	1,757.37	1,836.94	1,917.89	2,006.43	2,096.44	2,159.72	2,236.83
04/04/15	1,680.85	1,801.30	1,882.86	1,965.84	2,056.59	2,148.85	2,213.71	2,292.75

### GRADE 004

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,629.45	1,747.62	1,824.69	1,908.83	1,995.98	2,086.07	2,145.96	2,223.68
10/05/13	1,645.74	1,765.10	1,842.94	1,927.92	2,015.94	2,106.93	2,167.42	2,245.92
04/05/14	1,682.77	1,804.81	1,884.41	1,971.30	2,061.30	2,154.34	2,216.19	2,296.45
04/04/15	1,724.84	1,849.93	1,931.52	2,020.58	2,112.83	2,208.20	2,271.59	2,353.86

### GRADE 005

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,675.18	1,793.52	1,877.59	1,960.38	2,049.02	2,140.64	2,205.32	2,285.78
10/05/13	1,691.93	1,811.46	1,896.37	1,979.98	2,069.51	2,162.05	2,227.37	2,308.64
04/05/14	1,730.00	1,852.22	1,939.04	2,024.53	2,116.07	2,210.70	2,277.49	2,360.58
04/04/15	1,773.25	1,898.53	1,987.52	2,075.14	2,168.97	2,265.97	2,334.43	2,419.59

## APPENDIX A (Continued)

### GRADE 006

#### 103B PARK FACILITY SUPERVISOR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,718.20	1,843.69	1,927.78	2,015.17	2,105.11	2,199.82	2,267.52	2,350.15
10/05/13	1,735.38	1,862.13	1,947.06	2,035.32	2,126.16	2,221.82	2,290.20	2,373.65
04/05/14	1,774.43	1,904.03	1,990.87	2,081.11	2,174.00	2,271.81	2,341.73	2,427.06
04/04/15	1,818.79	1,951.63	2,040.64	2,133.14	2,228.35	2,328.61	2,400.27	2,487.74

### GRADE 007

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,756.79	1,887.74	1,971.37	2,061.33	2,154.82	2,252.25	2,319.63	2,405.07
10/05/13	1,774.36	1,906.62	1,991.08	2,081.94	2,176.37	2,274.77	2,342.83	2,429.12
04/05/14	1,814.28	1,949.52	2,035.88	2,128.78	2,225.34	2,325.95	2,395.54	2,483.78
04/04/15	1,859.64	1,998.26	2,086.78	2,182.00	2,280.97	2,384.10	2,455.43	2,545.87

### GRADE 008

#### 358B IMPOUND LOT SUPERVISOR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,811.23	1,945.78	2,032.78	2,123.09	2,221.88	2,323.97	2,394.94	2,483.15
10/05/13	1,829.34	1,965.24	2,053.11	2,144.32	2,244.10	2,347.21	2,418.89	2,507.98
04/05/14	1,870.50	2,009.46	2,099.30	2,192.57	2,294.59	2,400.02	2,473.32	2,564.41
04/04/15	1,917.26	2,059.70	2,151.78	2,247.38	2,351.95	2,460.02	2,535.15	2,628.52

### GRADE 009

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,858.63	1,997.42	2,087.59	2,183.52	2,284.10	2,388.92	2,458.56	2,550.66
10/05/13	1,877.22	2,017.39	2,108.47	2,205.36	2,306.94	2,412.81	2,483.15	2,576.17
04/05/14	1,919.46	2,062.78	2,155.91	2,254.98	2,358.85	2,467.10	2,539.02	2,634.13
04/04/15	1,967.45	2,114.35	2,209.81	2,311.35	2,417.82	2,528.78	2,602.50	2,699.98

**APPENDIX A (Continued)**

GRADE 010

371A BUILDING SUPERINTENDENT  
 226B CIRCULATION COORDINATOR  
 225B EVENTS COORDINATOR  
 310B HORTICULTURE SUPERVISOR  
 260A OFFICE MANAGER  
 316A STOREROOM MANAGER

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,911.71	2,049.02	2,143.75	2,242.67	2,346.19	2,452.43	2,528.31	2,623.85
10/05/13	1,930.83	2,069.51	2,165.19	2,265.10	2,369.65	2,476.95	2,553.59	2,650.09
04/05/14	1,974.27	2,116.07	2,213.91	2,316.06	2,422.97	2,532.68	2,611.05	2,709.72
04/04/15	2,023.63	2,168.97	2,269.26	2,373.96	2,483.54	2,596.00	2,676.33	2,777.46

GRADE 011

396A GOLF PRO/MANAGER  
 149B SUPERVISOR OF AQUATICS

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	1,961.86	2,108.04	2,204.26	2,304.59	2,412.83	2,522.02	2,593.50	2,696.87
10/05/13	1,981.48	2,129.12	2,226.30	2,327.64	2,436.96	2,547.24	2,619.44	2,723.84
04/05/14	2,026.06	2,177.03	2,276.39	2,380.01	2,491.79	2,604.55	2,678.38	2,785.13
04/04/15	2,076.71	2,231.46	2,333.30	2,439.51	2,554.08	2,669.66	2,745.34	2,854.76

GRADE 012

439B OFFICE ADMINISTRATOR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,016.60	2,165.69	2,263.35	2,368.24	2,477.59	2,591.35	2,673.28	2,771.89
10/05/13	2,036.77	2,187.35	2,285.98	2,391.92	2,502.37	2,617.26	2,700.01	2,799.61
04/05/14	2,082.60	2,236.57	2,337.41	2,445.74	2,558.67	2,676.15	2,760.76	2,862.60
04/04/15	2,134.67	2,292.48	2,395.85	2,506.88	2,622.64	2,743.05	2,829.78	2,934.17

GRADE 013

307A BUSINESS ASSISTANCE PROGRAM SUPVR  
 464B FACILITY/PROGRAM MANAGER

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,071.23	2,224.95	2,327.24	2,431.82	2,545.67	2,666.63	2,745.92	2,846.83
10/05/13	2,091.94	2,247.20	2,350.51	2,456.14	2,571.13	2,693.30	2,773.38	2,875.30
04/05/14	2,139.01	2,297.76	2,403.40	2,511.40	2,628.98	2,753.90	2,835.78	2,939.99
04/04/15	2,192.49	2,355.20	2,463.49	2,574.19	2,694.70	2,822.75	2,906.67	3,013.49



**APPENDIX A (Continued)**

GRADE 014

306B MARKETING & PUBLIC RELATIONS MGR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,127.41	2,285.61	2,390.44	2,502.56	2,616.47	2,739.04	2,821.62	2,928.79
10/05/13	2,148.68	2,308.47	2,414.34	2,527.59	2,642.63	2,766.43	2,849.84	2,958.08
04/05/14	2,197.03	2,360.41	2,468.66	2,584.46	2,702.09	2,828.67	2,913.96	3,024.64
04/04/15	2,251.96	2,419.42	2,530.38	2,649.07	2,769.64	2,899.39	2,986.81	3,100.26

GRADE 015

259 \*PUBLIC WORKS TECHNICIAN IV

428A ENGINEERING TECHNICIAN SUPERVISOR

622A ENGINEERING TECHNICIAN SUPERVISOR-  
WATER UTILITY

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,186.50	2,349.17	2,455.53	2,570.61	2,688.88	2,814.60	2,902.96	3,012.82
10/05/13	2,208.37	2,372.66	2,480.09	2,596.32	2,715.77	2,842.75	2,931.99	3,042.95
04/05/14	2,258.06	2,426.04	2,535.89	2,654.74	2,776.87	2,906.71	2,997.96	3,111.42
04/04/15	2,314.51	2,486.69	2,599.29	2,721.11	2,846.29	2,979.38	3,072.91	3,189.21

GRADE 016

245A ADMINISTRATIVE ASSISTANT (U)

674 ADMINISTRATIVE ASSISTANT

438A SAFETY COORDINATOR (Appointed on/after 1/1/90)

471B URBAN FORESTER SUPERVISOR

120B VIDEO PRODUCTION SUPERVISOR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,247.02	2,414.03	2,526.32	2,643.05	2,765.63	2,895.74	2,982.99	3,095.09
10/05/13	2,269.49	2,438.17	2,551.58	2,669.48	2,793.29	2,924.70	3,012.82	3,126.04
04/05/14	2,320.55	2,493.03	2,608.99	2,729.54	2,856.14	2,990.51	3,080.61	3,196.38
04/04/15	2,378.56	2,555.36	2,674.21	2,797.78	2,927.54	3,065.27	3,157.63	3,276.29

**APPENDIX A (Continued)**

GRADE 017

272B PUBLIC WORKS ACCOUNTING COORDINATOR  
 364 \*SENIOR PUBLIC HEALTH NURSE  
 912 SUPERVISOR OF TRAFFIC MAINTENANCE  
 446B WATER CONTROL SYSTEMS INFO SUPVR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,309.01	2,481.96	2,594.35	2,714.04	2,842.54	2,975.53	3,068.83	3,186.16
10/05/13	2,332.10	2,506.78	2,620.29	2,741.18	2,870.97	3,005.29	3,099.52	3,218.02
04/05/14	2,384.57	2,563.18	2,679.25	2,802.86	2,935.57	3,072.91	3,169.26	3,290.43
04/04/15	2,444.18	2,627.26	2,746.23	2,872.93	3,008.96	3,149.73	3,248.49	3,372.69

GRADE 018

433B COMMUNITY & DIGITAL SERVICES MANAGER  
 290A CONTRACT COMPLIANCE SUPERVISOR  
 303B EDUCATION AND CONSERVATION CURATOR  
 258A ENVIRONMENTAL HEALTH PROGRAM SUPVR  
 449A LIBRARIAN III (Apptd after 7/7/88)  
 325A \*MEDICAL TECHNOLOGIST SUPERVISOR  
 307B MUNICIPAL GARAGE SUPERVISOR I  
 472B PARK & REC PROGRAM SUPERVISOR  
 406B PRINT SERVICES OPERATIONS MANAGER

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,372.54	2,548.63	2,669.59	2,792.23	2,925.25	3,061.17	3,156.24	3,271.58
10/05/13	2,396.27	2,574.12	2,696.29	2,820.15	2,954.50	3,091.78	3,187.80	3,304.30
04/05/14	2,450.19	2,632.04	2,756.96	2,883.60	3,020.98	3,161.35	3,259.53	3,378.65
04/04/15	2,511.44	2,697.84	2,825.88	2,955.69	3,096.50	3,240.38	3,341.02	3,463.12

GRADE 019

443B DESIGN SUPERVISOR  
 368B ORGANIZATIONAL DEVELOP MGR  
 640A PLAN REVIEW COORDINATOR  
 385B \*SOCIAL WORKER SUPERVISOR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,439.06	2,619.50	2,742.07	2,870.68	3,005.04	3,148.40	3,240.65	3,365.86
10/05/13	2,463.45	2,645.70	2,769.49	2,899.39	3,035.09	3,179.88	3,273.06	3,399.52
04/05/14	2,518.88	2,705.23	2,831.80	2,964.63	3,103.38	3,251.43	3,346.70	3,476.01
04/04/15	2,581.85	2,772.86	2,902.60	3,038.75	3,180.96	3,332.72	3,430.37	3,562.91

**APPENDIX A (Continued)**

GRADE 020

601 ACCOUNTANT IV  
 273B ANIMAL CURATOR  
 757 ASST DIR OF HUMAN RIGHTS  
 337B CODE ENFORCEMENT SUPERVISOR  
 325B HORTICULTURE MANAGER  
 448A LIBRARIAN III (Appointed on/before 7/7/88)  
 347B NATURAL RESOURCES MANAGER  
 444B PUBLIC SERVICE MANAGER  
 458B REAL ESTATE SUPERVISOR  
 440B VEHICLE & EQUIP SERVICES COORDINATOR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,505.55	2,694.73	2,820.32	2,951.77	3,090.73	3,235.49	3,334.02	3,461.72
10/05/13	2,530.61	2,721.68	2,848.52	2,981.29	3,121.64	3,267.84	3,367.36	3,496.34
04/05/14	2,587.55	2,782.92	2,912.61	3,048.37	3,191.88	3,341.37	3,443.13	3,575.01
04/04/15	2,652.24	2,852.49	2,985.43	3,124.58	3,271.68	3,424.90	3,529.21	3,664.39

GRADE 021

098 CHIEF SURVEYOR  
 428B REAL ESTATE & ASSESSMENT SUPERVISOR  
 264B RIGHT-OF-WAY SUPERVISOR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,573.65	2,768.61	2,898.69	3,034.61	3,179.21	3,325.71	3,428.79	3,560.35
10/05/13	2,599.39	2,796.30	2,927.68	3,064.96	3,211.00	3,358.97	3,463.08	3,595.95
04/05/14	2,657.88	2,859.22	2,993.55	3,133.92	3,283.25	3,434.55	3,541.00	3,676.86
04/04/15	2,724.33	2,930.70	3,068.39	3,212.27	3,365.33	3,520.41	3,629.53	3,768.78

GRADE 022

877 PARKING ADMINISTRATOR  
 895 SUPVR OF BUILDING DESIGN & PLAN REVIEW

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,646.12	2,847.05	2,979.94	3,120.21	3,266.47	3,420.24	3,526.61	3,660.62
10/05/13	2,672.58	2,875.52	3,009.74	3,151.41	3,299.13	3,454.44	3,561.88	3,697.23
04/05/14	2,732.71	2,940.22	3,077.46	3,222.32	3,373.36	3,532.16	3,642.02	3,780.42
04/04/15	2,801.03	3,013.73	3,154.40	3,302.88	3,457.69	3,620.46	3,733.07	3,874.93

**APPENDIX A (Continued)**

GRADE 023

496 ACCOUNTANT V  
 881 SUPERVISOR OF REHABILITATION  
 350A ZONING MANAGER

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,721.35	2,928.21	3,064.08	3,207.39	3,361.10	3,517.81	3,628.86	3,766.79
10/05/13	2,748.56	2,957.49	3,094.72	3,239.46	3,394.71	3,552.99	3,665.15	3,804.46
04/05/14	2,810.40	3,024.03	3,164.35	3,312.35	3,471.09	3,632.93	3,747.62	3,890.06
04/04/15	2,880.66	3,099.63	3,243.46	3,395.16	3,557.87	3,723.75	3,841.31	3,987.31

GRADE 024

433A CABLE COMMUNICATIONS OFFICER  
 228A EMPLOYMENT PROGRAMS MANAGER  
 215B ENVIRONMENTAL HEALTH MANAGER  
 338B HOUSING & CODE ENFORCEMENT MANAGER  
 355B IMPOUND LOT MANAGER  
 417B SENIOR LANDSCAPE ARCHITECT  
 674A \*WIC PROGRAM MANAGER

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,795.20	3,007.96	3,151.28	3,298.99	3,454.39	3,619.81	3,729.50	3,869.88
10/05/13	2,823.15	3,038.04	3,182.79	3,331.98	3,488.93	3,656.01	3,766.80	3,908.58
04/05/14	2,886.67	3,106.40	3,254.40	3,406.95	3,567.43	3,738.27	3,851.55	3,996.52
04/04/15	2,958.84	3,184.06	3,335.76	3,492.12	3,656.62	3,831.73	3,947.84	4,096.43

GRADE 24T

713A IS SYSTEMS CONSULTANT IV

	Start (1)	1-yr (2)	1.5-yr (3)	2-yr (4)	2.5-yr (5)	3-yr (6)	3.5-yr (7)	4-yr (8)
04/06/13	2,795.20	3,007.96	3,079.61	3,151.28	3,225.13	3,298.99	3,376.69	3,454.39
10/05/13	2,823.15	3,038.04	3,110.41	3,182.79	3,257.38	3,331.98	3,410.46	3,488.93
04/05/14	2,886.67	3,106.40	3,180.39	3,254.40	3,330.67	3,406.95	3,487.20	3,567.43
04/04/15	2,958.84	3,184.06	3,259.90	3,335.76	3,413.94	3,492.12	3,574.38	3,656.62
	4.5-yr (9)	5-yr (10)	10-yr (11)	15-yr (12)				
04/06/13	3,537.10	3,619.81	3,729.50	3,869.88				
10/05/13	3,572.47	3,656.01	3,766.80	3,908.58				
04/05/14	3,652.85	3,738.27	3,851.55	3,996.52				
04/04/15	3,744.17	3,831.73	3,947.84	4,096.43				

**APPENDIX A (Continued)**

GRADE 025

539 ACCOUNTING MANAGER  
 218B CENTRAL LIBRARY PUBLIC SERVICES COORD  
 406 CIVIL ENGINEER IV  
 405B CIVL ENGINEER IV - SPRWS  
 333B INFORMATION SERVICE MANAGER-SPRWS  
 625A LIBRARY FACILITIES MANAGER  
 308B MUNICIPAL GARAGE SUPERVISOR II  
 275A REAL ESTATE MANAGER  
 882 SUPERVISOR OF TECHNICAL SERVICES  
 621A WATER QUALITY SUPERVISOR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,873.65	3,095.17	3,239.86	3,390.80	3,551.80	3,720.22	3,837.59	3,982.17
10/05/13	2,902.39	3,126.12	3,272.26	3,424.71	3,587.32	3,757.42	3,875.97	4,021.99
04/05/14	2,967.69	3,196.46	3,345.89	3,501.77	3,668.03	3,841.96	3,963.18	4,112.48
04/04/15	3,041.88	3,276.37	3,429.54	3,589.31	3,759.73	3,938.01	4,062.26	4,215.29

GRADE 026

465B FORENSIC LAB MANAGER  
 954 \*HEALTH ADMINISTRATION MANAGER  
 575A POLICE RESEARCH & GRANTS MANAGER  
 878 PRINCIPAL DESIGNER  
 100A PROGRAM ADMINISTRATOR  
 442B REAL ESTATE & ASSESSMENT MANAGER  
 288B TECHNOLOGY MANAGER

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	2,956.27	3,183.69	3,328.75	3,489.62	3,655.11	3,828.03	3,947.08	4,095.86
10/05/13	2,985.83	3,215.53	3,362.04	3,524.52	3,691.66	3,866.31	3,986.55	4,136.82
04/05/14	3,053.01	3,287.88	3,437.69	3,603.82	3,774.72	3,953.30	4,076.25	4,229.90
04/04/15	3,129.34	3,370.08	3,523.63	3,693.92	3,869.09	4,052.13	4,178.16	4,335.65

## APPENDIX A (Continued)

### GRADE 027

400B CITY PLANNING ADMINISTRATOR

178A TECHNICAL & SUPPORT SERVICES MGR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,037.54	3,270.96	3,426.13	3,587.21	3,758.58	3,937.24	4,058.33	4,214.04
10/05/13	3,067.92	3,303.67	3,460.39	3,623.08	3,796.17	3,976.61	4,098.91	4,256.18
04/05/14	3,136.95	3,378.00	3,538.25	3,704.60	3,881.58	4,066.08	4,191.14	4,351.94
04/04/15	3,215.37	3,462.45	3,626.71	3,797.22	3,978.62	4,167.73	4,295.92	4,460.74

### GRADE 028

407B ADMINISTRATION MANAGER

300B DEPUTY DIRECTOR OF LIEP FOR LICENSES,  
PERMITS AND CUSTOMER SERVICE

269B PARKS & RECREATION DESIGN MANAGER

287A PARKS & RECREATION MANAGER

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,124.65	3,364.07	3,523.65	3,692.05	3,863.49	4,048.20	4,176.68	4,335.21
10/05/13	3,155.90	3,397.71	3,558.89	3,728.97	3,902.12	4,088.68	4,218.45	4,378.56
04/05/14	3,226.91	3,474.16	3,638.97	3,812.87	3,989.92	4,180.68	4,313.37	4,477.08
04/04/15	3,307.58	3,561.01	3,729.94	3,908.19	4,089.67	4,285.20	4,421.20	4,589.01

### GRADE 029

322A PURCHASING SYSTEMS MGR

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,213.22	3,460.03	3,622.77	3,794.18	3,977.16	4,166.25	4,295.12	4,459.34
10/05/13	3,245.35	3,494.63	3,659.00	3,832.12	4,016.93	4,207.91	4,338.07	4,503.93
04/05/14	3,318.37	3,573.26	3,741.33	3,918.34	4,107.31	4,302.59	4,435.68	4,605.27
04/04/15	3,401.33	3,662.59	3,834.86	4,016.30	4,209.99	4,410.15	4,546.57	4,720.40

**APPENDIX A (Continued)**

GRADE 030

- 143A ASSISTANT CITY ENGINEER
- 259B BUSINESS DIVISION MANAGER-SPRWS
- 638A CITY BUILDING OFFICIAL
- 257B DISTRIBUTION DIVISION MANAGER-SPRWS
- 393B EXECUTIVE SERVICES MANAGER
- 243B INFORMATION SERVICES MANAGER
- 258B PRODUCTION DIVISION MANAGER-SPRWS
- 914 TREASURY MANAGER
- 439A VALUATION & ASSESSMENT ENGINEER

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,303.50	3,559.02	3,726.16	3,901.92	4,089.69	4,284.50	4,415.19	4,589.35
10/05/13	3,336.54	3,594.61	3,763.42	3,940.94	4,130.59	4,327.35	4,459.34	4,635.24
04/05/14	3,411.61	3,675.49	3,848.10	4,029.61	4,223.53	4,424.72	4,559.68	4,739.53
04/04/15	3,496.90	3,767.38	3,944.30	4,130.35	4,329.12	4,535.34	4,673.67	4,858.02

GRADE 031

- 272A DEPUTY DIRECTOR-ECONOMIC DEVELOPMENT
- 384B PLANNING & ECONOMIC DEVELOP MANAGER (U)
- 095A DEPUTY DIRECTOR-PLANNING & DESIGN

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,398.04	3,659.53	3,833.81	4,015.69	4,206.23	4,407.23	4,545.64	4,719.69
10/05/13	3,432.02	3,696.13	3,872.15	4,055.85	4,248.29	4,451.30	4,591.10	4,766.89
04/05/14	3,509.24	3,779.29	3,959.27	4,147.11	4,343.88	4,551.45	4,694.40	4,874.15
04/04/15	3,596.97	3,873.77	4,058.25	4,250.79	4,452.48	4,665.24	4,811.76	4,996.00

GRADE 032

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,494.14	3,761.64	3,943.14	4,130.88	4,328.90	4,534.31	4,677.59	4,854.36
10/05/13	3,529.08	3,799.26	3,982.57	4,172.19	4,372.19	4,579.65	4,724.37	4,902.90
04/05/14	3,608.48	3,884.74	4,072.18	4,266.06	4,470.56	4,682.69	4,830.67	5,013.22
04/04/15	3,698.69	3,981.86	4,173.98	4,372.71	4,582.32	4,799.76	4,951.44	5,138.55

**APPENDIX A (Continued)**

GRADE 033

145A ASSOCIATE CITY ENGINEER

085 CHIEF ACCOUNTANT

230B CHIEF ENGINEER-SPRWS

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,593.16	3,869.32	4,055.63	4,249.13	4,454.26	4,665.95	4,812.16	4,996.54
10/05/13	3,629.09	3,908.01	4,096.19	4,291.62	4,498.80	4,712.61	4,860.28	5,046.51
04/05/14	3,710.74	3,995.94	4,188.35	4,388.18	4,600.02	4,818.64	4,969.64	5,160.06
04/04/15	3,803.51	4,095.84	4,293.06	4,497.88	4,715.02	4,939.11	5,093.88	5,289.06

GRADE 034

315B SUPERVISING ATTORNEY (U)

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,695.07	3,980.19	4,172.23	4,371.71	4,580.07	4,800.16	4,950.10	5,143.02
10/05/13	3,732.02	4,019.99	4,213.95	4,415.43	4,625.87	4,848.16	4,999.60	5,194.45
04/05/14	3,815.99	4,110.44	4,308.76	4,514.78	4,729.95	4,957.24	5,112.09	5,311.33
04/04/15	3,911.39	4,213.20	4,416.48	4,627.65	4,848.20	5,081.17	5,239.89	5,444.11

GRADE 035

737 DEPUTY CITY ATTORNEY (U)

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	3,801.42	4,095.48	4,293.40	4,495.83	4,711.64	4,937.75	5,095.04	5,289.79
10/05/13	3,839.43	4,136.43	4,336.33	4,540.79	4,758.76	4,987.13	5,145.99	5,342.69
04/05/14	3,925.82	4,229.50	4,433.90	4,642.96	4,865.83	5,099.34	5,261.77	5,462.90
04/04/15	4,023.97	4,335.24	4,544.75	4,759.03	4,987.48	5,226.82	5,393.31	5,599.47

GRADE 039

042 \*DIRECTOR OF MEDICAL SERVICES

(Appointed prior to 1/1/90)

	(1)	(2)	(3)	(4)	(5)	(6)	10-yr (7)	15-yr (8)
04/06/13	4,253.61	4,586.09	4,806.11	5,036.63	5,281.91	5,536.00	5,709.47	5,930.08
10/05/13	4,296.15	4,631.95	4,854.17	5,087.00	5,334.73	5,591.36	5,766.56	5,989.38
04/05/14	4,392.81	4,736.17	4,963.39	5,201.46	5,454.76	5,717.17	5,896.31	6,124.14
04/04/15	4,502.63	4,854.57	5,087.47	5,331.50	5,591.13	5,860.10	6,043.72	6,277.24