Revised December 1, 2024

SAINT PAUL
HUMAN RESOURCES

City of Saint Paul

Wage and Benefit Policy for

Non-Represented Management

and

Legislative Personnel

Human Resources
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Saint Paul MN 55102
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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)
Assistant Chief of Police (U)
Assistant Fire Chief (U)
Assistant Fire Chief – EMD (U)
Assistant General Manager – Saint Paul Regional Water Services (U)
Assistant to Department Administration (C)
Assistant to the Mayor I (U)
Assistant to the Mayor II (U)
Assistant to the Mayor III (U)
Assistant to the Mayor IV (U)
Assistant to the Mayor V (U)
Assistant to the Mayor VI (U)
Assistant to the Mayor VII (U)
Assistant to the Mayor VIII (U)
Budget Manager (C)
Chief of Police (U)
City Attorney (U)
City Clerk (U)
City Council Chief Budget Analyst (U)
City Engineer (U)
Claims Manager (C)
Compensation Analyst (C)
Deputy Chief of Police (U)
Deputy Director of Financial Services (U)
Deputy Director of HREEO (U)
Deputy Director of Libraries (U)
Deputy Director of Parks and Recreation (U)
Deputy Director of Planning and Economic Development (U)
Deputy Director-Human Resources (U)
Deputy Director of Safety and Inspections (U)
Director of Planning and Economic Development (U)
Director of Public Works (U)
Director of City Council Operations (U)
Director of Financial Services (U)
Director of Human Rights and Equal Economic Opportunity (U)
Director of Safety and Inspections (U)
Director of Technology and Communications (U)
Emergency Management Director (U)
Employee Benefits Manager (C)
Equity Manager (C)
Executive Assistant to the Mayor (U)
Financial Analyst (U)
Fire Chief (U)
General Manager – Saint Paul Regional Water Services (U)
Human Resources Director (U)
Human Resources Consultant I (C)
Human Resources Consultant II (C)
Human Resources Consultant III (C)
Human Resources Consultant IV (C)
Human Resources Manager (C)
Human Resources Senior Consultant (C)
Labor Relations Manager (U)
Labor Relations Specialist I (C)
Labor Relations Specialist II (C)
Legislative Aide (U)
Library Director (U)
Management Assistant III (C)
Parks and Recreation Director (U)
Payroll Manager (C)
Policy Analyst (U)
Program Administrator (C)
Project Manager IV (C)
Public Information Manager (U)
Research Analyst I (C)
Risk Manager (C)
Senior Administrative Supervisor (C)
Senior Organizational Development Consultant (C)
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. Benefits shall begin on the first day of work.

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 carry these unused days from one calendar year to the next. Unused personal days will be cashed out at the employee's regular rate of pay at the end of the year. 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:

YEARS OF SERVICE	# OF VACATION DAYS
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 (5) largest bargaining units.

HOLIDAYS

Employees receive the current eleven (11) City paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth 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.

BEREAVEMENT LEAVE

Paid Bereavement Leave may be used by an employee in the case 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.

A total of three (3) days per payroll year may be used as Bereavement Leave. Such leave shall not carry over from year to year.

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 $2,500 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 (5) largest bargaining units. This match includes the City's base and incentive contributions reflected in these agreements.

RECOGNITION PAY

Employees holding Non-Represented job titles are eligible for recognition pay.

Recognition pay means an annual lump-sum payment which does not increase the employee's base salary. The Mayor or designee, in their sole discretion, based upon such performance measures as they deem appropriate, may award to an eligible employee recognition 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 recognition pay of up to five (5) percent of the said employee's salary.

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

Recognition 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 recognition 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.

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 a child. The Paid Parental Leave must be used in a continuous eight (8) week block of time and will run concurrently with any other leaves available under existing federal and state laws. The Paid Parental Leave must be requested, approved and used within six (6) months of the qualifying event or the opportunity to request and/or use the leave will be forfeited.

To be eligible for this leave, the employee must:

1. be the biological parent or the adoptive parent or the spouse of the biological or adoptive parent of the child; and,
2. must have worked for the City for at least one (1) year preceding the first date of the leave; and,
3. have one thousand two hundred fifty (1,250) hours of worked time in the twelve (12) months immediately before the leave.

The eligible employee using Paid Parental Leave will be paid at their assigned rate of pay for the average number of hours worked per week in the previous twelve (12) months. Vacation will accrue during the Leave as if the employee were working. If a city observed holiday falls during the employee's use of Paid Parental Leave it will be not considered Paid Parental Leave but will be Holiday leave. Application of holiday pay does not extend PPL.

The City will continue to pay its share of the cost of an eligible employee's group health insurance during a Paid Parental Leave. The eligible employee's share of the premium will be deducted from the eligible employee's pay in accordance with normal practices.

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 a Non-Represented title shall be equal to two (2) weeks' pay for each complete calendar year of service in a title covered by the policy. However, this amount shall not exceed twelve (12) weeks pay.

SURVIVOR HEALTH BENEFITS

The surviving spouse and/or dependent of an employee covered by this policy carrying family coverage at the time of their death due to a job connected injury or illness which was determined to arise out of, and in the course of, their 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.

SEVERANCE PAY PROGRAM

Unclassified employees, unclassified employees who could return to a previously-held classified position, and classified employees, shall be eligible for a severance pay program if they meet the following requirements:

- The employee must be voluntarily separated from City employment or have been subject to separation by layoff or compulsory retirement.

If an employee is eligible for Severance pay, it will be paid as a separate pay adjustment the end of February in the year following separation of employment from the City.

Unused vacation will be paid as a pay adjustment on the employee's final paycheck.

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

YEARS OF SERVICE	AMOUNT
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 their death, payment of the severance pay may be made to the employee's estate or spouse.

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 their separation from service shall be granted severance pay in the amount of thirty thousand dollars ($30,000).

Sick leave requirements will be reduced by 10 (ten) percent for each full year of City service served under the non-represented benefit package.

Employees who are otherwise eligible to return to their bargaining unit shall be eligible for an equivalent severance should it differ under this policy.

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 twenty (20) years of full-time service with the City of Saint Paul or twenty-five (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.

RETIREE INSURANCE (Continued)

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 their retirement, or if a retiree discontinues their participation, such retiree will not be eligible for any future participation in the City's health plans or for any City contribution. Eligible employees may choose to defer the start of their contribution program.

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.

Employees who are otherwise eligible to return to their bargaining unit shall be eligible for equivalent contributions should they differ under this policy.